

RMP 654: Internship Search Process
8 Steps to Securing an Internship in RMP: TR

STEP 1

Determine your career direction

- Self-assessment exercises & reflection
- Establish professional & personal priorities

STEP 2

Search for appropriate internship sites that meet RMP requirements

- Use all of your resources to locate internship opportunities
- Make sure internship aligns with RMP Dept. expectations for internship
 - Time (full-time, 40 hrs. per week, 14-16 weeks)
 - Supervisor meets requirements
 - TR Internship Experience Areas

STEP 3

Contact internship sites

- Initial inquiry—does site offer internship & will it meet RMP expectations?
 - RMP introduction letter on letterhead
 - Share Option Specific Experience Areas
 - Share pages 8-14 of internship manual
- Paperwork trail (keep organized)

STEP 4

Apply for internship(s)

- Cover letter
- Resume
- Professional Reference List
- Optional: transcript, list of RMP courses, sample of your work

STEP 5

Prepare for and participate in interview(s)

- Practice & prepare for interview
 - Thoroughly research internship site so you can tailor interview responses
 - Use resources provided in class from Griffins

STEP 6

Decide on internship site

- Make a sound decision based on your priorities (you can't have it all, so prioritize)
- Seek assistance in decision-making process (mentor, IC, parents, peers, friends)

STEP 7

Obtain RMP approval before accepting offer

- Process site approval form with IC and/or academic advisor
- Attach copy of job description (and other supporting documentation)

STEP 8

Complete RMP internship paperwork & register for RMP 764

- Upload the following paperwork to BOX by deadline:
 - Site approval form signed by academic advisor
 - UNH Letter of Agreement
 - TR students: Clinical Affiliation Agreement and/or COI if needed
 - Copies of CPR (infant, child, adult) and Basic First Aid

Frequently Asked Questions About the TR Internship in Recreation Management and Policy

1. What is the internship?

The RMP 764 internship course is an essential part of our academic program. It is a full-time (40 hours per week; 14-16 consecutive weeks) fieldwork experience that integrates academic work with a supervised work experience in therapeutic recreation. The primary purpose of the internship is to bridge the gap between theory and professional practice. It is an opportunity to learn, first-hand, the inner workings of the therapeutic recreation profession and to further develop the competencies and self-assurance necessary for a professional career in the field.

2. When do I conduct my internship?

The internship is a capstone experience that may occur in the fall, spring, or summer of a student's senior year of study. Juniors may take the internship during the summer leading into their senior year if the student has been in the RMP major for at least 3 semesters prior to the internship, all pre-requisite coursework has been completed, and with your professional mentor's approval.

3. How many academic credits are associated with the internship?

The internship is a 14-16 credit academic experience whereby you will earn one academic credit per week of internship work (e.g. 14 credits = 14 weeks/560 hrs, 15 credits = 15 weeks/600 hrs, 16 credits = 16 weeks/640 hrs.).

4. What are the tuition costs associated with the internship?

Tuition costs for the internship are the same as a regular full semester if taken during the **fall or spring semester**. If the internship is taken during the **summer**, tuition costs are based on 14-16 credits per credit hour charge (e.g. per credit hour charge x 14-16 credits). Per credit hour charges for summer courses are set by the University each year and will be different for in state and out of state students. Students who are 50 miles outside of Durham, NH may petition to waive the mandatory student fees associated with the internship course for all semesters by emailing Abby Flores in the Business Services Office at abby.flores@unh.edu. In your email, please state your major, student ID number, semester you are heading on internship, and where you will be conducting your internship including the mileage from the UNH campus to the site. Request to have the mandatory fees waived that are associated with tuition.

5. Who is eligible to conduct an internship?

Eligible students are in good academic standing with the department, completed 3 full semesters as an RMP major, and also finished all pre-requisite coursework (see attached list of pre-requisite courses). Students conducting a **fall or spring** internship must receive departmental approval, register for RMP 764 during their regular advising time, and process the required paperwork with the Internship Coordinator by the Friday before the start of the fall or spring semesters. Students conducting a **summer** internship, must receive departmental approval, process the required paperwork with the Internship Coordinator by the last Friday in May. Students will be registered by the RMP Department on or around May 1st. Students should understand that these steps cannot be accomplished in a short time frame and are expected to commit to this process during the semester in which they are enrolled in RMP 654 (pre-internship course). Students who are not able to meet these deadlines will not be eligible for the internship during their scheduled semester and will need to complete their internship the following semester.

