

## CHECKLIST FOR PREPARING FOR CMHC PRACTICUM/INTERNSHIP

You must complete all the following steps:

- \_\_\_\_\_ 1. Have Candidacy status per the CMHC Program Handbook.
- \_\_\_\_\_ 2. Obtain and sign the Intent to Pursue Practicum Form.
- \_\_\_\_\_ 3. Obtain the CMHC Practicum and Internship Manual and read thoroughly.
- \_\_\_\_\_ 4. Complete the Intent to Begin Practicum Form.
- \_\_\_\_\_ 5. Gain access to the Pre-Prac Informational Course (This is added to your account free of charge once the Intent Form has been submitted and permission has been granted.)
- \_\_\_\_\_ 6. Identify approximately *THREE (3)* potential field experience sites that meet program requirements.
- \_\_\_\_\_ 7. Make an appointment with your three identified potential sites and complete an interview with an on-site supervisor.
- \_\_\_\_\_ 8. Ensure that potential on-site supervisor meets program requirements by completing the Supervisor Qualification Form located in Moodle in Pre-Prac Information Course.
- \_\_\_\_\_ 9. Once a site has been chosen, obtain preliminary confirmation of site placement and on-site supervisor. LCU Practicum/Internship Manual 10
- \_\_\_\_\_ 10. Submit an Affiliation Agreement.
- \_\_\_\_\_ 11. Submit a Practicum/Internship Contract.
- \_\_\_\_\_ 12. Submit a Supervisor Qualification Form.
- \_\_\_\_\_ 13. Complete a Criminal Background Check.