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.

### MENTAL HEALTH COUNSELING & MARRIAGE, COUPLE & FAMILY COUNSELING TRACKS

<table>
<thead>
<tr>
<th></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(^{st})</td>
<td>February 1(^{st})</td>
<td>September 15(^{th})</td>
</tr>
<tr>
<td>Potential Supervisor Application</td>
<td>July 15(^{th})</td>
<td>April 15(^{th})</td>
<td>December 1(^{st})</td>
</tr>
<tr>
<td>Contract &amp; Registration</td>
<td>August 1(^{st})</td>
<td>May 1(^{st})</td>
<td>December 15(^{th})</td>
</tr>
</tbody>
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### SCHOOL COUNSELING TRACK

<table>
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<td>August 1(^{st})</td>
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</tr>
</tbody>
</table>

According to the late registration policy:

1. Students who have not submitted all of the required documents by the current advertised deadlines (August 1\(^{st}\) for fall term, May 1\(^{st}\) for summer term & December 15\(^{th}\) 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.
Internship Planning Guide

The following is the suggested stages of when to complete each of the required tasks prior to your enrollment in an Internship 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 internship start date.
- Read the Internship Handbook.
- Read the “Practicum and Internship Policies: FAQs” document.
- CMH/MCF Tracks Only: Begin contacting sites.

Stage 2:
- Complete the Internship Pre-Registration form* by the required date (See “Paperwork Due Dates” attached).
- Accept Canvas invitation to Graduate Counseling Internship Pre-Registration Site.
- CMH/MCF Tracks Only: As needed, continue searching for an internship site, scheduling interviews, and finalizing plans.

Stage 3:
- Send link for application to potential site supervisor* (See “Paperwork Due Dates” attached).
- Review the clearance policy on the website to determine if you need to renew any of your clearances.
- Identify any site-specific clearance requirements needed and the timeline on which you will need to apply for each.
- SCH Track Only: Submit a copy of your current TB test results (results must be no more than three months old when received by the school district).

Stage 4:
- Complete and submit the Internship Contract. This Contract may only be completed after you receive notification that your proposed site and site supervisor have been approved.
- Provide copies of your clearances to your site.
- Renew ACA, ASCA, or AAMFT student membership as needed.
- Renew liability insurance.
- 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.

The Internship Handbook and many other resources can be found under the Practicum & Internship Forms section of our website as well as the Grad Counseling Canvas Site.

CAGS students will have additional assignments required. Pay close attention to the Internship pre-registration Canvas course for more information.

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