6. How and when do I register for the internship?

If you are conducting a **summer** internship, you will be registered during the first week of May by the department. Please let the Internship Coordinator know prior to May 1 if you need an internship that is greater than 14 weeks/14 credits. Students who are eligible for a summer internship are those who have completed all of the required internship paperwork, have registered, and paid for the RMP 764 course by the **last Friday in May**. If you are not able to complete these steps by this deadline, then you are not eligible for the summer internship experience.

If you are doing a **fall or spring** internship, register as you normally do during your designated registration time during the semester. You need to get your RAC# from your academic advisor. You still have to log onto the Webcat system to register during your window of time using your RAC#. You will register for RMP 764 (14-16 credits), depending on your credit needs.

RMP Internship FAQ continued

7. How do I find an internship?

You will be guided through the search process in the RMP 654 course (Professional Development and Ethics; 2-credits), which is taught by the RMP Internship Coordinator. This course prepares students for the internship experience through the identification of career goals and the selection of an approved internship site. Students will access the RMP Internship Manual on the Canvas site in both RMP 654 and 764, which includes forms and specific procedures for the internship experience. All sites must be approved prior to your acceptance of the internship position (see attached TR Experience Areas for sample job duty expectations). A portfolio emphasizing process skills in resume/cover letter construction, interviewing techniques, establishing internship goals and objectives, and self-assessment will be developed in the pre-internship course. You may also utilize the following university and departmental resources to assist in the search process:

- **Web-based RMP internship database** (<https://chhs-csm.symplicity.com/>) An online database of over 150 internship sites in Program & Event Management (PEM) & Therapeutic Recreation (TR). Contact information is provided for each site, however, it is highly suggested to cross-reference the online entry with your own online research as well as the hard copy files in the Internship Room off of 108 Hewitt Hall.
- **UNH Career and Professional Success:** Utilize CaPS to help prepare your internship application. They provide services including resume reviews, practice interview days, career and internship fairs, and an online internship database called Wildcat Careers (www.wildcatcareers.unh.edu), which lists internship/job postings. CHHS has a CaPS employee located in Hewitt Hall for your convenience.
- **RMP faculty, RMP peers, RMP alumni, and family members:** Most internship experiences are found by word of mouth. Work with your RMP faculty to identify potential sites based on your interest area; speak with your family members who have professional connections; discuss internship opportunities already completed by your RMP peers; network with RMP alumni (see RMP alumni bulletin board in Hewitt Hall).

8. Can I get a paid internship?

Yes, however, it is not required that you be paid and there are *very few* paid internships in TR. Those sites that do pay interns have varied payment structures with some paying hourly rates (~\$8-\$10/per hour) and others paying a stipend ranging from \$1,500-3,000. Other perks to consider: free or discounted housing/meals/parking, clothing/attire, & travel expenses to attend professional conferences/events.

9. Is there academic work associated with the internship?

Yes, because this is a 14-16 credit academic experience, you will complete academic work. You will complete weekly time sheets, bi-weekly Canvas discussion posts, formative & summative papers, a special project/report, supervisor evaluation forms at mid-term & final, & a summative portfolio. The Internship Manual details all of the academic assignments, so it is imperative that you have reviewed the manual during the pre-internship course (RMP 654) and throughout your internship.

10. How is the internship graded?

All interns are graded on a credit/fail basis. All requirements described within the RMP Internship Manual must be satisfactorily met before credit will be awarded.

11. Who supervises me while on internship?

You will work closely with an on-site internship supervisor who regularly guides and mentors you throughout the internship experience. You will also be assigned an RMP faculty member to serve as your university supervisor. He/she will monitor your learning experience, review and comment on your academic work, perform a mid-term site visit or phone check-in, conduct your exit interview, and assign your final grade. **TR students must be supervised by a CTRS** who has held the credential for at least **one year**. TR students who are interning in a state that also has licensure **must** be supervised by a state licensed CTRS (states currently with licensure: NH, NC, OK, UT).

12. Where have previous RMP students completed their internships?

Previous RMP students have conducted internships across a variety of service settings in the U.S. and abroad. See the attached sample list of sites. **TR students must complete their internship with an agency that meets NCTRC's fieldwork requirements** (see attached TR Experience Areas).

RMP Internship FAQ continued

13. Can I take other classes while interning?

We discourage you from taking other courses while interning. The internship experience is a rigorous full-time job and must be your priority during that time. Although not suggested, you may request to take a course concurrently with your internship by getting written approval from your Professional Mentor and the Internship Coordinator. You will also need to provide written approval to take the course from your on-site internship supervisor.

14. Will I have time for a job on the side?

Another job on the side is not encouraged, but we understand you may need to pick up part-time hours in the evenings or on weekends. You will **not** have time for a full-time job on the side. You will need to provide written approval to work a part-time job on the side from your on-site internship supervisor and your professional mentor.

