



**DEPARTMENT OF COUNSELOR EDUCATION
M.A. IN COUNSELING PROGRAM**

PRACTICUM APPLICATION PROCEDURES

Steps	Procedures
Step 1	Students must attend a “ Mandatory ” Practicum Orientation Session, if expected to enter Practicum for the Spring 2019 semester.
Step 2	Practicum Orientation: <ul style="list-style-type: none"> • Students will be provided with the Practicum Application Packet and the Field Experience Manual; which can also be located on the NJCU Website (http://www.njcu.edu/departments/counselor-education). • Power Point presentation describing the Practicum application process will be provided. • To retrieve the Counseling Student Handbook go to the Website above.
Step 3	Students are expected to schedule a meeting with the Clinical Coordinator: <ul style="list-style-type: none"> • Mrs. Anna Ivanova-Tatlici (aivanova@njcu.edu)
Step 4	Students are expected to complete and submit their “ Completed ” Practicum Application (typed) by Wednesday, November 21st, 2018, 5 pm EST.
Step 5	Students are expected to submit the following clearance paperwork: <ul style="list-style-type: none"> • Substitute License (School Counseling only) • Approved Fingerprints and Background Check (Clinical Mental Health Counseling only & if requested by the site)
Step 6	Upon signature approval from the Clinical Coordinator, student can proceed to submit the Request for Placement Form (RFP) to the appropriate site (if needed, student can work with the Clinical Coordinator to select a site).
Step 7	Upon receipt of the signed RFP, Site Supervisor Data Form and the signed Contract by the Department Chair, students are able to receive a permission number to enroll into a Practicum course. Please keep in mind that all of these forms <u>should not</u> be handwritten. Go to the NJCU Website (http://www.njcu.edu/departments/counselor-education), <u>download</u> and save the file and then fill in the designated areas.
Step 8	Students must have a signed “ Original ” Practicum Agreement (contract) submitted to the department by Friday, December 21st, 2018, 5 pm EST.