

Student Internship Guide



NCTRC | Student Internship

Important Information

This Student Internship Guide is designed to assist applicants with the NCTRC professional eligibility process. Completing an academic internship is required for CTRS certification. Although completing this Guide is not a formal requirement of the professional eligibility process, it helps document important information about the internship necessary for completing the NCTRC application. The information may also be needed during the application review process. The Student Internship Guide may be submitted as a supplement to the NCTRC application to document information related to specific requirements.

Visit www.NCTRC.org or contact NCTRC to obtain a copy of the Certification Standards which contains important information regarding certification, exam information, and application forms.

Keep these documents in this folder:

- Copy of Supervisors' CTRS Certification Cards
- Copy of University / Agency Contract
- Copies of Mid-term and Final Evaluations
- Copy of the NCTRC Job Analysis Task and Knowledge Areas
- Copies of Internship Reports or Projects sent to the University

Record of Internship

Student Name:	SSN	(last four digits)
Agency Name:		
Telephone		
Agency Mailing Address		
City	State	Zip
CTRS Agency Supervisor Name:		
Certification Number	Expiration Date	
CTRS Academic Supervisor Name:		
Certification Number	Expiration Date	
Type of Agency:		
Primary Population Served:		
Internship:	First date of placement: ___ / ___ / ___	Final date of placement: ___ / ___ / ___
Total Hours:	(Total Weeks ___ X ___ Hours per week) =	

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NCTRC Job Analysis Task Domains

NCTRC Certification Standards require that applicants gain exposure to the components of the NCTRC Job Analysis Task Domains.* While it is not mandatory that applicants be exposed to all the subcategories within each task area, each of the main task areas must be completed.

Task Domain	Date of Exposure	Task Domain	Date of Exposure
A. Professional Relationships and Responsibilities 1. Establish/maintain effective working relationships 2. Create/maintain a safe/therapeutic environment 3. Maintain CTRS/required state credential(s) 4. Participate in in-service training/staff development 5. Maintain knowledge of current TR/RT trends 6. Enhance professional competence/additional credentials 7. Enhance professional competence 8. Support the development of evidence-based practices 9. Adhere to professional SOP and code of ethics 10. Participate in quality improvement process 11. Participate in agency/professional committees	<input type="text"/>	F. Document Intervention Services 36. Document participation/adherence to intervention 37. Document behavioral observations 38. Document occurrences relating to risk management 39. Document protocols/modalities 40. Document program effectiveness	<input type="text"/>
B. Assessment 12. Request/secure referrals/orders 13. Obtain/review pertinent information 14. Select/develop assessment methods/setting 15. Establish therapeutic relationship 16. Conduct assessments 17. Analyze/interpret results 18. Integrate/record/disseminate results	<input type="text"/>	G. Treatment Teams and/or Service Providers 41. Identify the treatment team/community partners 42. Provide information to team/community partners 43. Communicate information 44. Coordinate/integrate intervention plan 45. Develop/provide collaborative services	<input type="text"/>
C. Plan Interventions and/or Programs 19. Discuss results of assessment 20. Develop/document intervention plan 21. Develop/select interventions/approaches 22. Develop/select protocols 23. Utilize activity/task analysis 24. Select adaptations/modifications/assistive technology	<input type="text"/>	H. Develop and Maintain Programs 46. Maintain equipment/supply inventory 47. Plan/coordinate support services 48. Maintain program budget/expense records 49. Develop/distribute schedules 50. Identify funding sources 51. Conduct needs assessment 52. Conduct ongoing program evaluation 53. Follow risk management practices	<input type="text"/>
D. Implement Interventions and/or Programs 25. Explain purpose/outcomes of the intervention/program 26. Implement individual/group session(s) 27. Use leadership/facilitation/adaptation techniques 28. Monitor/address safety 29. Observe for response to intervention/program 30. Monitor effectiveness of intervention/program	<input type="text"/>	I. Manage TR/RT Services 54. Comply with standards/regulations 55. Prepare/update written plan of operation 56. Confirm programs are consistent with agency mission 57. Recruit/train/educate/supervise/evaluate staff 58. Provide staff development/mentorship 59. Develop/implement/maintain internship program 60. Prepare/implement/evaluate/monitor annual budget 61. Support research programs/projects 62. Develop/conduct quality improvement plan 63. Write summary reports of TR/RT services 64. Identify/obtain/manage supplemental funding	<input type="text"/>
E. Evaluate Outcomes of the Interventions and/or Programs 31. Evaluate changes in functioning 32. Determine effectiveness of individual intervention plan 33. Revise individualized intervention plan 34. Evaluate for additional/alternative/discharge of services 35. Determine effectiveness of protocols/programs	<input type="text"/>	J. Awareness and Advocacy 65. Establish/maintain network with organizations/advocates 66. Advocate for rights of person(s) served 67. Provide education to internal/external stakeholders 68. Promote marketing/public relations 69. Monitor legislative/regulatory changes	<input type="text"/>

*Complete version of the NCTRC Job Task Domains is available online at www.NCTRC.org.

