



**Master's Students Practicum Manual: COUN 5190  
Counselor Education Program  
College of Health and Human Services  
School of Intervention and Wellness**

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## Overview

The master's degree programs in school counseling and clinical mental health counseling are accredited by the Council for Accreditation of Counseling and Related Educational Programs. CACREP standards currently represent the highest standards for preparation of counselors in the nation. Many of the requirements for practicum described in this manual were adopted in order to meet CACREP standards. In addition, the practicum experiences outlined here and in the have been designed to comply with counselor licensure standards set forth by the Ohio Counselor, Social Worker and Marriage and Family Therapist Board, and the Ohio Department of Education.

The requirements are extensive and demanding for the practicum course. **To be best prepared to meet these demands, students must attend the practicum orientation and have read the Practicum Manual. In addition, students must have the practicum instructor's permission in order to register for the practicum class. In order to receive this permission, students must have located a practicum site, and have completed all paperwork as outlined in the Practicum Manual. Completion of paperwork includes all necessary signatures.** Due to these requirements, it is very important for students to follow the suggested timelines for completion of paperwork and locating a practicum site. Students must have a site located and all paperwork completed before the beginning of the semester during which the student hopes to complete the practicum course. Students who are interested in completing practicum in Toledo Public Schools must work directly with the clinical coordinator to secure a site. Students are not permitted to contact Toledo Public School directly under any circumstances for field placement; this reflects the policy of Toledo Public Schools. **Students may not begin to see clients/students or perform any other direct services until the start of the semester the student is enrolled in practicum. In addition, all paperwork must be submitted to the practicum instructor and clinical coordinator prior to the start of practicum and providing any services to clients or students.**

Part of the process of acquiring a practicum site will most likely include an interview at the site. Present yourself as a professional, which includes professional attire and an updated resume. The Writing Center, located at Carlson Library, or the Career Services Center, located at the Student Union, are available for students desiring feedback on their resume. **When students go for an initial interview with a practicum site, they need to take a complete copy of the Practicum Manual, as well as all paperwork that prospective supervisor would need to sign. It is helpful to have as much of the paperwork completed as possible for the supervisor before coming to the interview.** Please note that on the Site Agreement form you will also need to have the signature of the Principal, Site Administrator, or Clinical Coordinator. This is especially important as students are expected to have all paperwork completed in entirety, which includes all signatures, in order to receive permission from the Practicum Instructor to register for Practicum. Also, please note that on the bottom of the Site Agreement form both student and supervisor will be asked to initial that they read and understand the Practicum Manual. It is important that the student read and understand the Practicum Manual before the initial interview in order to be able to answer questions for the supervisor.

Students who are working full time will have to make special efforts to accommodate these demands and allocate adequate time to complete these requirements. The Counseling Practicum and Internship must be taken through the UT Counselor Education Program (i.e., transfer credit cannot be substituted for these courses).

The practicum experience in the Counselor Education Program (COUN 5190) provides the beginning counselor with the opportunity to engage in the practice of counseling under the training supervision of Counselor Education Program faculty and the clinical supervision of site supervisors. Clinical mental health counseling students will see clients at a clinical mental health agency or related institution that provides mental health counseling. School counseling students will see clients through a school(s). Students are responsible for locating their own practicum sites. A partial list of sites with whom The University of Toledo has affiliation agreements found on the Practicum and Internship Sites link located [here](#). Also, if you find an agency or school where you would like to complete your practicum experience and The University of Toledo does not have an affiliation agreement with them, please contact the program's Clinical Coordinator, Dr. Leslie Neyland-Brown at [leslie.neyland@utoledo.edu](mailto:leslie.neyland@utoledo.edu) to initiate this process.

Each practicum student shall accumulate **a minimum of 40 clock hours of direct service with clients, in individual and group experiences**. Practicum students are expected to lead or co-lead a group(s) as part of their practicum experience. The group experience can be a therapy group, support group, drug awareness group, education group, or other group if it consists of real clients and is like the kind of groups the student will lead as a counselor. Students will be required to keep a log of their group counseling activities as part of the practicum. As per CACREP (2016), students **must** accrue group counseling hours during their practicum experience. We require students accrue at least 10 hours of group either facilitating or co-facilitating groups during practicum.

