



APPLICATION FOR CLINICAL PROFESSIONAL COUNSELING PRACTICUM AND INTERNSHIP

Department of Counselor Education & Family Therapy

College of Health & Rehabilitation Sciences

1615 Stanley St.
New Britain, CT 06050

DATE: _____ STUDENT NAME: _____

STUDENT ID#: _____ CCSU E-MAIL ADDRESS: _____

FACULTY ADVISOR: _____

DIRECTIONS

☐ **CHECK HERE IF A CLINICAL PROFESSIONAL COUNSELING STUDENT:** To participate in the **Supervised Clinical Professional Counseling Practicum (CNSL 503)** course or the **Supervised Clinical Professional Counseling Internship (CNSL 594)** course, please complete this application in its entirety, submit it to your academic advisor, and receive approval **before** registering for the applicable course and beginning the clinical training field experience for the applicable semester.

☐ **CHECK HERE IF AN ADVANCED OFFICIAL CERTIFICATE PROGRAM (AOCP) STUDENT:** To participate in the **Supervised Clinical Professional Counseling Practicum (CNSL 503)** course or the **Supervised Clinical Professional Counseling Internship (CNSL 594)** course, please complete this application—you may skip the “Student Progress of Required Coursework” section—then submit it to your academic advisor and receive approval **before** registering for the applicable course and beginning the clinical training field experience for the applicable semester.

☐ **CHECK HERE IF A SCHOOL COUNSELING STUDENT OR A SCHOOL COUNSELING PROGRAM GRADUATE ADMITTED TO THE ADVANCED OFFICIAL CERTIFICATE PROGRAM (FOR SUMMER INTERNSHIP ONLY):** To participate in the **Supervised Clinical Professional Counseling Internship (CNSL 594)** course offered over **two consecutive summers**, please complete this application, then submit it to your academic advisor and receive approval **before** registering for the CNSL 594 course and beginning the clinical training field experience for the summer term. **NOTE:** CNSL 594, when offered during a **12-week summer term** and approved by program faculty, is **only available** for school counseling program graduates admitted to the AOCP and current school counseling program students seeking to meet course requirements for the Licensed Professional Counselor-Associate (LPC-A) or Licensed Professional Counselor (LPC) credential.

ATTN: Applicants are expected to review all information proactively and thoroughly regarding the practicum and internship experience within the *Clinical Professional Counseling Student & Fieldwork Handbook*, which includes student training requirement details, field site expectations, and site supervisor qualifications. A copy of the handbook is available via the [program’s webpage](#).

CNSL 503 SUPERVISED CLINICAL PROFESSIONAL COUNSELING PRACTICUM

(complete, then continue at the "Student Progress of Required Coursework" section;
if already completed the practicum course, skip to the CNSL 594 section and proceed through the application)



CNSL 503 (PRACTICUM)

- **SPRING SEMESTER ONLY (clinical professional counseling students only)**

Matriculated students must successfully complete a **minimum of 18 credits** in the program, including **CNSL 500, 501, 504, 560, 569**, and receive **departmental approval** before registering for CNSL 503 (Supervised Clinical Professional Counseling Practicum). Students should not wait until the final weeks before the commencement of the spring semester to begin searching for their practicum site (**NOTE**: private practice settings are **not** eligible)—a spreadsheet of eligible *Professional Counseling Program Field Experience Sites* is located on the [program's webpage](#) as well as in the list of approved sites tagged as "**For Prof Cnsl Prgm Students**" only within the Tevera platform.

Additionally, some field sites may require background checks, drug testing, fingerprinting, immunizations, etc. before accumulating indirect service hours and providing direct client care; therefore, to avoid delays that may result in a need to withdraw from CNSL 503, it is the student's responsibility to ask questions regarding the site's requirements far in advance of the beginning of the spring semester. Please also recognize the University/Department/Program does **not** cover the cost of any onboarding requirement that is mandated by a practicum/internship site; therefore, the student is individually responsible for these expenses if the agency/site does not provide these at no-cost/free of charge.