Documentation of Internship

Job Analysis Task Domains

An acceptable internship is defined by the therapeutic recreation process as delineated in the NCTRC Job Analysis Task Areas. The NCTRC Job Analysis Task Domains are:

A - Professional Relationships and Responsibilities
B - Assessment
C - Plan Interventions and/or Programs
D - Implement Interventions and/or Programs
E - Evaluate Outcomes of the Interventions/Programs

F - Document Intervention Services
G - Treatment Teams and/or Service Providers
H - Develop and Maintain Programs
I - Manage TR/RT Services
J - Awareness and Advocacy

Instructions:

In the table below, list the weekly dates and daily hours under each day of each week. List total weekly hours in the second to last column and record the Job Analysis Categories you worked on that week in the final column. You must submit a copy of your internship time logs if a range of hours per week is provided.

Example:

Week	Dates	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hrs	JA Domains
1	m/d/y - m/d/y	0 - 0	8:00 - 4:00	10:00 - 6:30	0 - 0	10:00 - 6:30	8:00 - 4:00	12:00 - 8:00	30	A, B, C

TIME LOG OF HOURS

Week	Dates	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hrs	JA Domains
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
									TOTAL HOURS	

 CTRS AGENCY SUPERVISOR'S SIGNATURE (Not Required) DATE

 CTRS ACADEMIC SUPERVISOR'S SIGNATURE (Not Required) DATE

What you should know before you complete your internship...

Checklist for NCTRC Internships

Provided below is a list of important criteria necessary to be compliant with NCTRC Internship Standards. Please use this checklist as a method of pre-screening potential internship agencies and supervisors. Please consult NCTRC Certification Standards for further explanation.

CRITERIA	YES	NO
1. Is the internship taking place after the majority of required therapeutic recreation and general recreation coursework is completed?		
2. Is the internship highly structured, field-centered and professionally supervised? An acceptable internship must be based on the therapeutic recreation process as defined by the knowledge and tasks in the current NCTRC Job Analysis Study.		
3. Is there an identified primary internship supervisor? An acceptable internship must have one identified primary supervisor. The primary supervisor works on a consistent basis with the student, coordinates all other secondary supervision and completes all evaluation materials and weekly reports pertaining to the internship experience.		
4. Is the Agency Supervisor employed full-time at the agency? NCTRC defines full-time employment as a minimum of 30 hours per week on site for the supervisor with at least 50% of the job duties within therapeutic recreation service.		
5. Is the Agency Supervisor actively certified? The agency supervisor must possess active CTRS certification status on the first day of the student's internship and have been certified for at least one year prior to supervising interns.		
6. Is the Academic Supervisor actively certified? The academic supervisor must possess active CTRS certification status on the first day of the student's internship and must be formally employed at the college/university.		
7. Will there be shared responsibility between the academic unit and the selected field agency? The shared responsibility is between the faculty member and the agency therapeutic recreation supervisor to assure that students receive a quality internship experience which prepares them for practice in the field of therapeutic recreation.		
8. Will the internship be a minimum of 560 hours and 14 consecutive weeks? No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience. The internship experience should be continuous and uninterrupted.		
9. Will the internship experience take place at one agency? Internships may not be split among different agencies or accumulated over multiple sites, unless the sites are within the same agency, and under the direct supervision of the CTRS.		
10. Will the internship experience earn academic credit?		
11. Will the student be exposed to opportunities to develop skills related to the therapeutic recreation process as defined by the current NCTRC National Job Analysis Task Areas?		

PLEASE NOTE: The above criteria reflect the NCTRC Standards as of 11/1/15. Please review the NCTRC website for notice of future standard changes.



**National Council for
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Certification®**

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NCTRC is a member of the Institute for Credentialing Excellence (ICE) and the CTRS Credentialing Program is accredited by National Commission for Certifying Agencies (NCCA).

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