### Paperwork Due Dates

In order to enroll in Practicum/Internship, there are several paperwork items you will need to submit, some of which are associated with activities that take many weeks to complete. The following chart provides a list of due dates for these documents. Please refer to Canvas for the exact due dates.

<table>
<thead>
<tr>
<th>MENTAL HEALTH COUNSELING &amp; MARRIAGE, COUPLE &amp; FAMILY COUNSELING TRACKS</th>
<th>For Fall Semester</th>
<th>For Summer Semester</th>
<th>For Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Registration Form</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>September 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Potential Supervisor Application</td>
<td>July 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>December 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td>Final Internship Documents</td>
<td>August 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>December 15&lt;sup&gt;th&lt;/sup&gt;</td>
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<th>SCHOOL COUNSELING TRACK</th>
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According to the late registration policy:

1. Students who have not submitted all of the required documents by the current advertised deadlines (August 1<sup>st</sup> for fall term, May 1<sup>st</sup> for summer term & December 15<sup>th</sup> for spring term) will be charged a $100 late registration fee. The required documents are outlined in Canvas.

2. Students **must** be registered for class one week prior to the start of the new semester.

3. No students will be allowed to accumulate any on site hours until their contract has been accepted, liability insurance has been verified, and all site-required background checks have been received by Messiah College.
Practicum Planning Guide

The following is the suggested stages of when to complete each of the required tasks prior to your enrollment in the Practicum course. Items with asterisks correspond with the deadlines outlined on the attached “Paperwork Due Dates” document. You should refer to Canvas for the exact due dates and detailed submission requirements.

Stage 1: Suggested completion 1-2 full semesters before practicum start date.
- Read the Practicum Handbook.
- Read the “Practicum and Internship Policies: FAQs” document.
- Make arrangements to begin personal counseling.
- CMH/MCF Tracks Only: Begin contacting sites.

Stage 2:
- Complete the Practicum Pre-Registration form* by the required date (See “Paperwork Due Dates” attached).
- Accept Canvas invitation to the Graduate Counseling Practicum Pre-Registration Site.
- CMH/MCF Tracks Only: As needed, continue searching for a practicum site, scheduling interviews, and finalizing plans.
- Register online for FBI Clearance (For more information, check the Clearance Policy). Complete payment and personal information and make arrangements to be fingerprinted. (Submit on Canvas and send originals to Administrative Assistant)
- Apply for your Child Abuse History Clearance.
- Register for your Criminal Background Check.
- Identify any site-specific clearance requirements needed and the timeline on which you will need to apply for each.

Stage 3:
- Send link for application to potential site supervisor* (Required by above due date). Upon approval, you will receive a notification from the Practicum & Internship Coordinator. Your site and site supervisor will need to be approved before you are able to complete the Practicum Contract.
- Submit your critical competencies reflection essay.
- Submit your Personal Counseling verification form along with your reflection essay.
- SCH Track Only: Submit a copy of your current TB test results under “Additional Documents” on Canvas (results must be no more than three months old when received by the school district).

Stage 4:
- Complete and submit the Practicum Contract. This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved. After all of your paperwork has been submitted and approved, you will receive notification of your registration hold being removed and will be able to register for the course.
- Obtain ACA, ASCA, or AAMFT student membership.
- Obtain liability insurance (likely included with your ACA, ASCA, or AAMFT membership).

The Practicum Handbook and all mentioned forms can be found under the Practicum Forms section of our website as well as, on the Grad Counseling Field Experience Canvas Site.

Students must be registered for class one week prior to the start of the semester.