15. What if I have more questions about the internship?

Contact: Jen Frye, M.S., CTRS/L
Clinical Assistant Professor, Internship Coordinator
Department of Recreation Management and Policy
Room 109 Hewitt Hall
Durham, NH 03824
Phone: (603) 862-1238
Email: jen.frye@unh.edu

MEMO OF UNDERSTANDING FOR RMP TR INTERNSHIP (RMP 764)

REGISTRATION AND TUITION REQUIREMENTS

I, _____ acknowledge that I have reviewed and understand the following registration and tuition requirements of the RMP internship experience (RMP 764):

- ☐ The RMP 764 course is the Discovery Capstone requirement for my degree in RMP. I understand that it is a full-time, 40 hours per week, 14-16 week experience that I may take during fall, spring, or summer session. I understand that the internship is a continuous experience, which means I will not be taking vacations or extended time off during this time, unless extenuating circumstances apply (e.g., health issues, death in the family). **TR students:** If you are planning to sit for the NCTRC examination, you may need to complete a second internship if there were significant interruptions in your 14-16 consecutive week internship.
- ☐ I understand that the RMP internship is a 14-16 credit academic experience whereby I will earn one academic credit per week of internship work (e.g. 14 credits = 14 weeks/560 hrs, 15 credits = 15 weeks/600 hrs, 16 credits = 16 weeks/640 hrs.). Upon successful completion of the internship, these credits will be reflected on my official transcript.
- ☐ I understand the following tuition costs associated with this experience, and agree to share this information immediately with whomever is my financial support system. If I receive financial aid, I will talk to the Business Services Center now about the tuition costs associated with RMP 764. I understand that if I do not have this conversation with my financial support system now, I may not be able to start my internship as planned and this may delay my graduation from the RMP program.

Fall or Spring Semesters: Tuition costs for the internship are the same as a regular full semester if taken during the fall or spring semester. I will register and be billed in the same manner as a typical semester. If I am interning 50 miles outside of Durham, NH, I can request to waive the mandatory fees associated with tuition. I understand that to be eligible for a fall or spring internship, I must receive departmental approval, register for RMP 764 during my regular advising time, and process the completed/signed UNH Letter of Agreement with the Internship Coordinator by the Friday before the start of the fall or spring semesters. I understand that these steps cannot be accomplished in a short time frame and will commit to this process during the semester in which I am taking RMP 654 (pre-internship course).

Summer Session: If the internship is taken during the summer, tuition costs are based on 14-16 credits per credit hour charge (e.g. per credit hour charge x 14-16 credits). If I am interning 50 miles outside of Durham, NH, I can request to waive the mandatory fees associated with summer tuition. I understand that to be eligible for a summer internship, I must receive departmental approval, process the completed/signed UNH Letter of Agreement with the Internship Coordinator, and register for RMP 764 by the last Friday in May. I understand that these steps cannot be accomplished in a short time frame and will commit to this process during the semester in which I am taking RMP 654 (pre-internship course).

Tuition Refund Policy for fall/spring semesters & summer session: A 100% tuition refund (excluding the registration fee) is available to students who withdraw from courses before the first day of the term in which the course is offered. A 50% tuition refund is available to students who withdraw from courses between first day of the term and the add/drop course deadline for that term.

By signing and printing my name below, I acknowledge that I understand these registration and tuition requirements and that this memo will be included in my academic file.

Student Signature _____

Print Name _____

Date _____

INTERNSHIP CHECKLIST of PREREQUISITES

The following is a checklist of requirements and procedures for the potential intern. All requirements must be met before approval for the internship is provided. Use this for your own purposes; you do not have to turn this in to the instructor.

PRE-REQUISITE COURSEWORK

<input type="checkbox"/>	RMP 490	Recreation and Leisure in Society
<input type="checkbox"/>	RMP 501	Recreation Services for Individuals with Disabilities
<input type="checkbox"/>	RMP 557	Program and Event Planning
<input type="checkbox"/>	RMP 563	Practicum
<input type="checkbox"/>	RMP 654	Professional Development and Ethics
<input type="checkbox"/>	CPR/FirstAid	Basic First Aid and Adult/Pediatric CPR (or equivalent cert.)