PRACTICUM APPLICATION DEADLINE (**OCTOBER 15** for the following spring semester):

- Number of graduate credit hours completed: _____
- Identify the year in which you intend to enroll in the practicum course: Spring _____
- Proposed clinical site(s) and level(s) of care for the practicum field training (CNSL 503):

PRACTICUM ORIENTATION SESSION:

Check the box to confirm understanding of the mandatory practicum orientation, then save the date and await additional information from the Clinical Professional Counseling Program Coordinator:



Occurs **online/virtually** from **3:00pm-4:00pm** on the **2nd Monday** during the month of **November**

CLINICAL PROFESSIONAL COUNSELING PRACTICUM PLACEMENT PROCESS (TEVERA):

Requirements due prior to the beginning of the semester include but are not limited to the following (which are completed/signed within the **Tevera** platform once enrolled in the CNSL 503 course):

1. "Tevera Pre-Application Paperwork Tasks"

- Tasks to be completed prior to site application:
 - Complete Tevera Site Placement Tutorials
 - CPC Practicum Student American Counseling Association Membership Certificate

- CPC Practicum Student Professional Liability Insurance (PLI) Declarations Page reflecting \$1,000,000/\$3,000,000 coverage (obtained as a benefit of being a student member of ACA)

2. “How Can Students Select a Site”

- Choose a. or b. based upon if recommending a new site OR if selecting a previously approved site already listed in Tevera:
 - a. Students can select a new site (then follow the prompts to complete the required tasks/documents listed in Tevera).
 - b. Students can choose an approved site (then follow the prompts to complete the required tasks/documents listed in Tevera).

3. “How Can Students Select a Site Supervisor”

- Choose either a. or b. based upon if recommending a new site supervisor OR if selecting a previously approved site supervisor already listed in Tevera:
 - a. Students can select a new Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).
 - b. Students can choose an approved Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).

CNSL 594 SUPERVISED CLINICAL PROFESSIONAL COUNSELING INTERNSHIP (check the course for which you are applying, then proceed through the application)

☐ **CNSL 594 (INTERNSHIP)**

- **TWO 12-WEEK SUMMER TERMS (school counseling students only)**

This is a 12-week session occurring over the course of two consecutive summer terms available only for applicable school counseling students seeking licensure eligibility (i.e., LPC-A/LPC) or school counseling program graduate admitted to the Advanced Official Certificate Program (AOCP) in Professional Counseling.

☐ **CNSL 594 (INTERNSHIP)**

- **FALL/SPRING ACADEMIC YEAR (clinical professional counseling students only)**

Matriculated students must **successfully complete CNSL 503** as well as a **minimum of 42 credits** in the Professional Counseling program, which includes all prerequisite courses, core courses, and the majority of specialized courses, and receive departmental approval before registering for CNSL 594 (Supervised Clinical Professional Counseling Internship). CNSL 594 involves a minimum of 600 clock hours over the course of ***two academic semesters (Fall then Spring, respectively)**. Students should not wait until the final weeks before the commencement of the fall semester to begin searching for their internship site (**NOTE**: private practice settings are **not** eligible))—a spreadsheet of eligible *Professional Counseling Program Field Experience Sites* is located on the [program's webpage](#) as well as in the list of approved sites tagged as “**For Prof Cnsl Prgm Students**” only within the Tevera platform.

Additionally, some field sites may require background checks, drug testing, fingerprinting, immunizations, etc. before accumulating indirect service hours and providing direct client care; therefore, to avoid delays that may result in a need to withdraw from CNSL 594, it is the student's responsibility to ask questions regarding the site's requirements far in advance of the beginning of the fall semester. Please also recognize the University/Department/Program does **not** cover the cost of any onboarding requirement that is mandated by a practicum/internship site; therefore, the student is individually responsible for these expenses if the agency/site does not provide these at no-cost/free of charge.

INTERNSHIP APPLICATION DEADLINE (**MARCH 15** for the upcoming Summer term [*school counseling students only*] or Fall/Spring academic year [*clinical professional counseling students only*]):

- Number of graduate credit hours completed: _____
- Site where practicum (CNSL 503 or CNSL 508) was completed: _____
- Identify the term/year in which you intend to enroll in the internship course: _____
- Proposed clinical site(s) and level(s) of care for the internship field training (CNSL 594):

INTERNSHIP ORIENTATION SESSION:

Check the box to confirm understanding of the mandatory internship orientation, then save the date and await additional information from the Clinical Professional Counseling Program Coordinator:

- ☐ Occurs **online/virtually** from **3:00pm-4:00pm** on the **2nd Monday** during the month of **April**

