

# Work Experience Supervision for Continuing Education



**OVERVIEW:** Please complete this form to document your involvement as a supervisor of paid professional work experience in order to earn continuing education credit toward CTRS® Recertification through National Council for Therapeutic Recreation Certification® (NCTRC®). **Retain the completed form with your continuing education materials for possible submission during the Recertification audit process.**

**ELIGIBILITY:** The award of CE credit is based on the requirement that the supervisor of paid professional work experience provides a value-added experience that includes intense professional training and results in documented competence in each of the critical areas of the TR process (APIED). In addition, the supervisor of paid professional work experience must provide oversight to the applicant as they complete a project that demonstrates competency in the RT process.

**IMPORTANT INFORMATION:** *Each supervision earns two (2) CE credit hours. A CTRS can supervise more than one applicant at a time, and may claim up to three (3) of these experiences for a maximum of six (6) CE hours.*

## SUPERVISOR OF PAID PROFESSIONAL WORK EXPERIENCE INFORMATION

**Supervisor Name:**

NCTRC Cert. ID:

**Agency Name:**

Agency Phone:

Agency Mailing Address:

## APPLICANT INFORMATION

**Applicant Name:**

Supervision Start Date:

Supervision End Date:

## NCTRC JOB ANALYSIS STUDY

In accordance with the NCTRC Certification Standards, applicants must complete a minimum of 1500 hours of paid professional work experience that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis Study, under the supervision of a CTRS for at least 1 hour for every 10 hours worked each week. The supervisor must be an active CTRS on the first day of the applicant's paid professional work experience.

The supervisory structure for the paid professional work experience is at the discretion of the applicant and agency supervisor.

Please review the NCTRC Certification Standards to confirm you have exposed the applicant to the therapeutic recreation process as defined by the current NCTRC Job Analysis Study.

Applicant verification of exposure to the NCTRC Job Analysis Study.

Applicant's Signature

Date

## DOCUMENTATION OF COMPETENCY IN THE TR PROCESS

NCTRC requires that the applicant demonstrates competency in the components of the TR process (APIED) in order for the Supervisor to receive continuing education credit for the supervision of the paid professional work experience. 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 Supervisor must provide direct oversight and input for the applicant's competency demonstration project. Please provide the title and a brief description of the project completed by the applicant. Attach additional supporting material as necessary.

The paid professional work experience 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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CTRS Supervisor's Signature

Date

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Applicant's Signature

Date