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:

- 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