

Affiliation Agreement Guidelines

1. The most current copy of the Affiliation Agreement should always be used.
2. All pages should be easily legible and signed only by a legal representative at the site.
3. The entire nine-page Affiliation Agreement (including cover sheet) must be scanned as one document as a part of the student's Practicum or Internship application process.
4. The Student must also complete the three-page Student Addendum (Schedule A and B) to be submitted with their application.
5. The final Affiliation Agreement submission for the student's application should be one document and include the: Cover Sheet (1 page), Affiliation Agreement (8 pages), and Student Addendum (3 pages).
6. The student should double check that their site completed all required parts of the Affiliation Agreement prior to submission, including the following:
 - a. Effective date and Affiliate's full legal site name on the cover sheet
 - b. Affiliate's complete mailing address on page 7
 - c. Signature block including authorized signature on page 8

*Please note that a site's legal representative should be the only one completing this section, including the name of the affiliate, signatory's title, and date.
7. Agreements may not be converted from the PDF into a Word Document and back into a PDF.
8. Pages may not be removed, added or switched out of the template PDF agreement.
9. The affiliate name must be the same on all pages.