

Proposal to Initiate Development of a Practicum Site

All students must actively remain in the practicum application process until the proposal to develop a new site is approved by the Training Department.

Student Name: _____

Site Name: _____

Training Department Approval Date: _____

The following are the Training Department's policies and procedures on how to establish a new practicum site. Students that are interested in developing a new practicum site will need to complete the following steps and include all documentation in a proposal format and present it to the Training Department.

■ Provide the potential site with the following documents:

1. Training Guidelines and Requirements
2. Practicum Site Information page

■ Collect all of the following from the site supervisor:

1. A completed Practicum Site Information page
2. A description of practicum student duties while on site
3. A brochure or information about the site and program
4. Updated CVs and copy of licenses of all individuals that will be providing supervision to students

■ Submit all above paperwork to the Training Department for review

REVIEWED BY:

Training Committee Date:

Site Visit Date: