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

In order 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 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.
- **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:
  o Fieldwork Contract
  o Supervisor Information Form AND Site Information Forms
  o 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:
  o Supervisor’s License Verification
  o Fieldwork Contract
  o Supervisor Information Form AND Site Information Forms
  o 10-page Affiliation Agreement