ADCN COUNSELING INTERNSHIP
PREREQUISITES

48-HR. ADDICTION COUNSELING

- **Internship: ADCN 699**
  - CEFS 501, 504, 510, 515, 521, 546, 601, 691; ADCN 667

- Prerequisite courses are non-negotiable.

- 3.0 GPA or above at the time of application

- Good Standing Academically
SITES AND SUPERVISORS

- **Step 1: Find a Site and Supervisor**
  - Check the state site list. (same webpage as Affiliation Agreement)
  - The site must provide addiction related clinical work duties.
  - Students are limited to two sites and two supervisors.
  - All hours earned at the site must be addiction related.

- **Step 2: Set Up Interviews**
  - Sites are not just interviewing you, you are interviewing sites.

- **Step 3: Secure Your Site and Supervisor**
  - Sites and Supervisors must fill out required documentation.
APPROVABLE SITES

- Addiction Counseling Internship sites need to be able to provide students with a variety of clinical activities that meet the course requirements for ADCN 699 Counseling Internship.
  - All hours worked must be addiction related in order to be counted towards a ADCN internship.
  - Please refer to the syllabus for the required activities.

- A list of currently approved sites may be accessed from the MAAC Internship office, MAAC699@liberty.edu
  - You are not limited to these sites; you may submit a site that is not on the list for approval.
SUPERVISOR REQUIREMENTS

- **Valid State License in Counseling:**
  - Licensed Professional Counselor (LPC)
  - Licensed Mental Health Counselor (LMHC)
  - Licensed Clinical Social Worker (LCSW)
  - Psychiatrist

  *Preference – specialty licensure or certification in addiction counseling is preferred.*

- **Supervisors Must:**
  - Be Able to Practice Without Supervision.
  - Have at least 2 years experience with addiction counseling.

- **Education:**
  - Have Degree From a Regionally Accredited University
  - M.A. in Counseling
  - M.A. in Psychology
  - M.A. in Social Work
  - Ph.D. or Ed.D in Counselor Education and Supervision
SUPERVISOR NO-NO’S

- Credentials that are NOT accepted:
  - School Counselors
  - Pastoral Counselors
  - LLPC
  - LMSW
  - National Licenses or Certifications
  - Master of Divinity
  - Degrees Outside of the Counseling Field
  - Unaccredited Degrees
  - Licenses with listed Disciplinary Action
SEMESTER AND HOUR REQUIREMENTS

**INTERNSHIP**

- One Semester requirement
  - See Next Slide

- 300 Hours
  - Direct Client Contact – 150 Hours
  - Group Supervision OR Faculty Group Supervision
    - No more than 2 absences
  - Individual Supervision – 1 Hour/ Week
    - No Less than 25 Hours total.
  - Related Activates – Remaining Hours
INTERNSHIP SEMESTER REQUIREMENTS: DEPENDENT ON DCP YEAR AND DEGREE PROGRAM

ADCN 699 Internship - 48 Hr. Addiction Counseling

Only one semester required but:

- If you think you will need a second semester, keep your one elective open for that.
- If you use the elective for another class you will need to pay for a second semester out of pocket.
- Please check the state board for the state’s required hours. Certain states may require students to earn more hours to apply for licensure than Liberty’s program requires.
APPLICATION DOCUMENTS
MUST APPLY FOR INTERNSHIP

Official Papers:
- Degree Completion Plan Audit
  - ASIST
- Background Check Receipt
  - CastleBranch
  - Include Fingerprints
- Supervisor’s License Verification
  - May require supervisor’s resume to verify the required 2 years needed in addiction counseling
- Student’s Photo
- Liability Insurance Face Sheet

Forms and Templates:
- Fieldwork Contract
  - ON-Site or OFF-Site
- Supervisor Information Form
- Site Information Form
- 10 page Affiliation Agreement
  - Some Sites may have additional requirements
SUBMITTING APPLICATION DOCUMENTS

Step 1: Save All Documents as PDF Files.

Step 2: Prepare for a 30 Minute Time Limit.

Step 3: Go to the ADCN Internship Website.

Step 4: Find the Submission Portal Located Above the Deadline Dates.
  ▪ Expect the portal to open 3-4 weeks before the application deadline
  ▪ Sign in with LU Username and Password.

Step 5: Submit a Total of 8 Documents in 8 Links.
YOUR GATE COORDINATOR

- Alex McDonald

EMAIL

MAAC699@liberty.edu

* Degree concentrations have different websites