Faculty members, graduate assistants, and/or advanced doctoral students will provide weekly individual and group training supervision. This training supervision will focus on the development of the student's counseling skills and counselor identity. On-site supervisors will provide weekly clinical supervision that will focus on client welfare. Additional supervision may be scheduled as needed or requested.

### **Prerequisites for COUN 5190 Counseling Practicum**

Enrollment in the Counseling Practicum is strictly limited due to supervisory requirements. Students must meet with their program adviser to include practicum in their Plan of Study. Program advisers will place students' names in an electronic form to secure the student's reservation for the practicum semester. Students will be placed on a waiting list for that semester if that respective semester is full. In addition, students must have successfully completed (i.e., Grade of B or higher) the prerequisite courses listed below.

#### *Practicum Prerequisite Courses for Clinical Mental Health Counselors:*

COUN 5020 Professional Orientation to Clinical Mental Health Counseling  
 COUN 5130 Group Counseling  
 COUN 5140 Counseling Theories  
 COUN 5180 Counseling Skills  
 COUN 6240 Diagnosis and Mental Health

#### *Practicum Prerequisite Courses for School Counselors:*

COUN 5010 Professional Orientation to School Counseling  
 COUN 5130 Group Counseling  
 COUN 5140 Counseling Theories  
 COUN 5180 Counseling Skills

### **Liability Insurance**

In addition to the prerequisite courses listed above, all students must present proof of liability insurance coverage (minimum \$1,000,000 each incident, \$3,000,000 aggregate) prior to being admitted into the Counseling Practicum and maintain such insurance throughout their clinical experience. Liability insurance is available to student members of the American Counseling Association (ACA), Healthcare Providers Service Organization (HPSO), or the National Board for Certified Counselors (NBCC) for a nominal fee. Students can enroll online or by phone with these organizations. The Counselor Education Program does not endorse one insurance carrier over another. Since students who do not have adequate professional liability insurance may not see clients, such students who cannot provide verification of adequate insurance coverage will not be given instructor consent to enroll in the class.

## Police Background Check

All students who will be working with minors, or who can reasonably be expected to work with minors, should anticipate completing and passing a background check for their practicum site prior to the first day of the semester in which the student expects to enroll in Practicum. Students are encouraged to contact The University of Toledo Office of Public Safety Support Services (419-530-4439) no later than 4 weeks prior to the beginning of their practicum to schedule a fingerprint/background check appointment.

## Immunization Concerns

All students who can reasonably expect to work with clients in correctional, hospital, residential care, or any other facility at which there is a risk for the spread of communicable diseases are encouraged to speak to their health care professional to determine which, if any, immunizations are recommended for their safety.

## Signed Consent Forms

Community counseling agencies and schools may require written consent from clients, or if the clients are minors, a parent or legal guardian, before you can provide counseling services. If your site uses written consent forms, it is your responsibility to work with your on-site supervisor to ensure that the proper consent has been obtained.

## Evaluation and Grading

Students will receive a grade of Satisfactory/Unsatisfactory for the practicum. Practicum requires a **minimum of 100 hours** of counseling work. To obtain this requirement, students typically conduct individual and group counseling sessions each week. These are scheduled outside of class time. You must document **a minimum of 40 hours** of direct individual and group client service. The balance of the required hours may be earned through individual and group supervision, case documentation, and session preparation (2016 CACREP standard Section III, F 2-3). Students will receive weekly feedback from their supervisors about their performance. It is not expected that a student's counseling skills will be polished at the beginning of the semester. It is expected that counseling skills will improve as the semester progresses. Students can best facilitate this by cooperating with practicum supervisors. The supervisors and the practicum instructor will consult throughout the semester as to each student's progress. **Students receive a minimum of 1 hour per week of on-site clinical supervision from the site supervisor.** The site supervisor will complete a midterm and final written evaluation of the student's knowledge, skills, and personal and professional development during the practicum experience. The final assessment is the responsibility of the practicum instructor. If a student is having difficulty securing clients or meeting the requirements for the practicum, the student may be asked to drop the course and re-enroll at a more suitable time. Students who do not pass the practicum may be given permission to repeat the practicum one more time. Students who withdraw from a practicum prior to its completion shall not receive partial credit. Students may receive an "Incomplete" or a "PR" depending on the circumstances.

