**Program Requirements for CRC and CMHC Clinical Education**

1. All practicum or internship sites must be pre-approved by faculty and must:

* Serve persons with disability.  Internship sites must serve individuals with a developmental or psychiatric disability.
* Have at least one person at the site with at least a master’s Degree in Rehabilitation Counseling (CRC preferred) or other counseling field who is willing to provide one hour per week of one-to-one supervision with the student.
* Have an individual at the site willing to accept a clinical student and to provide one hour of face-to-face supervision per week.  This individual providing supervision must have at least a Master's Degree or higher in Rehabilitation Counseling (for the CRC program; CRC licensed supervisor preferred), at least a master’s degree or higher in Clinical Mental Health Counseling (for the CMHC program; LCMHC licensed supervisor preferred), or a closely related counseling profession to one of these programs.
* Have a signed and fully executed Affiliation Agreement between the School of Medicine and the agency.
* Be within one hour of travel time from the University.
* Be recognized by state or federal licensure or accreditation by the accrediting body appropriate to that agency.
* Be able to provide the student with a representative sample of the agency’s client population for counseling.
* Allow students to tape the counseling session (or an approved alternative).

2. Prior to entering Practicum or Internship, students must provide documentation of:

* Enrollment in personal health and accident insurance
* Immunization record as well as any other specific health record required by the clinical site
* Results of Tuberculosis Test
* Current CPR certification
* Record of Hepatitis B series (or Waiver as appropriate)
* Completion of OSHA Training including blood borne pathogens and Tuberculosis/General Infection
* Completion of HIPAA Training
* Results of Drug Tests and fingerprinting (If required by Clinical Site)
* Results of current Criminal background check\*
* Paid tuition receipt for CRMH 802:  Practicum and CRMH 810:  Internship given to CRMH Program Assistant no later than the date of the first class of the semester when students are enrolled in these two courses.

 \*Please be aware that a positive criminal background check may preclude you from participation in the clinical portion of the program.  Please note you must complete the clinical components of the program in order to graduate.  Students, who are concerned about this, should contact their academic advisor immediately.

Active status for all requirements listed above will be reviewed annually for second year students during the summer before the fall semester begins. Any expired status in any requirement will prevent the student from entering or continuing their clinical placement. Before students can enter Practicum or Internship, the Clinical Training Requirements checklist provided by the Faculty Clinical Supervisor must be completed and uploaded to your profile on Certified Background.  Students should keep a copy of all documents for further use.  All clinical requirements are to be completed before the first day of class in the Fall Semester. If various requirements or certifications have expired (such as CPR certification/OSHA-HIPAA training, TB test) or if all requirements are not completed students will not be allowed to begin their clinical placements.

Note:  When entering the program, even if certification or other requirements are not up for renewal, it is in the student’s best interest to renew requirements to meet the August deadlines so they will be in accordance with the CRMH schedule and therefore will have no delay entering Practicum or Internship. Students who withdraw from clinical experiences are responsible for renewing these requirements.  All requirements must be updated and valid before students will be allowed to return to the clinical experience. It is the student’s responsibility to check with the selected Practicum/Internship site to determine if additional requirements or documentation are required. Students may not participate in dual capacities during Practicum or Internship.  That is, they may not be employed at the agency, fulfilling employment responsibilities, while at the same time fulfilling training requirements in Internship.  Students may receive a paid stipend for a paid Internship, but this stipend must be time limited and done in accordance with university policies concerning student training.  This avoids potential liability issues and confusion regarding whether the student is acting in the role of intern or employee.