



APPLICATION TO EARN DCHS CLINICAL HOURS AT EMPLOYER SITE

Please review the [Policy for Earning DCHS Clinical Hours at Employer Site](#) before proceeding. Then [submit your formal appeal](#) and email the completed application and supporting materials as outlined on page 2 to the [Office of Student Success](#).

Student Information

Date: _____ Student ID: _____ Phone: _____
Student Name: _____ UofR email: _____

Program Information

Program Start (ie. Term/Year): _____

Track: Pre- K-12 College Combo

Employment Information

Employer: _____ Employer website: _____
Employer Phone: _____ Title: _____
What level is the Employer site? Pre-K-12 College Other

Direct Supervisor (in your role as an Employee):

Direct Supervisor's Name: _____ Title: _____
Direct Supervisor's Phone: _____ Email: _____

Who will be your Site Supervisor in your role as a School Counseling intern?

(note, the site supervisor cannot be the same person as listed above)

Name: _____ Title: _____
Phone: _____ Email: _____

Is your proposed Site Supervisor qualified to provide supervision according to the following requirements?

 Holds a master's degree in Counseling or a related field.

 Has a minimum of two years' post-degree/PPS experience as appropriate to the fieldwork setting.

 Have worked at least one year at the site.

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Student Acknowledgement of Understanding

I understand I must provide documentation of the following to the Office of Student Success in order for this request to be considered:

- Confirmation that my employer has an agreement on file with the University of Redlands and is on the approved list of field placement sites.
- If employed in a Pre-K-12 setting:
 - Confirmation of my role at the site/district (candidates CANNOT be employed as a Pre-K-12 teacher or administrator at the site).
 - Confirmation that my training environment will have clear boundaries between work and counseling training experiences.
 - Confirmation that fieldwork hours will be conducted with students/clients who are different from the interaction that occurs during my regular duties as an employee at the site.
 - Confirmation that my fieldwork schedule will be outside of my regular workday, unless written permission of release time is provided by my employer.
- Confirmation that I will be supervised for fieldwork by someone other than my direct supervisor at my place of employment.
- Evidence that the candidate will receive unbiased supervision (e.g. avoiding dual roles).
- Statement demonstrating how the setting and activities will foster candidates' development as a helping professional.
- CV/resume for the proposed site supervisor.

I understand my request to earn clinical hours at my employer site will be reviewed by the Office of Student Success and the respective Program Coordinator and that an incomplete application will result in an immediate denial. I understand I will be notified of the decision by the Office of Student Success within 14 business days of receipt of application and that all decisions are final.

I agree not to start any hours at the site until approval of my fieldwork/practicum site agreement. I understand I must be concurrently enrolled in the respective support course while earning hours. I am responsible for submitting this application prior to the term deadline and assume for any delays related to the start of fieldwork/practicum hours. For this reason, I also understand that I may have to seek sites other than my employment in case of application denial.

Name : _____

Signature _____ Date: _____

For Internal Use Only:

Appeal/documentation complete on: _____ **Appeal #:** _____

Approved ____ **Denied** ____ **Student notified via email on:** _____ **By:** _____