

60-hour Marriage and Family Therapy degree
48-hour Professional Counseling degree
Adding / Dropping / Changing a Site / Supervisor

In order to to Add, Drop, or Switch a Site and/or Supervisor for CEFS 698 Practicum or CEFS 699 Internship, you must submit all of the following required approval documents to practicum@liberty.edu or internship@liberty.edu. **Hours may not be earned with the new Site or Supervisor until official approval has been granted by the Practicum and Internship Office.**

If you are requesting to change the Supervisor at your current Site, please submit the following:

- Termination Letter: Must be on the Site's Letterhead. Please have the Site Director or approved Supervisor type and sign a brief statement outlining your transition to a new supervisor
- Signed Final Evaluation from the original supervisor
- Documents for New Supervisor:
 - Supervisor's License Verification
 - Fieldwork Contract
 - Supervisor Information Form

If you are requesting to change your Site and Supervisor, please submit the following:

- Termination Letter: On the Site's Letterhead, please have the Site Director type and sign a brief statement outlining your departure from the original Site and Supervisor
- Signed Final Evaluation from the original supervisor
- Documents for New Site and Supervisor:
 - Supervisor's License Verification
 - Fieldwork Contract
 - Supervisor Information Form AND Site Information Forms
- 10-page Affiliation agreement

If you are requesting to add a Supervisor to your current site, please submit the following::

- Documents for New Supervisor:
 - Supervisor's License Verification
 - Fieldwork Contract
 - Supervisor Information Form

If you are requesting to add a Site with your current Supervisor, please submit the following:

Documents for New Site:

- Fieldwork Contract
- Supervisor Information Form AND Site Information Form
- 10-page Affiliation Agreement

If you are requesting to add a Site and Supervisor, please submit the following:

- Documents for New Site and Supervisor:
 - Supervisor's License Verification
 - Fieldwork Contract
 - Supervisor Information Form AND Site Information Form
 - 10-page Affiliation Agreement

If you are requesting to drop your Site and Supervisor, please submit the following:

- Termination Letter: On the Site's Letterhead, please have the Site Director type and sign a brief statement outlining your departure from the original Site and Supervisor
- Signed Final Evaluation from original supervisor