

 **STOCKTON** | COUNSELING
UNIVERSITY | PROGRAM

Clinical Paperwork and Requirements Checklist

PRACTICUM (SPRING; FIRST YEAR):

- 1) Practicum Application
- 2) If you are proposing a new clinical site: complete Clinical Site Approval Form
- 3) Provide/send Internship Coordinator proposed site supervisor's vita (see Site Supervisor Vita Template)
- 4) Practicum Agreement
- 5) Obtain Liability Insurance and proof copy

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

- 1) Internship Application
- 2) Clinical Site Approval Form (if required)
- 3) Site Supervisor Vita
- 4) Internship Agreement
- 5) Proof of on-going liability insurance