## Student Retention in the Practicum

Practicum is a time for students to determine if they are well-suited to the profession of counseling. Additionally, faculty shall be utilizing this time to evaluate students' suitability and appropriateness for the counseling profession as well as their academic performance. Students who do not appear to possess those qualities or skills associated with effective counseling may be advised to withdraw from the practicum. In these cases, students shall be advised to seek additional coursework to better prepare them for the practicum, or they may be advised to withdraw from the Counselor Education Program. For students advised to withdraw from the Counselor Education Program, they shall be assisted in identifying an area of study or specialization that is more suited or appropriate to their talents and skills.

Students are expected to behave in a responsible and professional manner while functioning in the practicum. Failure to conform one's behavior to acceptable standards of practice shall be considered cause for dismissal from the Counselor Education Program. Cause for dismissal from the practicum shall consist of, but not be limited to:

1. Any activity that is prohibited under the ethical standards and practices of the American Counseling Association (ACA) and/or the American School Counselor Association (ASCA). Students who have not read these standards and principles should obtain them and read them. Ignorance of these standards and principles will be no defense.
2. Malicious disrespect toward instructors, supervisors, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, clients, or fellow students.
3. The use of fraud or deceit to obtain admission to the Counselor Education Program, a course, or a practicum.
4. Compensation may take the form of fees for service, reimbursement of expenses, salary, or other arrangements by the site, which are within ethical guidelines and permitted under state licensure laws.
5. It is permitted for students to use their current employment as their practicum site if they are employed in the delivery of counseling and/or counseling related activities. Practicum hours **can only be accrued** in roles that differ from students' employed position (e.g., students who are case managers cannot use case management services for practicum hours). Hours must be accrued in a role that conducts counseling services, diagnosis, and treatment planning.
6. Use of alcohol or other drugs to the extent that it impairs the student's ability to perform properly or adequately, or which may pose a threat to the welfare or safety of potential or actual clients.
7. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
8. Conviction of an offense that is a felony.
9. Conviction of an offense involving moral turpitude.
10. Conviction for a misdemeanor offense committed during the practice of any counseling activity.
11. Any behavior, activity, procedure, or practice that is prohibited under the Counselor Licensure laws of the State of Ohio.

*Due process:* Students who wish to appeal retention decisions made by the Counselor Education Program are encouraged to follow the guidelines outlined in the most recent edition of *The University of Toledo's Catalog* <https://www.utoledo.edu/offices/provost/academicgrievance>

#### **Counseling between the practicum and internship semesters:**

Students enrolled in the practicum course may, with the consent of the practicum instructor, practicum site supervisor, and counselor education program clinical coordinator, continue to provide services at their practicum site at the end of the practicum semester up to the first day of the subsequent semester provided that the following stipulations are met:

- The student has completed all practicum course requirements during the regular semester;
- The student has made and is making appropriate progress in the counselor education program/clinical course sequence;

- The student understands that client contact hours earned between the semesters **do not count toward internship hours**;
- The site supervisor agrees to continue providing a minimum of 1 hour of supervision for every 20 hours the student is onsite with no less than one hour of supervision provided per week;
- The student is enrolled in the subsequent term's internship (e.g., spring to summer, fall to spring)
- The practical experience continues at the same site.

## Confidentiality

Every counselor has the obligation to abide by the ethical standards established by their profession. The ACA code of ethics states that "Counselors respect their clients' right to privacy and avoid illegal and unwarranted disclosures of confidential information."

Even though there are strong legal and ethical principles involved in the protection of client information, there are limitations on confidentiality. First, counselors are ethically obliged to break confidentiality if the client presents a serious and reasonable danger of harming either him/herself or harming others or reports elder abuse or child abuse. If there are reasons to suspect child abuse, students should contact their supervisor/instructor immediately since counselors are legally required to notify the Children Services Board (CSB). Counselors may be compelled to reveal client information in court.

