### 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 [nctrc.org](http://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
- 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

<table>
<thead>
<tr>
<th>Student Name:</th>
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<th>Phone:</th>
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<td>Agency Name:</td>
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<td>Mailing Address:</td>
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<td>City: State: Zip:</td>
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**CTRS® Agency Supervisor Name:**

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<th>Certification Number:</th>
<th>Expiration Date:</th>
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**CTRS® Academic Supervisor Name:**

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<th>Certification Number:</th>
<th>Expiration Date:</th>
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**Primary Service Setting** (check only one):

- Hospital
- Community
- School
- Residential/Transitional
- Correctional
- Partial or Outpatient
- Adult Day Care
- Skilled Nursing Facility
- Other:

**Primary Service Sector** (check only one):

- Psychiatric/Mental Health
- Physical Rehabilitation
- Developmental Disability
- Geriatrics
- Other:

**Primary Level of Care** (check only one):

- Acute
- Sub-Acute
- Home Health
- Rehabilitation
- Long Term Care
- Other:

**Primary Age Group** (check only one):

- Pediatric
- Adolescent
- Other:
- Older Adult
- Adult

**First Date of Placement:**

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<th>Total Hours (total weeks x hours per week):</th>
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<th>Final Date of Placement:</th>
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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:
--- | ---
A. **Professional Relationships and Responsibilities** |  
- Establish/maintain effective working relationships  
- Create/maintain a safe/therapeutic environment  
- Maintain CTRS®/required state credential(s)  
- Participate in in-service training/staff development  
- Maintain knowledge of current TR/RT trends  
- Enhance professional competence/additional credentials  
- Enhance professional competence  
- Support the development of evidence-based practices  
- Adhere to professional SOP and code of ethics  
- Participate in quality improvement process  
- Participate in agency/professional committees  

B. **Assessment** |  
- Request/secure referrals/orders  
- Obtain/review pertinent information  
- Select/develop assessment methods/setting  
- Establish therapeutic relationship  
- Conduct assessments  
- Analyze/interpret results  
- Integrate/record/disseminate results  

C. **Plan Interventions and/or Programs** |  
- Discuss results of assessment  
- Develop/document intervention plan  
- Develop/select interventions/approaches  
- Develop/select protocols  
- Utilize activity/task analysis  
- Select adaptations/modifications/assistive technology  

D. **Implement Interventions and/or Programs** |  
- Explain purpose/outcomes of the intervention/program  
- Implement individual/group session(s)  
- Use leadership/facilitation/adaptation techniques  
- Monitor/address safety  
- Observe for response to intervention/program  
- Monitor effectiveness of intervention/program  

E. **Evaluate Outcomes of the Interventions and/or Programs** |  
- Evaluate changes in functioning  
- Determine effectiveness of individual intervention plan  
- Revise individualized intervention plan  
- Evaluate for additional/alternative/discharge of services  
- Determine effectiveness of protocols/programs  

F. **Document Intervention Services** |  
- Document participation/adherence to intervention  
- Document behavioral observations  
- Document occurrences relating to risk management  
- Document protocols/modalities  
- Document program effectiveness  

G. **Treatment Teams and/or Service Providers** |  
- Identify the treatment team/community partners  
- Provide information to team/community partners  
- Communicate information  
- Coordinate/integrate intervention plan  
- Develop/provide collaborative services  

H. **Develop and Maintain Programs** |  
- Maintain equipment/supply inventory  
- Plan/coordinate support services  
- Maintain program budget/expense records  
- Develop/distribute schedules  
- Identify funding sources  
- Conduct needs assessment  
- Conduct ongoing program evaluation  
- Follow risk management practices  

I. **Manage TR/RT Services** |  
- Comply with standards/regulations  
- Prepare/update written plan of operation  
- Confirm programs are consistent with agency mission  
- Recruit/train/educate/supervise/evaluate staff  
- Provide staff development/mentorship  
- Develop/implement/maintain internship program  
- Prepare/implement/evaluate/monitor annual budget  
- Support research programs/projects  
- Develop/conduct quality improvement plan  
- Write summary reports of TR/RT services  
- Identify/obtain/manage supplemental funding  

J. **Awareness and Advocacy** |  
- Establish/maintain network with organizations/advocates  
- Advocate for rights of person(s) served  
- Provide education to internal/external stakeholders  
- Promote marketing/public relations  
- Monitor legislative/regulatory changes  

*Complete version of the NCTRC Job Task Domains is available online at [nctrc.org](http://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 Task Domains 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

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<td>12:00–18:00</td>
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### TIME LOG OF HOURS

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**Total Hours**

_________________________  ___________________________
CTRS® Agency Supervisor’s Signature  Date

_________________________  ___________________________
CTRS® Academic Supervisor’s Signature  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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Is the internship taking place after the majority of required therapeutic recreation and general recreation coursework is completed?</td>
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<td>2. Is the internship highly structured, field-centered and professionally supervised?</td>
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<tr>
<td>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.</td>
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<td>3. Is there an identified primary internship supervisor?</td>
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<td>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.</td>
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<td>4. Is the Agency Supervisor employed at least 30 hours per week at the agency, with at least 50% of the job duties within therapeutic recreation service?</td>
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<td>5. Is the Agency Supervisor actively certified?</td>
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<tr>
<td>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.</td>
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<tr>
<td>6. Is the Academic Supervisor actively certified?</td>
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<tr>
<td>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.</td>
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<tr>
<td>7. Will there be shared responsibility between the academic unit and the selected field agency?</td>
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<tr>
<td>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.</td>
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<tr>
<td>8. Will the internship be a minimum of 560 hours and 14 consecutive weeks?</td>
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<tr>
<td>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.</td>
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<tr>
<td>9. Will the internship experience take place at one agency?</td>
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<tr>
<td>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®.</td>
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<tr>
<td>10. Will the internship experience earn academic credit?</td>
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<tr>
<td>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?</td>
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</table>

**PLEASE NOTE:** The above criteria reflect the NCTRC Standards as of 8/1/17. Please review the NCTRC website for notice of future standard changes.

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National Council for Therapeutic Recreation Certification®
Protecting and Promoting Since 1981

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