

### Affiliation Agreement Guidelines

1. The most current copy of the Affiliation Agreement should always be used and all pages should be easily legible.
2. A representative of the site with the ability to make contracts for the site should complete the Affiliation Agreement according to the [Instructions](#) provided by the Liberty University Contracts Office. This person may or may not be the student's direct supervisor. Students working at sites with multiple locations should allow for extra time as their Agreement may need to be sent to a corporate office for approval and a signature.
3. The entire six-page Affiliation Agreement must be scanned as one document by the site to be provided to the Practicum/Internship Office as a part of the student's Practicum or Internship application process.
4. The Student should complete the three-page Student Addendum (Schedule A) and either the student or the site may complete the Cover Sheet with the information for the representative of the site who is completing the Affiliation Agreement.
5. The final Affiliation Agreement document for the student's application should be one document and include the: Cover Sheet (1 page), Affiliation Agreement (6 pages), and the Student Addendum (3 pages). If these documents have completed using Adobe Form Fill and are unable to be combined please contact the Practicum Internship Office for special instructions regarding how to submit these documents.
  - a. The Practicum/Internship Office is not able to accept separate pages for this document. If a site/student sends separate pages they will be asked to combine and resend their documents.
6. The student should double check that their site completed all required parts of the Affiliation Agreement.

- a. Effective date and affiliate's legal name at the top of page 1
  - b. Affiliate's complete mailing address in the "Notice" section on page 5
    - i. This contact information may differ from what is listed on the site's website or the exact address of the facility where the student will be performing their fieldwork experience.
  - c. Signature block including authorized signature on page 6
    - i. Signatory should be the only one completing this section, including the name of the affiliate, signatory's title, and date.
7. It should not look like any information or pages were added after the Agreement has been signed. If the student notices that something was forgotten, or a mistake made, then the student should bring it to the attention of the site and ask for them to make the addition or correction. If something needs to be corrected, then a single line should be placed through the wrong information and initialed by the signatory.
  8. Agreements may not be converted from the PDF into a Word Document and back into a PDF.
  9. Pages may not be removed, added or switched out of the template PDF agreement.
  10. The affiliate name must be the same on all pages.
  11. The agreements must be properly scanned or a hard copy may be mailed to the Counseling Department. Staples may need to be removed in order for the document to be properly scanned. Since the documents must be scanned, JPEG copies are not permitted.
  12. Agreements must be signed and filled in with the same color ink and handwriting (i.e. the signatory is the only one whose handwriting is on the agreement and they must use the same pen used to sign the agreement).