

Internship Supervision for Continuing Education



IMPORTANT INFORMATION

Please complete this form to document your involvement as an agency 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 agency 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 agency internship supervisor must provide oversight to a student as they complete a project that demonstrates competency in the RT process. **Each internship supervision earns five (5) CE credit hours. A CTRS® can supervise one RT intern at a time, with a maximum of three (3) CE credit internships (for a total of 15 CE credit hours) per recertification cycle.**

SUPERVISOR INFORMATION

Agency CTRS® Supervisor Name:	NCTRC Cert. ID:
Agency Name:	Agency Phone:
Agency Mailing Address:	

STUDENT INFORMATION

Internship Student Name:	
Academic CTRS® Supervisor Name:	NCTRC Cert. 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 date(s) that the student had exposure to each of the task areas. Please review the NCTRC Job Analysis Report included within the NCTRC Certification Standards prior to completing this section to insure the accuracy of your responses.

NCTRC Job Analysis Task Areas	Date(s) of Exposure
A. Professional Relationships and Responsibilities	
B. Assessment	
C. Plan Interventions and/or Programs	
D. Implement Interventions and/or Programs	
E. Evaluate Outcomes of the Interventions/Programs	
F. Document Intervention Services	
G. Treatment Teams and/or Service Providers	
H. Develop and Maintain Programs	
I. Manage TR/RT Services	
J. Awareness and Advocacy	

Internship student verification of exposure to all NCTRC Job Analysis Task Areas:

Student's Signature Date

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 Agency Internship Supervisor 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 the title and a 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.

Agency CTRS® Supervisor's Signature

Date

Internship Student's Signature

Date

Academic CTRS® Supervisor's Signature

Date