## Timeline for Students Enrolling in Spring Semester Practicum

### September

- Read the Practicum Manual and attend mandatory Practicum Orientation meeting to be scheduled by the clinical coordinator.

### October/November

- Complete application for practicum on Microsoft Forms
- Locate a site and supervisor.
- Have supervisor complete the Supervisor Qualification Form on Qualtrics
- Complete Site Agreement Form with signatures.
- Apply for professional liability insurance and provide proof to the clinical coordinator or practicum instructor.
- Complete a Police Background Check performed; send results to the practicum site (if requested by the site).
- Apply for Counselor Trainee Status (clinical mental health students only) with the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board. This also will require a Criminal Background Check. All information concerning this may be found at [www.cswmft.ohio.gov](http://www.cswmft.ohio.gov).
- All paperwork submitted electronically on Blackboard by 5pm on the deadline provided. See Blackboard for Dates/Deadlines.

## Timeline for Students Enrolling in Summer Practicum

Failure to follow this timeline may result in students not being given permission by the Practicum instructor to enroll in the Practicum class. If denied this permission or dismissed from the class, the student will not automatically be able to attempt to register for Practicum in the following semester.

### February

- Attend the mandatory Practicum Orientation meeting to be scheduled by the clinical coordinator.

### March/April

- Complete application for practicum with program adviser signature.

- Locate a site and supervisor.
- Have supervisor Complete the Supervisor Qualification Form on Qualtrics
- Complete Site Agreement Form with signatures.
- Apply for professional liability insurance and provide proof to the clinical coordinator or practicum instructor.
- Complete a Police Background Check performed; send results to the practicum site (if requested by the site).
- Apply for Counselor Trainee Status (clinical mental health students only) with the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board. This also will require a Criminal Background Check. All information concerning this may be found at [www.cswmft.ohio.gov](http://www.cswmft.ohio.gov).
- All paperwork submitted electronically on Blackboard by 5pm on the deadline provided. See Blackboard for Dates/Deadlines.

### Timeline for Students Enrolling in Fall Practicum

#### April

- Attend the mandatory Practicum Orientation meeting to be scheduled by the clinical coordinator.

#### May/June/July

- Complete application for practicum on Microsoft Forms.
- Locate a site and supervisor.
- Have Supervisor complete the Supervisor Qualification Form on Qualtrics
- Complete Site Agreement Form with signatures.
- Apply for professional liability insurance and provide proof to the clinical coordinator or practicum instructor.
- Complete a Police Background Check performed; send results to the practicum site (if requested by the site).
- Apply for Counselor Trainee Status (clinical mental health students only) with the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board. This also will require a Criminal Background Check. All information concerning this may be found at [www.cswmft.ohio.gov](http://www.cswmft.ohio.gov).
- All paperwork submitted electronically on Blackboard by 5pm on the last day of finals **week of the spring semester**.

### Right, Duties, and Responsibilities of the Counselor Education Program

1. The practicum instructor will assure that the student has completed the prerequisite academic work before beginning practicum. **Students must complete all paperwork before they may begin to see clients/students or perform any other direct service.**
2. The practicum instructor will be available to the site supervisor and student for consultation.
3. The practicum instructor shall maintain bi-weekly consultation with the Site Supervisor in accordance with the supervision contract. This contact may be by phone, in-person, or email.
4. The practicum instructor will function as a liaison between the site and the program; however, the site is encouraged to initiate contacts when necessary.
5. The practicum instructor will provide supervisees with weekly individual and group training supervision. This training supervision will focus on the development of the student's counseling skills and counselor identity. The practicum instructor will also monitor the progress of the student.



6. Doctoral students may be assigned to assist the practicum instructor with training supervision, including weekly individual and/or triadic supervision between the practicum student(s) and a doctoral supervisor. Such doctoral students will be under the direct supervision of the practicum instructor.
7. The program shall determine the appropriateness of a school or agency as a practicum site.
8. The program shall determine the appropriateness of the site supervisor.
9. The program may request the termination of a Clinical Experience Site Agreement if the site supervisor does not abide by: (a) ethical standards and practices set forth by the American Counseling Association and/or the American School Counselor Association (b) applicable licensure laws related to supervision.
10. The practicum instructor shall have the responsibility to terminate any Clinical Experience Site Agreement where the student's performance is judged to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to clients. Such action would only be taken after consultation with the student and with representatives of the practicum site.
11. The Counselor Education Program reserves the right to amend, change, or otherwise modify its policies regarding the practicum experience from time to time as may be deemed necessary or appropriate.
12. The Counselor Education Program may, at its discretion, waive any or all policies on a case-by-case basis when deemed appropriate.
13. The practicum grade will reflect the evaluation of both site and university supervisors, with the practicum instructor having the final responsibility for grade assignment.

