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NCTRC Disclaimer

- The information included within this presentation reflects the contents of the NCTRC Certification Standards as of January 2022.
- It is the responsibility of the applicant to review the NCTRC website for the most current requirements prior to application submission.

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Learning Objectives

- Describe the NCTRC Internship Standards.
- Apply the NCTRC Job Tasks to the development of the internship experience.
- Name the three major requirements of the internship that are reviewed when applying for NCTRC Professional Eligibility.

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NCTRC

CORE PURPOSE:

To protect the safety of consumers of recreational therapy services.

MISSION STATEMENT:

The National Council for Therapeutic Recreation Certification protects the public by promoting the provision of quality services offered by NCTRC certificants.

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Internship Certification Standards

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. 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.

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Agency CTRS Supervisor

The primary supervisor must possess active certification status at the CTRS level on the first day of the applicant's internship and have been certified for at least one year prior to supervising interns. Any change in certification status of the supervisor during the internship shall not affect the certification eligibility of an applicant.

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Academic CTRS Supervisor

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.

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Internship completed after coursework

An acceptable internship must be completed after the majority of required therapeutic recreation coursework is completed. Verification of the completed internship must appear on the official academic transcript. The majority of therapeutic recreation content coursework is defined as no less than 12 semester or 16 quarter hours of therapeutic recreation content coursework. This requirement applies to coursework completed at the degree earning institution and does not apply to coursework completed after the academic degree is conferred.

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Academic Credit Awarded

The student must receive academic credit and an evaluative grade for the internship experience as verified by official transcript. The internship experience must be completed over the same dates as the semester or quarter in which the student receives academic credit for the experience.

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Changes to Standard and Interpretive Guidelines

The following components of the internship certification standard and interpretive guidelines have been removed.

While the academic program may continue to use these guidelines to structure the internship experience, NCTRC will no longer require students to adhere to them.

The format of the internship experience should be determined by the agency supervisor, the internship site, and the academic supervisor.

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Language Removed from the Internship Certification Standard

The word, **consecutive**, was removed from the requirement of a minimum of 560-hour, 14 **consecutive** week internship experience.

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Language Removed from the Interpretive Guidelines

- The requirement that the primary agency CTRS® supervisor must be employed a minimum of 30 hours a week with at least 50% of the job duties within therapeutic recreation service at the sponsoring agency.
- The internship experience should be continuous and uninterrupted. No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience, except as may be provided in the Internship Interruption Guidelines.
- The total hours may not be split among different agencies or accumulated over multiple sites.

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Summary of Changes to Internship Language

NCTRC no longer requires the following:

- that the internship occur over consecutive weeks
- that the primary agency CTRS® supervisor be employed a minimum of 30 hours a week with at least 50% of the job duties within therapeutic recreation service at the sponsoring agency
- that the internship experience be continuous and uninterrupted
- that it be no less than 20 hours per week or more than 45 hours per week
- that the total hours occur at one agency/site

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2014 Job Task Areas

- Professional Relationships and Responsibilities
- Assessment
- Plan Interventions and/or Programs
- Implement Interventions and/or Programs
- Evaluate Outcomes of the Interventions and/or Programs
- Document Intervention Services
- Treatment Teams and/or Service Providers
- Develop and Maintain Programs
- Manage TR/RT Services
- Awareness and Advocacy

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Professional Eligibility Application

Instructions

Eligibility and Declarations

Select Path

Requirements - Academic Path

Required TR/RT Coursework

Supportive Coursework

Academic Degree

Internship

CTRS Agency / Academic Supervisor

Completion Confirmation

Status

1. Select **Add** to list your **Internship** experience.
2. Include the **Internship Start and End Dates** **IF** you have completed your experience. If you have not completed your internship experience, please click **Next** at the bottom of the page.
3. Include the hours you completed each week during your experience. If a range of hours were completed each week, please upload a copy of your internship time logs for the review.
4. Select your exposure level to each area of the NCTRC National Job Analysis Job Tasks.
5. Select **Save** and then **Next** at the bottom of the page.

