

Department of Family Therapy

## **M.S. EXTERNAL PRACTICUM CHECKLIST**

**BEFORE** you begin your practicum experience, you **MUST** have the following documents on file with the Internship Coordinator:

- ✓ Copy of your HIPAA Certificate
- ✓ Level II Background check
- ✓ Your site supervisor's credentials (attach copy of their license to your contract)

✱ fully completed contract signed by you, your site supervisor, your faculty supervisor, and the Program Director. "Be sure that both the contract start and end date has a month, day, and year filled in."

Contracts forms are available here

Client contact hours forms are available here

Supervision forms are available here :

**You need to have this checklist completed BEFORE the start of your practicum. If you have any questions on any of these items, feel free to contact the Internship Coordinator.**