Additionally, students will have completed the following courses:

Therapeutic Recreation

<input type="checkbox"/>	RMP 502	Foundations of Therapeutic Recreation
<input type="checkbox"/>	RMP 503	TR Rehabilitation Principles and Interventions
<input type="checkbox"/>	RMP 504	TR Mental Health Principles and Interventions
<input type="checkbox"/>	RMP 612	Therapeutic Communication and Facilitation Techniques in TR
<input type="checkbox"/>	RMP 613	Interventions and Documentation in TR
<input type="checkbox"/>	RMP 614	Assessment and Treatment Planning in TR
<input type="checkbox"/>	RMP 615	Clinical Treatment Lab II
<input type="checkbox"/>	HDFS 525	Human Development
<input type="checkbox"/>	PSYC 561	Abnormal Behavior
<input type="checkbox"/>	BMS 507	Human Anatomy & Physiology I
<input type="checkbox"/>	BMS 508	Human Anatomy & Physiology II
<input type="checkbox"/>	PSYC 402	Introduction to Statistics

INTERNSHIP EXPERIENCE AREAS FOR THERAPEUTIC RECREATION OPTION

The National Council for Therapeutic Recreation Certification (NCTRC) defines an acceptable internship as one that uses the "therapeutic recreation process". This process is defined in NCTRC's 2014 job analysis study and identifies the following job responsibilities as entry-level job tasks. Although a student may not work in, or have responsibilities with all of these areas on a day-to-day basis, they should be exposed to them and gain familiarity with all aspects of the TR process. Students should strive to include as many areas as possible in their internship experience. Those areas that are not part of a student's work responsibilities can be picked up through extra work, communication with your supervisor, fellow employees, etc.

Professional Relationships and Responsibilities

- Establish and maintain effective working relationships with person(s) served, co-workers, allied departments, and external customers
- Create and maintain a safe and therapeutic environment
- Maintain CTRS and required state credential(s)
- Participate in in-service training and staff development
- Maintain knowledge of current TR/RT trends, techniques, methods, issues, and professional and legal standards
- Enhance professional competence through additional credentials
- Enhance professional competence through contribution to the TR/RT field (e.g., professional presentations, research, attending conferences)
- Support the development of evidence-based practices
- Adhere to professional standards of practice and code of ethics
- Participate in quality improvement process (e.g., exit interviews, customer service satisfaction, peer reviews)
- Participate in agency/professional committees

Assessment

- Request and secure referrals/orders from professionals or other sources
- Obtain and review pertinent information about person(s) served (e.g., records or charts, staff, support system)
- Select and/or develop assessment methods based on validity, reliability, and needs of the person(s) served and setting (e.g., interview, observation, task performance, established instruments)
- Establish therapeutic relationship with person(s) served
- Conduct assessments using selected methods to determine physical, social, affective, cognitive, leisure lifestyle functioning, and environmental factors
- Analyze and interpret results from assessments
- Integrate, record, and disseminate results to identified others (e.g., person(s) served, treatment team)

Plan Interventions and/or Programs

- Discuss results of assessment and involve the person(s) served or identified others (e.g., parent or legal guardian, support system, treatment team, service providers) in the design of individualized intervention plan
- Develop and document individualized or group intervention plan with goals, objectives, evaluation criteria, and discharge/transition plan
- Develop and/or select interventions and approaches to achieve individual and/or group goals
- Develop and/or select protocols for individual and/or group session(s)
- Utilize activity and/or task analysis prior to interventions/programs
- Select adaptations, modifications, and/or assistive technology as needed

Implement Interventions and/or Programs

- Explain the purpose and outcomes of the intervention/program and steps to be followed to the person(s) served and/or identified others (e.g., parent or legal guardian, support system, treatment team, service providers)
- Implement individual and/or group session(s), protocols, and/or programs
- Use leadership, facilitation, and adaptation techniques to maximize therapeutic benefit
- Monitor and address safety concerns throughout the intervention/program
- Observe person(s) served for response to intervention/program and document important data (e.g. interaction with others, group, or therapist)
- Monitor effectiveness of individual and/or group intervention/program plans and make modifications as needed.

Evaluate Outcomes of Interventions and Programs

- Evaluate changes in functioning of the person(s) served
- Determine effectiveness of individual intervention plan and/or program and adjust as needed
- Revise individualized intervention plan and/or program as necessary with input from the person(s) served and identified others (e.g., parent or legal guardian, support system, treatment team, service providers)
- Evaluate individual's need for additional, alternative, or discharge of services
- Determine effectiveness of protocols, modalities, and/or programs for targeted groups

Document Intervention Services

- Document participation and adherence to intervention
- Document behavioral observations, progress, functioning, and intervention outcomes of the person(s) served
- Document occurrences, accidents, and incidents relating to risk management
- Document protocols and modalities
- Document program effectiveness

