

# CTK Internship Checklist

Complete each item in order for any CTK Intern

- Intern completes *Internship Application*
- Supervisor completes *Intern Objectives* form
- Supervisor completes *New Intern Setup* form
- Supervisor schedules intern orientations
- Supervisor schedules review dates
- Intern takes initial *Spiritual Health Assessment*
- Supervisor and intern complete *90 Day Review*
- Supervisor and intern complete *6 Month Review*
- Supervisor and intern complete *Exit Review*
- Intern completes exit *Spiritual Health Assessment*
- Supervisor completes *Exiting Intern Form*