#### **Right, Duties, and Responsibilities of the School/Agency Practicum Site**

1. The practicum site shall screen and select practicum students based upon their appropriateness for placement at the school/agency, and their likelihood of success.
2. The practicum site shall provide a site supervisor for the practicum. School Counseling Site Supervisors must be Licensed School Counselors. Clinical Mental Health Counseling Site Supervisors must be Licensed Professional Clinical Counselors with Supervisory Endorsement.
3. The site supervisor shall orient the practicum student to the policies and procedures of the practicum site and oversee the practicum student's compliance with those policies and procedures.
4. The practicum site shall provide experience in the delivery of services appropriate to the educational and ability levels of the practicum student.
5. The practicum site will screen practicum students' clients based on the following:

The best clients for school counseling practicum students are those with **normal developmental concerns and/or mild family or school adjustment problems**. Examples might include students who have low self-esteem, test anxiety, relationship problems, peer pressures, or adjustment issues, to mention a few. Students who are suicidal, violent, who have chronic behavior problems, those with mental or emotional disorders, and those involved in custody disputes or victims of abuse are not appropriate for this practicum experience.

The best clients for clinical mental health counseling practicum students are those with **mild to moderate concerns** suitable for short-term treatment such as: academic or career related issues, stress management, parenting issues,

grief and separation, life adjustment, self-esteem, and relationship problems. Inappropriate clients would be individuals with serious mental or emotional disorders and those who have tendencies toward suicide or violence.

6. The practicum site shall be responsible for informing clients that they will be seen by a practicum student.
7. The practicum site supervisor shall be responsible for supervising the practicum student's attainment of the counselor trainee (CT) status that will enable the agency to bill for direct client contact hours.
8. The practicum site shall insure sufficient client referrals to meet the needs of the practicum site and those of the practicum student. It is expected that practicum students will obtain at least 40 clock hours of direct individual and group client contact during the course of their practicum.
9. The site will provide space, equipment, and supplies as needed by the student to carry out site assignments.
10. The site supervisor is responsible for providing an average of one hour per week of individual and/or triadic clinical supervision throughout the practicum. Clinical supervision will focus on necessary counseling interventions to promote client welfare.
11. If applicable, the site supervisor is responsible for the development of **program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.**
12. The site and site supervisor hold ultimate responsibility for the welfare of the practicum student's clients.
13. The site is responsible for the student's work under their supervision.
14. The site supervisor will complete a midterm and final written evaluation of the student's knowledge, skills, and personal and professional development during the practicum experience. The practicum instructor will provide the format for the written evaluation.
15. The site supervisor is strongly encouraged to initiate contact with the university supervisor when there are any questions or concerns regarding the student, expectations, or responsibilities.
16. The site supervisor **shall maintain bi-weekly consultation with the practicum instructor** in accordance with the supervision contract. This contact may be by phone, in-person, or email.
17. The practicum site may request the termination of a Clinical Experience Site Agreement when the practicum student's performance is in violation of site policies or procedures, or when the practicum student's performance is judged to be unsatisfactory, insubordinate, unethical, inappropriate, or harmful to clients.
18. The practicum site agrees to abide by the policies and procedures stated in this manual.
19. The practicum site, in its treatment of practicum students, shall abide by the ethical standards and practices set forth by the American Counseling Association and/or the American School Counselor Association.

### **Right, Duties, and Responsibilities of the Practicum Student**

1. The student will read the Practicum Manual and attend a mandatory practicum orientation, to be provided by the Counseling Program.
2. The student must schedule an appointment with his/her designated academic advisor to sign the Practicum Application Form and complete the Student Evaluation Form. It is the student's responsibility to secure his/her advisor's signature on the practicum application at the time of this meeting.