Treatment Teams and/or Service Providers

- Identify the treatment team/community partners, including person(s) served
- Provide information to team members and community partners concerning available TR/RT services and outcomes
- Communicate information regarding person(s) served to team members and community partners in a timely and appropriate manner (e.g., behavioral changes, functional status)
- Coordinate or integrate intervention plan with other service providers and community partners for the person(s) served (e.g., care planning, discharge/transition plan)
- Develop and provide collaborative services with other team members and community partners as necessary (e.g., co-treatment)

Develop and Maintain Programs

- Maintain equipment and supply inventory
- Plan and coordinate support services (e.g., transportation, housekeeping, dietary)
- Maintain program budget and expense records
- Develop and distribute schedules (e.g., programs, special events, programming changes)
- Identify funding sources
- Conduct an initial and/or on-going organizational/departmental needs assessment for TR/RT service delivery (e.g. populations served, internal and external resources)
- Conduct ongoing program evaluation
- Follow risk management practices

Manage TR/RT Services

- Comply with standards and regulations (e.g., government, credentialing, agency, professional)
- Prepare and update comprehensive TR/RT written plan of operation (e.g., programs, risk management, policies and procedures)
- Confirm that programs are consistent with agency mission and TR/RT service philosophy and goals
- Recruit, train, educate, supervise, and evaluate professionals, paraprofessionals and/or volunteers (e.g., plan in-service training, develop staffing schedules)
- Provide staff development and mentorship, including clinical supervision
- Develop, implement and/or maintain TR/RT internship program
- Prepare, implement, evaluate, and monitor TR/RT service annual budget
- Support research programs or projects
- Develop and conduct quality improvement plan and report results
- Write summary reports of TR/RT services
- Identify, obtain, and manage supplemental funding (e.g., grants, donations, endowments, fundraisers)

Awareness and Advocacy

- Establish and maintain network with organizations and advocates (e.g., community partners/agencies, universities, health-related professionals, and consumer groups)
- Advocate for the rights of person(s) served (e.g. access, inclusion, independence, transportation)
- Provide education to internal and external stakeholders regarding TR/RT services
- Promote the organization, TR/RT services, and the profession through marketing and public relations
- Monitor legislative and regulatory changes that impact TR.

Recreational Therapist Licensing

What are the Allied Health Office procedures for becoming licensed in New Hampshire?

- Request an application via our web site, www.nh.gov/alliedhealth, under "Forms and Documents", "Electronic Submission", "Request an Application. Don't forget to choose the "submit" button when you have completed the form.
- You will receive a confirmatory e-mail indicating your request was received.
- Staff will then mail you an application packet which contains the following:
 - ❖ Application
 - ❖ Cover letter which describes the process and a check list of the required documents.
 - ❖ Important Notice which instructs you how to obtain the rules, laws and The Ethical Standards which are the 10 numbered Principles of the Code of Ethics of the American Therapeutic Recreation Association.
- Once your application is received in the Board's office. Staff will then pull together all information received up to this point and create a file.

Remember when you sign the application you are attesting to the fact that all information that is provided is accurate to the best of your knowledge and that you have read the statute and rules of the Board and promise to abide by them.

- A letter is then sent to you by either e-mail or regular mail informing you of what documents are needed to complete your file. (If you have an e-mail address the missing documents list will be provided to you via e-mail)
- From this point on it is your responsibility to contact the Board's office to determine what documents are missing and to see if the documents you provided are acceptable. You must call the Board's office to check the status of your application.
- Once all required documents are received in the Board's office and completed in accordance with the rules your application will be reviewed by the Board's Administrator. If all information meets the strict requirements set by the Board the Administrator can approve the application under the Fast Track program, if not the file must go to the Board for review. **(Board usually meets the third Tuesday of the month)**

Required Documents What are the pitfalls?

- **Application:**
 - ❖ All lines on the application must be complete. If the question does not apply to you put an N/A in the space provided.
 - ❖ A current photo. This photo must be on photo paper and cannot be regular printer paper.
 - ❖ The application must be an original, not a copy.

- **A detailed report of any "Yes" answers on the application:**
 - ❖ Make sure this report is detailed and to avoid any delays provide the Board with any relevant documents.
 - ❖ This is an area where each set of circumstances are unique and requires a Board decision.
- **Transcripts:**
 - ❖ Must be sent directly to the Board or submitted by the applicant in an envelope sealed by the educational program or school in such a manner that it would be evident to the Board if the envelope had been opened.
 - ❖ Transcripts must have the date the degree was awarded on them.
- **An official letter of verification sent directly to the Board from every state which has issued a license or other authorization to practice which states:**
 - ❖ The license or other authorization is or was, during its period of validity, in good standing; and
 - ❖ Whether any disciplinary action was taken against the license or other authorization to practice.
- **A Criminal Offender Record report:**
 - ❖ Must be provided from each state where you have resided or been licensed within the past 6 years. This report must be completed in all aliases.

