

## **Clinical Mental Health Counseling degree Adding / Dropping / Changing a Site / Supervisor**

In order to to Add, Drop, or Change a Site and/or Supervisor for COUC 698 Practicum or COUC 699 Internship, you must submit all of the following required approval documents to [practicum@liberty.edu](mailto:practicum@liberty.edu) or [internship@liberty.edu](mailto: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
- LiveText Assessments to be completed by the original supervisor
  - Counseling Competencies Scale-R (Due at the end of the semester)
  - Practicum or Internship Summary of Hours Spreadsheet Verification-Final
  - Approval of hours listed in the Time Log
- Submit Final Log into LiveText Field Experience tab for original supervisor to verify
- 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
- LiveText Assessments to be completed by the original supervisor
  - Counseling Competencies Scale-R (Due at the end of the semester)
  - Practicum or Internship Summary of Hours Spreadsheet Verification-Final
  - Approval of hours listed in the Time Log
- 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 Site and Supervisor
- LiveText Assessments to be completed by the original supervisor
  - Counseling Competencies Scale-R (Due at the end of the semester)
  - Practicum or Internship Summary of Hours Spreadsheet Verification-Final
  - Approval of hours listed in the Time Log
- Submit Final Log into LiveText Field Experience tab for supervisor to verify

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 Forms
- 10-page Affiliation Agreement

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

Documents for New Site and New Supervisor :

- Supervisor's License Verification
- Fieldwork Contract
- Supervisor Information Form AND Site Information Forms
- 10-page Affiliation Agreement