

Dear Therapeutic Recreation Student:

Congratulations on taking the first step towards demonstrating professional competence by embarking on your therapeutic recreation field placement internship!

Field placement internships are very exciting and provide a wonderful learning experience. NCTRC wants to help you ensure that your internship goes smoothly and meets the certification standards to become a Certified Therapeutic Recreation Specialist (CTRS). Listed below are SEVEN important things you should remember as you complete your field placement internship:

1. All Therapeutic Recreation students have the responsibility to obtain any form of a contract / formal clinical affiliation agreement from the site of the Professional Experience prior to the start-up date of the Professional Experience. The form must be given to the student's advisor four (4) months prior to the start-up date of the Professional Experience. The form must also be signed and completed by all parties involved before the start-up date of the Professional Experience.
2. It is mandatory that all Therapeutic Recreation students obtain "Individual Student Professional Liability Insurance" before the start-up date of the Professional Experience. Proof of the insurance must be given to your advisor. The limits of the liability policy should be shown as follows: \$2,000,000 each incident/\$4,000,000 aggregate or \$1,000,000 each incident/\$3,000,000 aggregate (minimum level of coverage). The agency or facility providing the site for the Professional Experience may dictate the level of coverage the student must obtain.
3. The length of the internship must be a minimum of 12 consecutive weeks and 480 hours.
4. During the internship, please be sure to work no less than 20 hours per week and no more than 45 hours per week (for NCTRC certification purposes).
5. Your internship supervisor must be employed full-time (minimum of 32 hours per week) at the agency and at least 50% of the job duties must be in therapeutic recreation services. The internship supervisor must be an active CTRS on the first day of your internship. You can verify the active status of a CTRS credential by going to www.NCTRC.org.
6. The internship experience must be based on the therapeutic recreation process as defined by the NCTRC Job Analysis.
7. The internship must be a graded and credit-earning academic experience. The final grade for the internship must appear on your official university transcript corresponding to the semester or quarter that you completed the internship.

If we can be of any assistance to you during your field placement internship or help you prepare an application to NCTRC please e-mail us at nctrc@nctrc.org or call 845-639-1439.

For more information or for questions related to the TR Professional Experience please contact: Corky Broughton, Chair, Wellness and Therapeutic Sciences