Available on the Board's web site under "Related Links"

Reside - The long standing policy and interpretation of each of the Governing Board's for the rules that requires an applicant to obtain a criminal offender record report is any place a person has been located in while working, in or out of their profession, including but not limited to clinical experiences, attending school, or any other activity not considered a vacation.

Aliases – Any other name you have ever used or been known by. This information is required even if you were never licensed by any State or Jurisdiction under that name.

- **Resume:**
 - ❖ Presenting a chronologically organized account of the applicant's experience in recreational therapy since the completion of the academic program including: direct care-giver, recreational educator, recreational therapy administrator, member of a recreational therapy board or committee, and recreational therapy consultant.
 - ❖ The period of each separate experience described by its beginning and ending dates.
 - ❖ The complete address of each separate experience.

■ **NCTRC:**

- ❖ A letter sent directly to the Board by the National Council for Therapeutic Recreation Certification (NCTRC) verifying the applicant's current NCTRC certification and the date of expiration of the certificate.

Read the Rules

■ **Chapter 328-F: Allied Health Professionals Governing Board:**

- ❖ Gives the various Board's under Allied Health authority to issue licenses, renew licenses, reinstate licenses, take disciplinary action, charge fees, etc.

■ **Office of Licensed Allied Health Professionals Governing Board Administrative Rules:**

- ❖ Describes the Board of Directors and their responsibilities
- ❖ Outlines procedural rules such as adopting rules, investigations, and disciplinary procedures
- ❖ Describes the fees charged.

■ **Chapter 326-J: Recreational Therapists Practice Act:**

- ❖ Gives the Recreational Therapy Board authority to write rules, license, and renewals. In addition it describes evaluation and treatment, prohibition on unauthorized practice, and professional identification.

■ **Recreational Therapist Administrative Rules:**

- ❖ Section 100 – Gives definitions, describes the Recreational Therapy Board, and what is public information.
- ❖ Section 200 – Procedural Rules - describes the rules making process, investigation procedures, and hearing procedures.
- ❖ Section 300 – Describes the application procedures, qualifications for licensure, examination, and conditional licenses.
- ❖ Section 400 – Describes the procedures for renewing your license, reinstating your license, disciplinary actions, continuing education (405 & 406), and ongoing requirements.

For renewal you must earn 30 hours of continuing education by completing 30 hours during the renewal cycle.

At least 20 hours of the required hours shall be taken in professional courses or professional activities having their subject in one or more of the 4 NCTRC knowledge areas.

❖ Section 500 – Ethical Standards

The ethical standards are American Therapeutic Recreation Association Ethical Standards for Recreational Therapists.

Renewal

- Recreational Therapists renew in the even number years.
- Renewals are sent by October 15th. The law says by November 1st.
- We give a date to have applications submitted so that you can have them reviewed, get them sent back for corrections, and re-submit the corrected forms in order for you to avoid the late fee.
- Completed application must be post marked or hand delivered complete no later than December 1st.
- If the application is post marked or hand delivered between December 2 and December 31st there is a late fee which is double the renewal fee.
- After December 31st you must have you application reinstated.
- If you license in the year of renewal between January 1st and August 31st only 15 hours of continuing education are required to renew.

Important: When you renew you are required to submit a copy of your valid NCTRC certificate or wallet card. Your license cannot be renewed until this document is received.

New Renewal Rule:

If you put on your renewal application an event that is cancelled you must report that cancellation to the Board within 15 days of the date of the cancellation. Notification includes the reason for the cancelation with proof of the cancellation. Provide the title of the event to take its place with the exact date of the new event.

Important:

- Rules and laws are not mailed to individuals. They are on our web site. There is a fee for mailed hard copies.
- You change your home or work address on our web site under "Forms and Documents, Electronic Submission.
- Links to every States web sites for Criminal Offender Record Reports are on our web site under Related Links.
- Fast Track Program – you do not need to do anything this is part of the in-house review process.
- Recent rules changes are posted on the Board's web site.

On-going Requirements

The licensee shall send to the Board's office, in writing, within 30 days any changes in:

1. Name;
2. Home physical or mailing address;
3. Business physical or mailing address(s);
4. Home and business telephone numbers; and/or
5. If license or other proof of licensure is lost or stolen.

With the increased use in technology within the Office of Licensed Allied Health Professionals it is important that you keep your e-mail address updated.

