



**ASHLAND**  
THEOLOGICAL SEMINARY

## **CLINICAL MENTAL HEALTH COUNSELING PROGRAM PRACTICUM TIMELINE & DOCUMENTATION**

Students are eligible to begin Practicum in the fall or spring semester of the second cohort year.

In preparation, students **will download the Practicum Handbook and Practicum Affiliation Agreement from the Clinical Mental Health Counseling Program's web page.**



Students will **become familiar with all requirements of practicum and review the relevant sections of Ohio law and ethical codes.**



Each student will **secure a practicum site and supervisor and provide the site/supervisor with a "Practicum Affiliation Agreement"** to be completed and signed by all parties. The student will also **acquire professional liability insurance and submit verification** of the same. These are to be turned in to **Dr. Sadler-Gerhardt (Practicum Coordinator).**



**Upon approval of the affiliation agreement** by the Practicum Coordinator, **students complete the Professional Counselor Training Supervision Agreement for the State** (link to the CSWMFT Board web page is on the **Clinical Mental Health Counseling Program's web page**) and **Criminal Records Check**



Once approved by the Practicum Coordinator, the **student may begin accruing Practicum hours beginning the first week of class in the semester registered for**, providing "direct" and "indirect" service hours to clients/couselees and recording these on the logsheet provided to students (download from the **Clinical Mental Health Counseling Program's web page**)



**Students will attend weekly Practicum classes and submit a copy of the Practicum logsheets (*always* keep copies for your records) and Field Supervisor Evaluations at the required times** (see course syllabus)



**Students must accrue a minimum of 100 Practicum hours** (of which 40 are "direct" service to clients) to satisfy the hours requirement;



At the completion of Practicum, **all students submit a Practicum Hours Verification form** to Dr. Sadler-Gerhardt (download from the **Clinical Mental Health Counseling Program's web page**).