

Agency Internship Supervisor Resource Guide



IMPORTANT INFORMATION

This Agency Internship Supervisor Resource Guide is designed to assist the agency CTRS® internship supervisor in preparing for their role in the student's internship experience. The academic internship is a valuable learning opportunity for students, and it is important to make certain that all NCTRC requirements are met during the experience. NCTRC has several resources that may be of assistance to students during their internship and application for certification.

Visit nctrc.org to obtain copies of these resources.

NCTRC CERTIFICATION STANDARDS

Internship requirements can be found starting on page 10 in the Certification Standards. The standards contain important information regarding certification, exam information, and application forms. Students will need to complete a minimum 560-hour, fourteen (14) week internship in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis.

STUDENT INTERNSHIP GUIDE

This guide contains a list of important criteria necessary to be compliant with NCTRC Internship Standards. The Student Internship Guide contains important information for applicants regarding the academic internship requirements to apply for CTRS certification. The Student Internship Guide is designed to assist applicants with the NCTRC professional eligibility process.

NCTRC JOB ANALYSIS

This is a helpful resource to ensure that the internship experience covers all aspects of the Job Analysis. The purpose of the job analysis study was to identify the knowledge and tasks that are important for the necessary level of competence for entry into the profession as a qualified provider of recreational therapy services. The findings of the job analysis study serve as the basis of the NCTRC Certification Exam and inform the CTRS about content required for recertification.

EXAM CONTENT OUTLINE

Review of this tool will help your student become familiar with the exam content. The intended use of the NCTRC Certified Therapeutic Recreation Specialist (CTRS) certification exam is to ensure that applicants demonstrate the necessary level of competence for entry into the profession as a qualified provider of recreational therapy services.

INTERNSHIP SUPERVISION FOR CONTINUING EDUCATION FORM

Use this form to document your involvement as an agency internship supervisor to earn continuing education credit toward NCTRC Recertification. The Internship Supervision for Continuing Education credit will be awarded to the primary CTRS supervisor only when the minimum 14-week, 560-hour internship has been completed. Credit will not be awarded for internship supervision less than the required weeks and hours. All fields of the required form must be completed and signed and submitted only during the Recertification audit process.

WHAT YOU SHOULD KNOW AS THE AGENCY INTERNSHIP SUPERVISOR

The format and structure of the internship should be determined by the agency CTRS supervisor, academic CTRS supervisor and the student, and is not under the purview of NCTRC. The agency CTRS internship supervisor must possess active certification status at the CTRS level on the first day of the student's internship and have been certified for at least one year prior to supervising interns. The academic internship supervisor must be an active CTRS at the start of the internship experience and must be employed at the college/university. The CTRS cannot serve in the capacity of both the academic supervisor and agency supervisor during a given internship experience.

NCTRC extends its deepest appreciation to CTRSs who serve as internship supervisors. The internship supervisor has an extremely important role in the development of new TR professionals and potential CTRSs. The academic internship is a valuable part of the professional preparation process, and we deeply appreciate your involvement.

Thank you for your support of NCTRC and the CTRS credentialing program.

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