Retain documentation of continuing competence for at least 3 years.

Remember, you cannot start to practice until you have your license in your hand.

Office of Licensed Allied Health Professionals

- Board's web site: www.nh.gov/alliedhealth

- Office Phone #: 603-271-8389

Address: Philbrook Building, 212 South Fruit Street, Concord NH 03301

- Office Staff:
 - ❖ Tina Kelley, Administrator
 - ❖ Jennifer Hackett, Executive Secretary
 - ❖ Roberta MacLean, Licensing Clerk

CONGRATULATIONS ON YOUR UPCOMMING GRADUATION AND WELCOME TO
YOUR CHOSEN FIELD OF RECREATIONAL THERAPY

NCTRC

Student Internship Guide



IMPORTANT INFORMATION

This Student Internship Guide is designed to assist applicants with the NCTRC professional eligibility process. Completing an academic internship is required for CTRS® certification. Although completing this guide is not a formal requirement of the professional eligibility process, it helps document important information about the internship necessary for completing the NCTRC application. The information may also be needed during the application review process. The Student Internship Guide may be submitted as a supplement to the NCTRC application to document information related to specific requirements.

Visit nctrc.org or contact NCTRC to obtain a copy of the Certification Standards which contains important information regarding certification, exam information, and application forms.

Keep these documents in this folder:

- Copy of Supervisors' CTRS® Certification
- Copy of University/Agency Contract
- Copies of Mid-term and Final Evaluations
- Copy of the NCTRC Job Analysis Task and Knowledge Areas
- Copies of Internship Reports or Projects sent to the University

RECORD OF INTERNSHIP

Student Name:

Agency Name:

Phone:

Mailing Address:

City:

State:

Zip:

CTRS® Agency Supervisor Name:

Certification Number:

Expiration Date:

CTRS® Academic Supervisor Name:

Certification Number:

Expiration Date:

Primary Service Setting (check only one):

Hospital

Community

Partial or Outpatient

School

Residential/Transitional

Skilled Nursing Facility

Correctional

Adult Day Care

Other:

Primary Service Sector (check only one):

Psychiatric/Mental Health

Physical Rehabilitation

Other:

Developmental Disability

Geriatrics

Primary Level of Care (check only one):

Acute

Sub-Acute

Long Term Care

Home Health

Rehabilitation

Other:

Primary Age Group (check only one):

Pediatric

Adolescent

Other:

Older Adult

Adult

First Date of Placement:

Final Date of Placement:

Total Hours (total weeks x hours per week):

NCTRC JOB ANALYSIS TASK DOMAINS

NCTRC Certification Standards require that applicants gain exposure to the components of the NCTRC Job Analysis Task Domains.* While it is not mandatory that applicants be exposed to all the subcategories within each task area, each of the main task areas must be completed.

Task Domain

Date of Exposure:

A. Professional Relationships and Responsibilities

- Establish/maintain effective working relationships
- Create/maintain a safe/therapeutic environment
- Maintain CTRS®/required state credential(s)
- Participate in in-service training/staff development
- Maintain knowledge of current TR/RT trends
- Enhance professional competence/additional credentials
- Enhance professional competence
- Support the development of evidence-based practices
- Adhere to professional SOP and code of ethics
- Participate in quality improvement process
- Participate in agency/professional committees

B. Assessment

- Request/secure referrals/orders
- Obtain/review pertinent information
- Select/develop assessment methods/setting
- Establish therapeutic relationship
- Conduct assessments
- Analyze/interpret results
- Integrate/record/disseminate results

C. Plan Interventions and/or Programs

- Discuss results of assessment
- Develop/document intervention plan
- Develop/select interventions/approaches
- Develop/select protocols
- Utilize activity/task analysis
- Select adaptations/modifications/assistive technology

D. Implement Interventions and/or Programs

- Explain purpose/outcomes of the intervention/program
- Implement individual/group session(s)
- Use leadership/facilitation/adaptation techniques
- Monitor/address safety
- Observe for response to intervention/program
- Monitor effectiveness of intervention/program

E. Evaluate Outcomes of the Interventions and/or Programs

- Evaluate changes in functioning
- Determine effectiveness of individual intervention plan
- Revise individualized intervention plan
- Evaluate for additional/alternative/discharge of services
- Determine effectiveness of protocols/programs

Task Domain

Date of Exposure:

F. Document Intervention Services

- Document participation/adherence to intervention
- Document behavioral observations
- Document occurrences relating to risk management
- Document protocols/modalities
- Document program effectiveness

