

# Internship Supervision for Continuing Education



## IMPORTANT INFORMATION

Please complete this form to document your involvement as an agency internship supervisor in order to earn continuing education credit toward NCTRC Recertification. **Retain the completed form with your continuing education materials for possible submission during the Recertification audit process.** The award of CE credit is based on the requirement that the agency internship supervisor provides a value-added experience that includes intense professional training and results in documented student competence in each of the critical areas of the TR process (APIED). In addition, the agency internship supervisor must provide oversight to a student as they complete a project that demonstrates competency in the RT process. ***Each internship supervision earns five (5) CE credit hours. A CTRS® can supervise one RT intern at a time, with a maximum of three (3) CE credit internships (for a total of 15 CE credit hours) per recertification cycle.***

## SUPERVISOR INFORMATION

Agency CTRS Supervisor Name:

NCTRC Cert. ID:

Agency Name:

Agency Phone:

Agency Mailing Address:

## STUDENT INFORMATION

Internship Student Name:

Academic CTRS Supervisor Name:

NCTRC Cert. ID:

College/University:

Internship Start Date:

Internship End Date:

## NCTRC JOB ANALYSIS STUDY

In accordance with the NCTRC Certification Standards, students must complete a minimum 560-hour, 14 week internship experience in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis Study.

Please review the NCTRC Job Analysis Study included within the NCTRC Certification Standards to confirm you have exposed the student to the Knowledge Domains and Job Task Areas.

Internship student verification of exposure to the NCTRC Job Analysis Study.

Student's Signature

Date

## DOCUMENTATION OF STUDENT COMPETENCY IN THE TR PROCESS

NCTRC requires that the student demonstrates competency in the components of the TR process (APIED) in order for the Agency Internship Supervisor to receive continuing education credit for the supervision of the internship. Please describe the supervision techniques used to evaluate the applicant's level of competency with entry level TR skills:

**Assessment:**

**Planning:**

**Implementation:**

**Evaluation:**

**Documentation:**

## COMPETENCY DEMONSTRATION PROJECT

The CTRS Agency Supervisor must provide direct oversight and input for the student intern's competency demonstration project. Please provide the title and a brief description of the project completed by the student intern. Attach additional supporting material as necessary.

The internship requirements may be found in the [NCTRC Certification Standards](#).  
If you have questions, please contact the NCTRC office at (845) 639-1439.

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Agency CTRS Supervisor's Signature

Date

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Internship Student's Signature

Date

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Academic CTRS Supervisor's Signature

Date