



IMPORTANT INFORMATION

This Student Internship Guide is designed to assist applicants with the NCTRC professional eligibility process. When applying for CTRS® certification using the Academic Path option, completion of an academic internship is required. Although completing this guide is not a requirement of the professional eligibility process, it helps document important information about the internship necessary for completing the NCTRC application.

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

RECORD OF INTERNSHIP

Student Name:

Agency Name:

Phone:

Mailing Address:

City:

State/Province:

Postal Code:

CTRS Agency Supervisor Name:

Certification Number:

Expiration Date:

CTRS Academic Supervisor Name:

Certification Number:

Expiration Date:

Service Setting (check only one):

Hospital

Community

Partial or Outpatient

School

Residential/Transitional

Skilled Nursing Facility

Correctional

Adult Day Care

Other:

Service Sector (check only one):

Psychiatric/Mental Health

Physical Rehabilitation

Other:

Developmental Disability

Geriatrics

Level of Care (check only one):

Acute

Sub-Acute

Long Term Care

Home Health

Rehabilitation

Other:

Age Group (check only one):

Pediatric

Adolescent

Other:

Older Adult

Adult

First Date of Placement:

Final Date of Placement:

Total Hours (total weeks x hours per week):

NCTRC JOB ANALYSIS TASK STUDY: PROFESSIONAL KNOWLEDGE AND JOB TASKS FOR THE CTRS

Knowledge Domain 1: Professionalism

Job Task Area 1.01. Develop professional relationships

Including, but not limited to:

- Communicate with interdisciplinary teams (e.g., team meetings, care/treatment planning, client reviews, etc.)
- Educate internal/external stakeholders about the scope of RT/TR practice (e.g., administration, board of directors, third party payers, funders, interdisciplinary team, service providers, families, etc.)
- Advocate for client's rights with interdisciplinary team, clients, and families

Job Task Area 1.02. Maintain professional competency

Including, but not limited to:

- Understand trends in RT/TR practice (e.g., evidence-based practice, etc.)
- Apply concepts of cultural competence/intelligence (e.g., implicit bias, cultural differences, diversity and inclusion, etc.)
- Maintain professional qualifications (e.g., continuing education, staff development, credentials, licensure, additional credentials, etc.)
- Participate in internal/external committees (e.g., quality improvement teams, professional organizations, etc.)
- Comply with professional Code of Ethics
- Comply with professional Standards of Practice

Knowledge Domain 2: Assessment

Job Task Area 2.01. Conduct the assessment process

Including, but not limited to:

- Establish a therapeutic relationship with clients (e.g., explain characteristics, professional vs personal boundaries, etc.)
- Apply knowledge of diagnostic and developmental characteristics (e.g., cognitive/developmental impairments, physical disabilities, psychiatric impairments, etc.)
- Determine assessment tools to establish outcomes (e.g., standardized, interprofessional, FIM, MDS, etc.)
- Gather primary data across functional domains (e.g., sensory, cognitive, social, physical, affective, leisure, etc.)
- Gather secondary data (e.g., support system, charts, medical records, etc.)
- Use findings from data gathered to determine strengths and limitations, including barriers to leisure participation (e.g., social, environmental, physical, etc.)

Job Task Area 2.02. Apply assessment data to plan care

Including, but not limited to:

- Prioritize client needs and strengths
- Create goals and objectives (e.g., outcomes) based on assessment data
- Communicate assessment data to interdisciplinary team/ other service providers and client

Knowledge Domain 3: Planning

Job Task Area 3.01. Develop individualized plan of care

Including, but not limited to:

- Utilize RT/TR service delivery models (e.g., Leisure Ability, Health Protection/Health Promotion, Health and Well-Being Model, etc.)
- Utilize theories of practice (e.g., person-centered, medical model, social model, positive psychology, etc.)
- Align goals and/or objectives to support service delivery (e.g., one-to-one, group interventions, types of modalities, facilitation techniques, etc.)