CLINICAL PROFESSIONAL COUNSELING INTERNSHIP PLACEMENT PROCESS (TEVERA):
Requirements due prior to the beginning of the semester include but are not limited to the following (which are completed/signed within the **Tevera** platform once enrolled in the CNSL 594 course):

1. "Tevera Pre-Application Paperwork Tasks"

- Tasks to be completed prior to site application:
 - Complete Tevera Site Placement Tutorials
 - CPC Internship Student American Counseling Association Membership Certificate
 - CPC Internship Student Professional Liability Insurance (PLI) Declarations Page reflecting \$1,000,000/\$3,000,000 coverage (obtained as a benefit of being a student member of ACA)

2. "How Can Students Select a Site"

- Choose a. or b. based upon if recommending a new site OR if selecting a previously approved site already listed in Tevera:
 - c. Students can select a new site (then follow the prompts to complete the required tasks/documents listed in Tevera).
 - d. Students can choose an approved site (then follow the prompts to complete the required tasks/documents listed in Tevera).

4. "How Can Students Select a Site Supervisor"

- Choose either a. or b. based upon if recommending a new site supervisor OR if selecting a previously approved site supervisor already listed in Tevera:
 - c. Students can select a new Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).
 - d. Students can choose an approved Site Supervisor (then follow the prompts to complete the required tasks/documents listed in Tevera).

STUDENT PROGRESS OF REQUIRED COURSEWORK

All practicum and internship applicants within the clinical professional counseling program must complete the following chart in its **entirety** to demonstrate your progress in the required coursework.

When identifying a course as “**PLANNED**,” please indicate the semester and year you intend to enroll and include the assigned instructor’s name (if known). **NOTE:** This section not required for students in the Advanced Official Certificate Program.

REQUIRED COURSEWORK						STATUS (√)		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
CNSL 500	Dynamics of Group Behavior							
CNSL 501	Theories/Techniques in Counseling							
CNSL 503	Supervised Clinical Prof Cnsl Practicum							
CNSL 504	Professional Studies in Counseling							
CNSL 505	Counseling & Human Development Across the Lifespan							
CNSL 521	Career Counseling & Development							
CNSL 522	Appraisal Procedures in Counseling							
CNSL 525	Multicultural Counseling							
REQUIRED COURSEWORK						STATUS (√)		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
CNSL 560	Introduction to Rehabilitation Counseling							
CNSL 561	Advanced Rehabilitation Counseling							
CNSL 563	Medical Aspects of Rehabilitation Counseling							
CNSL 568	Foundations of Addiction Counseling							
CNSL 569	Foundations of Clinical MH Counseling							
CNSL 571	Mindfulness-Based Mental Health Counseling							
CNSL 575	Counseling Individuals with Co-occurring Mental Health & Substance Use Disorders							
CNSL 594	Supervised Clinical Prof Cnsl Internship (fall)							

CNSL 594	Supervised Clinical Prof Cnsl Internship (spring)							
CNSL 598	Research Methods in Counseling							
SPECIALIZED PRACTICE AREAS (COMPLETE ONLY ONE)						STATUS (√)		
Number	Course Name	Instructor	Semester	Year	Grade	Completed	In Progress	Planned
ADDICTION COUNSELING								
CNSL 572	Assessment, Treatment, & Recovery in Cnsl							
CNSL 573	Counseling Families							
CLINICAL MENTAL HEALTH COUNSELING								
CNSL 572	Assessment, Treatment, & Recovery in Cnsl							
CNSL 573	Counseling Families							
CLINICAL REHABILITATION COUNSELING								
CNSL 564	Rehabilitation & Disability Case Management							
(OR)	(OR)							
CNSL 572	Assessment, Treatment, & Recovery in Cnsl							
GERONTOLOGY COUNSELING								
GERO 510	Policy, Aging, & Ethics							
PSY 511	Psychology of Aging							
COMPREHENSIVE EXAMINATION–PROFESSIONAL COUNSELING						STATUS (√)		
Number	Course Name	Instructor (CPC Program Coordinator)	Semester	Year	Grade (Pass/Fail)	Completed	In Progress	Planned
COUNSELOR PREPARATION COMPREHENSIVE EXAMINATION (CPCE)								
*COMP 000J	Comprehensive Examination-Professional Counseling							
*NOTE: The Counselor Preparation Comprehensive Exam (CPCE) is independently taken by the student during the month of October while enrolled in <i>CNSL 594 Supervised Clinical Professional Counseling Internship</i>; therefore, students must concurrently register for COMP 000J (CPCE) in the same fall semester when enrolling in CNSL 594. Please refer to the <i>Clinical Professional Counseling Student & Fieldwork Handbook</i> for more information.								

