



NCTRC Internship Supervision

Guidelines for Continuing Education Credit

This document outlines the guidelines and process for awarding continuing education (CE) credit to CTRSs who serve as internship/field placement supervisors. This opportunity is open to all CTRSs who are in good standing and have held the CTRS designation for a minimum of one full year.

Earning credit for internship supervision is based on the premise that in the span of a 14 week / 560 hour internship, the direct supervisor gains a significant amount of professional education and feedback regarding the provision of recreational therapy service. To earn CE credit, the internship supervisor is required to provide a value-added experience that includes intense professional training and results in documented student competence in each of the critical areas of the TR/RT process (APIED). The internship supervisor must also provide oversight to a student generated special project.

Guidelines

The following criteria are the requirements for earning internship CE credit hours:

- Each internship experience is awarded five (5) CE credit hours.
 - A CTRS can supervise a maximum of two (2) CE credit earning internship experiences for a maximum of 10 credit hours per recertification cycle.
 - Each internship experience must be completed within the five (5) year recertification cycle.
 - The CE credit hours awarded for internship supervision must be applied to the designated section that awards credit for publications, presentations, and internship supervision.
 - The internship must be a single student-focused experience directly supervised by the CTRS seeking CE credit.
 - The internship experience must assure that the student is exposed to all components of the NCTRC Job Analysis task areas and that the student demonstrates entry-level professional competence in the core skills of the TR/RT process (APIED).
 - The internship supervisor must provide oversight to a student special project that addresses service delivery related to the TR/RT process (APIED).
 - The NCTRC Continuing Education Internship Supervision Form must be signed and verified by the student and academic internship supervisor.
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Process

The internship experience must be conducted in a manner that is consistent with the NCTRC Standards and the internship supervision CE credit requirements. Upon completion of the internship experience, the CTRS completes the NCTRC Continuing Education Internship Supervision Form and secures the necessary signatures. The CTRS retains the form along with other pertinent documents relating to recertification. The CTRS submits the form (along with all pertinent documents) if requested to do so as part of the recertification audit process.



NCTRC Internship Supervision Continuing Education Form

Please complete this form to document your involvement as an internship supervisor in order to earn continuing education credit toward NCTRC Recertification. Retain the completed form with your continuing education materials for possible submission during the Recertification audit process. The award of CE credit is based on the requirement that the internship supervisor provides a value-added experience that includes intense professional training and results in documented student competence in each of the critical areas of the RT process (APIED). In addition, the internship supervisor must provide oversight to a student focused competency demonstration project.

Each internship supervision earns five (5) CE credit hours. A CTRS can supervise a maximum of two (2) CE credit internships for a total of 10 CE credit hours per recertification cycle.

Supervisor Information

Internship CTRS Supervisor Name _____

NCTRC Certification ID _____

Agency Name _____

Agency Address _____

Agency Telephone Number _____

Student Information

Internship Student Name _____

Academic CTRS Supervisor Name _____

NCTRC Certification ID _____

College / University _____

Internship Start Date ____ / ____ / ____ Internship End Date ____ / ____ / ____

NCTRC Job Analysis Task Areas

In accordance with the NCTRC Certification Standards, students are required to receive instruction and training in each of the NCTRC Job Analysis Task Areas. In the section provided below please indicate the period of time that the student was engaged in each of the task areas. Please review the NCTRC Certification Standards Part V: NCTRC Job Analysis prior to completing this section to insure the accuracy of your responses.

NCTRC Job Analysis Task Areas	COMPLETION DATE OF INSTRUCTION	TOTAL HOURS	STUDENT INITIALS	SUPERVISOR INITIALS
A. Professional Roles and Responsibilities				
B. Assessment				
C. Planning Interventions and/or Programs				
D. Evaluate Outcomes of the Interventions and/or Programs				
E. Documenting Intervention Services				
F. Working with Treatment and/or Service Teams				
G. Organizing Programs				
H. Managing TR/RT Services				
I. Public Awareness and Advocacy				

Documentation of Student Competency in the RT Process

NCTRC requires that the student demonstrates competency in the components of the RT process (APIED) in order for the CTRS to receive continuing education credit for the supervision of the internship. Please describe the methodology used to instruct and document how the student gained entry level skill in the following job task areas:

ASSESSMENT

PLANNING

IMPLEMENTATION

EVALUATION

DOCUMENTATION

Competency Demonstration Project

NCTRC requires that the student complete a project that demonstrates competency in the RT process (APIED). Please provide title and brief description of the project completed by the student intern with direct input and oversight by the CTRS Agency Supervisor. (Attach additional material as necessary).

Please attest that the academic internship provided the student with professional level training and competence to practice recreational therapy and provide therapeutic recreation services.

Signature Internship Student _____ Date _____

Signature Academic CTRS Supervisor _____ Date _____

Signature Agency CTRS Supervisor _____ Date _____