

 **STOCKTON** | COUNSELING
UNIVERSITY | PROGRAM
Clinical Paperwork and Requirements Checklist

PRACTICUM (SPRING; FIRST YEAR):

- 1) Practicum Application
- 2) Clinical Site Approval Form
- 3) Provide/send Internship Coordinator proposed site supervisor's vita (see Site Supervisor Vita Template)
- 4) Site Supervisor Proof of training in Counseling Supervision or ACS
- 5) Site Supervision and Clinical Placement Agreement
- 6) Obtain Liability Insurance and submit proof copy

INTERSHIPS (SUMMER OR FALL/SPRING OF SECOND YEAR):

- 1) Internship Application
- 2) Clinical Site Approval Form
- 3) Site Supervisor Vita
- 4) Site Supervisor Proof of training in Counseling Supervision or ACS
- 5) Site Supervision and Clinical Placement Agreement (a new agreement must be completed each semester even if you are staying at the same site)
- 6) Proof of on-going liability insurance