3. It is the student's responsibility to identify and secure a practicum site **before** enrolling in practicum, submit a Practicum Application, obtain a signed Clinical Experience Site Agreement Form, Supervisor Qualification Form, Supervision Contract Form, and ensure that there is a current Affiliation Agreement Form between the site and the university. While the program may assist the student, the program is not responsible for placement into a practicum site. Students who have not secured a practicum site by the start of the semester in which they are enrolled in practicum may be dropped from the practicum. Students must submit all practicum forms in order to receive instructor permission to register for the practicum class.
4. The practicum student must complete and pass a background check (if required by site) prior to the first day of the semester in which the student expects to enroll in Practicum. Students are encouraged to contact The University of Toledo Office of Public Safety Support Services (419-530-4439) no later than 4 weeks prior to the beginning of their Practicum to schedule a fingerprint/background check appointment.
5. The practicum student shall at all times conduct his or her behavior in accordance with the policies and procedures of the practicum site, and with the ethical standards of the American Counseling Association (ACA), the American School Counselor Association (ASCA), State of Ohio Laws, and other applicable standards of conduct.
6. The practicum student shall maintain a work schedule that has been mutually agreed upon by the student and the on-site supervisor. The student will notify the on-site supervisor of any anticipated absence or necessary schedule change.
7. Typically, practicum students see two to three individual clients and at least one group counseling session per week. Practicum students are required to obtain 40 hours of direct client counseling experience over the course of the practicum experience.
8. The practicum student shall demonstrate satisfactory knowledge, skills, and attitudes in the applicable competencies on the performance evaluation. The student is expected to be introspective, open, and receptive to feedback, and demonstrate flexibility by making appropriate changes in response to feedback.
9. The practicum student shall report any emergency/crisis situations with their clients immediately to their site supervisor and to the practicum instructor.
10. The practicum student shall attend individual and group supervision sessions as scheduled.
11. The practicum student shall keep accurate records of weekly client contact hours, indirect hours, and supervisory hours.
12. The practicum student shall complete all educational plans that may be developed with either their supervisor or the practicum instructor.
13. If either the Program or the practicum site terminates the placement, the student has a right to an explanation of the reasons for termination.



### Practicum Checklist for Students Counselor Education Program

#### Part I: The Student

- Practicum Orientation:** Students must attend the required practicum orientation the semester prior to enrolling in practicum.
- Advisor Meeting:** Students must meet with their advisor to ensure they have a plan of study on file and completed the annual evaluation.
- Practicum Application Form:** Students must complete this form as verification that the student has met all program requirements to enroll in practicum. <https://forms.office.com/r/GH57wH3BG0>
- Annual Evaluation:** Students must upload a copy of their signed annual evaluation on Blackboard.
- Resume:** Students must submit a professional resume to the appropriate dropbox on Blackboard. Students should provide a copy of this resume to all potential sites.
- Professional Disclosure Statement:** Students will construct and/or update a professional disclosure statement that accurately reflects their counseling development and experiences including education, credentialing, areas of expertise and interest, theory of counseling, counseling metaphor, and limitations of confidentiality in the context of the counseling relationship.

#### Part II: The Site

- Site Agreement Form:** Students must complete this form and submit to their site supervisor and/or site representative for approval.
- Supervisor Qualification Form:** Send this link to the site supervisor to complete. This form serves as evidence the site supervisor meets the requirements to supervise including proper credentials and has been supervising for two years minimum.  
[https://toledouw.iad1.qualtrics.com/jfe/form/SV\\_089cKA6cyWFueG](https://toledouw.iad1.qualtrics.com/jfe/form/SV_089cKA6cyWFueG)
- Supervision Contract:** This form verifies that the student and site supervisor agree to the expectations of the supervisory relationship.
- Professional Liability Insurance:** Students must submit proof of professional liability insurance in the amount of 1 million dollars per incident and a minimum of 3 million dollars total.
- Ethics Review Form:** Students and site supervisors must attest to endorsing the current ACA Code of Ethics and other professional standards specific to their counseling specialty area (e.g., ASCA).