If you need to make any changes to your coursework, please select **Edit**
If you do not want your internship to be reviewed, please select **Delete**
If you would like to include any additional information, please make a note in **Comments**

Comments (0)

Add

Category	Requested Points	Allowable Points	Approved Points
Internship	0.00	0.00	0.00

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Professional Eligibility Application

Internship

Internship

Internship Start Date

Internship End Date

Internship Agency Information

Internship hours per week

Internship Logs

Choose File No file chosen

Agency - Setting

Select One

Agency - Population Served

Select One

Agency - Care Level

Select One

Agency - Age Served

Select One

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Professional Eligibility Application

National Job Analysis Task Areas:

Please review each category of the Job Analysis Task Areas below. Select "Yes" if you were exposed to one or more of the examples within the task area. Select "No" if you were not exposed to one or more of the examples within the task area. Review Part V, NCTRC Job Analysis Task Areas prior to completing this section to insure accuracy of your responses.

A. Professional Relationships and Responsibilities - establish/maintain therapeutic relationship; maintain safe/therapeutic environment; participate in in-service training/staff development; adhere to professional standards/code of ethics; maintain knowledge of current TR/RT standards.*

[Select One ▼]

B. Assessment: request/secure referrals; obtain/review pertinent information; select/develop assessment methods; conduct assessments; analyze/interpret results; integrate/record/disseminate results.*

[Select One ▼]

C. Plan Interventions and/or Programs: discuss results of assessment; develop/document individualized intervention plan; develop/select intervention/approaches; develop/select protocols; utilize activity/task analysis; select modifications/assistive technology.*

[Select One ▼]

D. Implement Interventions and/or Programs: implement individual/group sessions; use leadership/facilitation techniques; monitor/address safety; observe person served for response to intervention; monitor effectiveness of individual/group intervention.*

[Select One ▼]

E. Evaluate Outcomes of the Interventions and/or Programs: evaluate changes in functioning; determine effectiveness of individualized intervention plan; revise individualized intervention plan; evaluate need for termination of services; determine effectiveness of modalities/programs.*

[Select One ▼]

F. Document Intervention Services: record behavioral observations; document occurrences relating to risk management; document modalities for program effectiveness.*

[Select One ▼]

G. Treatment Teams and/or Service Providers: provide TR/RT information to team members; communicate information regarding person served; coordinate/integrate intervention plan; develop/provide collaborative services.*

[Select One ▼]

H. Develop and Maintain Programs: maintain equipment/supply inventory; plan/coordinate support services; maintain program budget/expense records; develop/distribute schedules.*

[Select One ▼]

I. Manage TR/RT Services: comply with standards/regulations; prepare/update written plan of operation; recruit/train/educate/supervise/evaluate staff; prepare annual budget; support research programs/projects; prepare summary reports of TR/RT services.*

[Select One ▼]

J. Awareness and Advocacy: establish network with organizations/advocates; advocate for the rights of persons served; provide education to internal and external stakeholders; promote marketing/public relations; monitor legislative and regulatory changes.*

[Select One ▼]

Save Cancel

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Professional Eligibility Application

Instructions

Eligibility and Declarations

Select Path

Requirements - Academic Path

Required TR/RT Coursework

Supportive Coursework

Academic Degree

Internship

CTRS Agency / Academic Supervisor

Completion Confirmation

Status

CTRS Supervisor

Use the Up and Down arrows to re-order each Applicant, the Pencil icon to edit your information, and the "Circular Minus" icon to delete the selected Applicant.

No records have been entered.

Next

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Professional Eligibility Application

CTRS Supervisor

Search for a Customer

Location

Phone

Email

Relationship Type

CTRS Academic Supervisor
CTRS Academic Supervisor
CTRS Agency Supervisor

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Professional Eligibility Application

CTRS Supervisor

Search for Existing Customers

Search Certification ID 39546

Customer ID	Certification ID	Customer Name	Company Name	City	State	Country Code
39546	39546	Robin P. McNeal	NCTRC	Newark	NJ	USA

Email

Relationship Type

CTRS Academic Supervisor

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Internship Resources

- [Agency Supervisor Internship Packet](#)
- [Student Internship Guide](#)
- [Internship Supervision for Continuing Education](#)

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Continuing Education Credits for Supervision

- CTRS can supervise 3 interns per 5-year recertification cycle
- 5 CE credit hours per student supervised for a maximum of 15 CEU per 5-year cycle
- Competency based evaluation will need to be submitted

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Thank You!

NCTRC extends its sincere appreciation to CTRSs who serve as internship supervisors. The internship supervisor plays an extremely important role in the development of new TR professionals and potential CTRSs. The academic internship is an incredibly important element in the professional preparation process and we deeply appreciate your involvement.

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Questions?

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