G. Treatment Teams and/or Service Providers

- Identify the treatment team/community partners
- Provide information to team/community partners
- Communicate information
- Coordinate/integrate intervention plan
- Develop/provide collaborative services

H. Develop and Maintain Programs

- Maintain equipment/supply inventory
- Plan/coordinate support services
- Maintain program budget/expense records
- Develop/distribute schedules
- Identify funding sources
- Conduct needs assessment
- Conduct ongoing program evaluation
- Follow risk management practices

I. Manage TR/RT Services

- Comply with standards/regulations
- Prepare/update written plan of operation
- Confirm programs are consistent with agency mission
- Recruit/train/educate/supervise/evaluate staff
- Provide staff development/mentorship
- Develop/implement/maintain internship program
- Prepare/implement/evaluate/monitor annual budget
- Support research programs/projects
- Develop/conduct quality improvement plan
- Write summary reports of TR/RT services
- Identify/obtain/manage supplemental funding

J. Awareness and Advocacy

- Establish/maintain network with organizations/advocates
- Advocate for rights of person(s) served
- Provide education to internal/external stakeholders
- Promote marketing/public relations
- Monitor legislative/regulatory changes

*Complete version of the NCTRC Job Task Domains is available online at nctrc.org.

DOCUMENTATION OF INTERNSHIP

Job Analysis Task Domains: An acceptable internship is defined by the therapeutic recreation process as delineated in the NCTRC Job Analysis Task Areas. The NCTRC Job Analysis Task Domains are:

- 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

Instructions: In the table below, list the weekly dates and daily hours under each day of each week. List total weekly hours in the second to last column and record the Job Analysis Task Domains you worked on that week in the final column. You must submit a copy of your internship time logs if a range of hours per week is provided.

EXAMPLE

Wk	Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours	Domains
1	m/d/y-m/d/y	0-0	6:00-4:00	10:00-6:30	0-0	10:00-6:30	8:00-4:00	12:00-12:00	30	A, B, C

TIME LOG OF HOURS

Wk	Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours	Domains
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
									Total Hours	

CTRS® Agency Supervisor's Signature Date

CTRS® Academic Supervisor's Signature Date

WHAT YOU SHOULD KNOW BEFORE YOU COMPLETE YOUR INTERNSHIP

Checklist for NCTRC Internships: Provided below is a list of important criteria necessary to be compliant with NCTRC Internship Standards. Please use this checklist as a method of pre-screening potential internship agencies and supervisors. Please consult NCTRC Certification Standards for further explanation.

Criteria	Yes	No
1. Is the internship taking place after the majority of required therapeutic recreation and general recreation coursework is completed?		
2. Is the internship highly structured, field-centered and professionally supervised? An acceptable internship must be based on the therapeutic recreation process as defined by the knowledge and tasks in the current NCTRC Job Analysis Study.		
3. Is there an identified primary internship supervisor? An acceptable internship must have one identified primary supervisor. The primary supervisor works on a consistent basis with the student, coordinates all other secondary supervision and completes all evaluation materials and weekly reports pertaining to the internship experience.		
4. Is the Agency Supervisor employed at least 30 hours per week at the agency, with at least 50% of the job duties within therapeutic recreation service?		
5. Is the Agency Supervisor actively certified? The agency supervisor must possess active CTRS® certification status on the first day of the student's internship and have been certified for at least one year prior to supervising interns.		
6. Is the Academic Supervisor actively certified? The academic supervisor must possess active CTRS® certification status on the first day of the student's internship and must be formally employed at the college/university.		
7. Will there be shared responsibility between the academic unit and the selected field agency? The shared responsibility is between the faculty member and the agency therapeutic recreation supervisor to assure that students receive a quality internship experience which prepares them for practice in the field of therapeutic recreation.		
8. Will the internship be a minimum of 560 hours and 14 consecutive weeks? No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience. The internship experience should be continuous and uninterrupted.		
9. Will the internship experience take place at one agency? Internships may not be split among different agencies or accumulated over multiple sites, unless the sites are within the same agency, and under the direct supervision of the CTRS®.		
10. Will the internship experience earn academic credit?		
11. Will the student be exposed to opportunities to develop skills related to the therapeutic recreation process as defined by the current NCTRC National Job Analysis Task Areas?		

PLEASE NOTE: The above criteria reflect the NCTRC Standards as of 8/1/17. Please review the NCTRC website for notice of future standard changes.

National Council for Therapeutic
Recreation Certification®
Protecting and Promoting Since 1981

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NCTRC is a member of the Institute for Credentialing Excellence (ICE) and the CTRS Credentialing Program is accredited by National Commission for Certifying Agencies (NCCA).

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