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*Masters of Arts in Counseling*

School Counseling Practicum Checklist for Students

Students must read the School Practicum Handbook and be familiar with its contents. Students are responsible for all information contained in the handbook. Students should also refer to the Practicum Planning Sheet for their track and semester to ensure that all materials are submitted on time.

**Prior to the start of the practicum course, students must:**

* Complete at least 9 credits including COUN 501; COUN 508; & COUN 520
* Earn an overall minimum GPA of 3.0

**In addition, the following documents must be uploaded to Canvas prior to the start of the practicum course.**

* A completed Practicum Pre-Registration form
* A completed Checklist for Potential Site Supervisor Form
* Proof of student membership in ACA or ASCA
* Proof of Liability Insurance
* FBI Background Check (PA students: through PDE)
* PA Child Abuse History Clearance or your state’s equivalent clearance
* PA Criminal Record Check or your state’s equivalent clearance
* Any additional clearances required by site
* Copy of current TB test results (no older than one year, requirement may vary by site)
* Counseling Verification form
* Counseling Reflection essay (300-500 words, see guidelines)
* Reflection essay on your perceived strengths and weaknesses as a counselor, specifically examining your progress through the program’s critical competencies (300-500 words, see guidelines)

**When you receive notification that your proposed site and site supervisor have been approved, you must formalize the arrangement by obtaining a signed Contract. The following signatures are required to be on the contract when you submit it.**

* Your signature
* Your direct Site Supervisor’s signature

You will not be able to register for Practicum until all of the pre-requisites have been met and each registration document has been submitted. When all criteria have been met and approval has been given, you will receive a signed copy of the contract and be granted permission to enroll in the Practicum course.

**REMEMBER: You cannot accrue or count any hours at your practicum site until you are registered for the practicum course and receive permission from the course instructor. Plan accordingly!**