STUDENT SELF-ASSESSMENT

All practicum and internship applicants must complete a self-assessment evaluation using the following rating scale. To complete an accurate and insightful self-evaluation, consider what you have learned thus far as well as the remaining opportunities you have to further develop your counseling skills and professional dispositions.

STUDENT SELF-ASSESSMENT RATING SCALE		
SCORE	IDENTIFIER	DESCRIPTION
4	Exemplary	The student consistently demonstrates an advanced ability to meet this standard, skill and/or disposition expected of a counselor-in-training.
3	Proficient	The student consistently demonstrates a competent ability to meet this standard, skill and/or disposition expected of a counselor-in-training.
2	Developing	The student demonstrates a restricted but emerging ability to meet this standard, skill and/or disposition expected of a counselor-in-training.
1	Unsatisfactory	The student demonstrates an inadequate ability (and possibly harmful) to meet this standard, skill and/or disposition expected of a counselor-in-training.

COUNSELOR-IN-TRAINING FOUNDATIONAL COUNSELING SKILLS [Counselor Education Program Objective 4]					
SKILL	DESCRIPTION	4	3	2	1
Essential Interviewing Skills	Nonverbal attending skills; minimal encouragers; basic questioning skills; closing and termination.				
Essential Counseling Skills	Therapeutic relationship; interactive/facilitative skills; deepening behaviors; problem solving skills; advocacy skills.				
COUNSELOR-IN-TRAINING PROFESSIONAL DISPOSITIONS [Counselor Education Program Objectives 3, 7, 8, & 9]					

Adapted from the CASEL Framework: <https://casel.org/fundamentals-of-sel/what-is-the-casel-framework/>

DISPOSITION	DESCRIPTION	4	3	2	1
SELF AWARENESS	The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."				
SELF MANAGEMENT	The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations – effectively managing stress, controlling impulses, and motivating oneself, recognizing the risk factors and signs associated with trauma as well as strategies for reducing its risk in self and client. The ability to set and work toward personal and academic goals.				
SOCIAL AWARENESS	The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports. Recognizes how marginalized groups are at risk for adverse childhood experiences and trauma.				

RELATIONSHIP SKILLS	The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.				
RESPONSIBLE DECISION MAKING	The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others.				

STUDENT ACKNOWLEDGEMENT

By completing, signing, and submitting this document to my academic advisor, I, the student, acknowledge understanding of the terms and requirements outlined in this application as well as in the *Clinical Professional Counseling Program Student & Fieldwork Handbook*. Furthermore, I am aware I should not enroll in CNSL 503 (practicum) or CNSL 594 (internship) until I have communicated with my faculty advisor and received permission to do so. In addition to reviewing this application, I understand that the Clinical Professional Counseling program faculty will consider any previously completed *Counselor-in-Training Skills & Competencies Checklist* (C³) that have been submitted by former instructors.

Student's Name & Signature

Date

ACADEMIC ADVISOR REVIEW

Upon reviewing this student's completed application, academic transcript, and any other relevant file(s), I acknowledge the student successfully completed the prerequisite coursework and is in good academic and professional standing within the program; therefore, the student is approved to register for the following course within the identified academic semester(s)/year:

☐ **CNSL 503** (professional counseling practicum)
Spring _____ (year)

☐ **CNSL 594** (professional counseling internship)
Fall _____ (year), then Spring _____ (year)

☐ ***CNSL 594** (professional counseling internship)
1st Summer _____ (year); 2nd Summer _____ (year)

*This is a 12-week session occurring over the course of two consecutive summer terms available only for applicable school counseling students seeking licensure eligibility (i.e., LPC-A/LPC) or school counseling program graduate admitted to the Advanced Official Certificate Program (AOCP) in Professional Counseling.

Advisor's Comments (optional):

Academic Advisor's Name & Signature

Date

The advisor should email the approved application to the following individuals:

1. Student applicant
2. Department Secretary
3. CPC Clinical Coordinator