PREREQUISITES
30-HR. ADDICTIONS COUNSELING

- Internship: ADCN 699
  - ADCN 501, 502, 504, 505, 506, 510, 512, 515, 521, 646, 667
  - SUBS – 505, 606, 607

- 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 addictions 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.
SUPERVISOR REQUIREMENTS

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

- **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

- **Supervisors Must:**
  - Be Able to Practice Without Supervision.
  - Have at least 2 years experience with addictions counseling.
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
SEMMESTER 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
INTERNERSHIP SEMESTER REQUIREMENTS: DEPENDENT ON DCP YEAR AND DEGREE PROGRAM

ADCN 699 Internship -
30 Hr. Professional 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.

Virginia license

- 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 addictions 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

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* Degree concentrations have different websites