Practicum Paperwork Requirements

In order to start your Practicum experience you need to complete the paperwork described to you in the Practicum Orientation. You must fulfill ALL requirements before submitting your paperwork. Any incomplete paperwork submitted will be returned to you. Please initial the line next to each required item below, showing you are aware of its requirement and that it is included in your package. Also, please sign the bottom of this form to show you are submitting a complete package.

If your completed paperwork is not received by the deadline of December 1 for Spring 2014 Practicum or April 1 for Summer or Fall 2014 Practicum, you will be de-registered from your courses, and unable to re-register until you submit your completed paperwork.

____________________ Clinical Site Approval Request form
____________________ On-Site Supervision Agreement
____________________ Supervisor CV
____________________ Evidence of supervisor training in clinical supervision *
____________________ HIB and Bullying training certificates (Only required of school counseling and SAC students). This means there are 2 certificates. Your initials indicate both are enclosed.
____________________ Counselor Education Field Placement Form – STEP Office
____________________ Completed Pre-Practicum Self-Evaluation Qualtrics Survey**

* By signing the line below, you are certifying that your package includes all of the above information.

_________________________ _________________________
Signature Date

* Supervisors must have some degree of training in providing clinical supervision. Acceptable evidence includes them including this training as a line on their CV, a letter from them indicating having received such trainings, or their completing the on-line training in clinical supervision that we offer at the following website: http://supervisortraining.pages.tcnj.edu/
If your supervisor is required to take the online training to fulfill this requirement, you must verify with them that they have completed it prior to submitting your package. Their intent to do so is not sufficient.

** You will not have any paperwork to submit to fulfill this requirement. By initialing this line you are indicating that you have logged onto Qualtrics using the link provided to you and completed the Pre-Practicum survey.