Job Task Area 3.02. Design program services

Including, but not limited to:

- Design programs based on client needs, interests, and abilities
- Engage in logistical program planning (e.g., transportation, space, supplies, accessibility, etc.)
- Select intervention techniques, approaches, and modalities (e.g., social skill training, community reintegration, palliative care, behavior management, etc.)
- Determine activity modifications (e.g., assistive technology, adaptive devices, and adaptive techniques, etc.)
- Use Activity/Task analysis to provide quality services
- Identify formative evaluation techniques to determine effectiveness of specific programs (e.g., client survey, debriefing, etc.)

Knowledge Domain 4: Implementation

Job Task Area 4.01. Deliver program services

Including, but not limited to:

- Explain purpose of intervention/program
- Determine the steps needed to implement program services (e.g., room arrangements conducive to respective intervention, staffing ratios, environmental and programming accessibility, barriers to participation, etc.)
- Establish facilitation structure and leadership approach
- Implement program plan (e.g., using adaptive recreational equipment, strategic partnering, group dynamics, adapt in the moment, conduct co-treatments with team members, etc.)
- Monitor effectiveness of intervention/program

Job Task Area 4.02. Adhere to risk management protocols

Including, but not limited to:

- Utilize components of safety protocols (e.g., client consent, process for gathering consent, right to live at risk, falls prevention, MSDS logs, etc.)
- Identify relevant precautions to provide a safe environment (e.g., isolation, environmental concerns, or contraindications, etc.)

Knowledge Domain 5: Evaluation and Documentation

Job Task Area 5.01. Document client progress

Including, but not limited to:

- Complete progress notes (e.g., electronic, narrative, SOAP, DARP, etc.)
- Develop discharge/transition plans
- Communicate with interdisciplinary team/service providers on client progress
- Conduct summative evaluation of program effectiveness (e.g., revision of goals and objectives, revision of modalities, interventions, and facilitation techniques, etc.)

Job Task Area 5.02. Document program and client incident

Including, but not limited to:

- Identify policies and procedures for reporting specific incidents
- Document specific details of incidents

Knowledge Domain 6: Administration

Job Task Area 6.01. Maintain department documentation

Including, but not limited to:

- Follow service plan of operation (e.g., program schedules, support services, RT/TR interventions, policy, and procedure development, etc.)
- Adhere to agency policies regarding program and client documentation (e.g., timeliness, incident reports, formative and summative evaluations, quality improvement plans, etc.)
- Adhere to agency fiscal management (e.g., budgeting requirements, external/internal funding sources, etc.)
- Identify state/provincial, regional, Federal regulations pertaining to RT/TR services

Job Task Area 6.02. Assign and monitor personnel

Including, but not limited to:

- Contribute to staff performance appraisals
- Assist with education and supervision of staff, students, and volunteers (e.g., provide training opportunities, etc.)
- Maintain internship program

DOCUMENTATION OF INTERNSHIP

NCTRC Certification Standards require that applicants gain exposure to the components of the NCTRC Job Analysis Study listed on the previous page.

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. You must submit a copy of your internship time logs if a range of hours per week is provided.

TIME LOG OF HOURS

Wk	Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
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.

Internship Certification Standard: 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 under the supervision of both academic and agency internship supervisors who are NCTRC CTRS certified. The agency supervisor must also possess the CTRS credential for one year prior to supervising an internship student. The CTRS cannot serve in the capacity of both the academic supervisor and agency supervisor during a given internship experience. An acceptable internship experience is one which is completed after the majority of required therapeutic recreation coursework is completed as verified on the official transcript.

Criteria	Yes	No
1. Is the internship taking place after the majority of required therapeutic recreation coursework is completed?		
2. Does the Agency Supervisor possess active CTRS certification status on the first day of the student's internship?		
3. Has the Agency Supervisor been certified for at least one year prior to supervising interns?		
4. Does the Academic Supervisor possess active CTRS certification status on the first day of the student's internship?		
5. Is the Academic Supervisor employed at the college/university?		
6. Will there be two different CTRS supervisors during the internship experience? The CTRS cannot serve in the capacity of both the academic supervisor and agency supervisor during a given internship experience		
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 internship supervisor(s) 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 weeks?		
9. Will the internship experience earn academic credit?		
10. 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 Study?		

PLEASE NOTE: The above criteria reflect the NCTRC Standards as of 1/1/23. Please review the NCTRC website for notice of future standard changes.

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