

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 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:

- A typed and signed brief statement from the site director or approved supervisor outlining the student's transition to a new supervisor
- Tevera Assessments to be completed by the supervisor the student is terminating with: (Professional Counseling only)
 - Counseling Competencies Scale-R
 - Approval of hours listed in the Time Log
- 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 from site director on the site's letterhead outlining departure
- Tevera Assessments to be completed by the supervisor the student is terminating with: (Professional Counseling only)
 - Counseling Competencies Scale-R (Due at the end of the semester)
 - Approval of hours listed in the Time Log
- Documents for new site and supervisor
 - Supervisor's License Verification
 - Fieldwork Contract
 - Supervisor & Site Information Forms
 - 12-page Affiliation Agreement and Student Addendum

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

- Termination Letter from site director on the site's letterhead outlining departure
- Tevera Assessments to be completed by the supervisor the student is terminating with: (Professional Counseling only)
 - Counseling Competencies Scale-R (Due at the end of the semester)
 - Approval of hours listed in the Time Log

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 for new supervisor
- Supervisor Information Forms for new supervisor
- Site information Form (only if site director has changed)

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

Documents for New Site:

- Fieldwork Contract for new site with current supervisor
- Site and Supervisor Information Forms
- 12-page Affiliation Agreement and Student Addendum

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 for new site with new supervisor
- Supervisor & Site Information Forms
- 12-page Affiliation Agreement and Student Addendum