



National Council for Therapeutic Recreation Certification®

*Protecting and Promoting Since 1981*

## **Internship Interruption Guidelines**

The National Council for Therapeutic Recreation Certification (NCTRC) supports quality, experiential learning in therapeutic recreation programs and believes the internship experience is an integral component of professional preparation in therapeutic recreation. Universities and agencies have long recognized the critical value of a structured learning experience under supervision of a qualified practicing professional.

Occasionally, circumstances arise where a well-planned, quality internship experience cannot be completed due to no fault of the student, the university or the internship agency. With the changing environment of health care and human services, emergencies periodically arise because of the closure of an agency, the termination of the CTRS agency supervisor, extreme emergencies or severe illness of either the student or the CTRS supervisor. These circumstances may cause the internship experience to be ended or suspended for a period of time. When this happens, the student intern, supervisor, and/or faculty advisor may contact NCTRC for assistance.

To accommodate the above-identified situations, NCTRC has developed the Internship Interruption Guidelines. Using this system, the student, university advisor and internship agency supervisor may accommodate the student by helping them find a suitable agency for the continuation of the internship experience.

Internship interruptions may be structured for students who face the following situations during the academic internship experience:

1. The agency is closed without warning and the student cannot continue the internship experience at the original agency site.
2. The agency terminates the employment of the CTRS supervisor and there is no other CTRS supervisor on site to continue the supervision of the student's internship.
3. The agency reduces the employment hours of the CTRS supervisor to less than the minimum number of hours required by NCTRC standards and there is no other CTRS supervisor on site to continue the supervision of the student's internship.
4. The CTRS supervisor resigns his or her position at the agency and there is no other CTRS supervisor on site to continue the supervision of the student's internship.
5. The CTRS supervisor experiences an illness or an event leading to a disability that prevents him or her from continuing employment at the agency and there is no other CTRS supervisor on site to continue the supervision of the student's internship.
6. The student has a serious illness or personal emergency causing the absence or the inability to work at least 20 hours per week, for more than two (2) consecutive weeks.
7. The student who is in military service/reserves is forced to drop below the minimum of 20 hours per week to attend mandatory military training.

There are no other conditions under which an internship interruption will be considered by NCTRC. Under other conditions (e.g., the student is dismissed from the internship agency due to failure to meet expectations or for other disciplinary reason, etc.), the student must select a new internship agency and supervisor and begin a new internship that meets all NCTRC standards.

If one of the above emergency situations occur, the following conditions must be met to structure the internship:

1. The experience at all internship sites must meet all other content requirements of the NCTRC Standards and must reflect the Therapeutic Recreation Process as defined by the current NCTRC Job Analysis.
2. The student should complete no less than 20 hours of experience nor more than 45 hours per week, regardless of how many hours and weeks were completed at the first or original internship site.
3. Regardless of the length of the interruption or when the interruption occurs, the student must complete a minimum of 560 hours and 14 weeks, and receive academic credit as noted on the transcript.
4. Decisions related to the format of the internship experience (in person or remote) are determined by the agency supervisor, the internship site, and the academic supervisor; this is not under the purview of NCTRC.

If your internship has been interrupted, written documentation from the agency supervisor and/or the academic supervisor will suffice. The documentation should include the following:

1. Student's name and a statement indicating that the internship was interrupted due a serious illness, personal emergency, or material (significant) extenuating circumstances.
2. Name of where the internship experience took place. If there were multiple agencies, please include each site and the dates and hours of the internship completed at that site.
3. Agency supervisor's name, and certification number if available. If there were multiple supervisors, please include name of each supervisor.
4. If the academic credit is posted at a different time compared to when the internship was actually completed, a statement that the reason for this is because of a serious illness, personal emergency, or material (significant) extenuating circumstances and was originally an "Incomplete" until the internship was completed.
5. [Internship logs](#) are required to confirm the completion of 14 weeks/560 hours.

Please contact [nctrc@nctrc.org](mailto:nctrc@nctrc.org) if you have any questions on the Internship Interruption Guidelines.