



Christian Leadership to Change the World

SCHOOL OF PSYCHOLOGY & COUNSELING

CANDIDACY CHECKLIST FOR CERTIFICATE OF GRADUATE STUDIES INTERNSHIP

☐ On-Campus

☐ Online

Student Name (Please Print): _____

Internship Semester: _____

CHECK ONE:

☐ CGS in Clinical Mental Health Counseling

☐ CGS in School Counseling

☐ CGS in Marriage, Couple, & Family Counseling

☐ CGS in Trauma Counseling

Please note: CGS students, having earned a licensure-track master's degree from another university, may not begin internship until at least the second semester in the certificate program. CGS in School Counseling students must complete course prerequisites in order to begin internship.

The student needs to compile the items below and submit them, along with this application, to the Field Placement Liaison, who will then check off the appropriate boxes.

The student may not participate in any placement interviews until candidacy is approved by the Field Placement Liaison.

- ☐ Mandatory Practicum/Internship Orientation (student will have either attended or in the case of online students, thoroughly read the material sent via e-mail)
- ☐ Criminal Background Check
- ☐ Unofficial Transcript (please print this from Genisys)
- ☐ Course Pre-Requisite Form for CGS in School Counseling (completed by student)
- ☐ Waiver of Liability
- ☐ Student Ethical Agreement
- ☐ Liability Insurance Policy (must have appropriate state coverage)
- ☐ School Placement Request Form (CGS in School Counseling ONLY)
- ☐ TB Test/Chest X-Ray Results (CGS in School Counseling ONLY)
- ☐ Any missing items on this checklist have been addressed and approved, with signed Academic Petition(s) attached

Field Placement Liaison Signature

Date

(For Faculty Use Only)

☐ PDF(s) Reviewed and Resolved (if applicable)

Faculty Advisor Signature

Date

☐ Approve Candidacy

☐ Deny Candidacy