Checklist for Enrollment in
Clinical Mental Health Counseling Internship

____1. Provide the Internship Coordinator with a current copy of your DARS Report.
____2. Provide the Internship Coordinator with a copy of your Professional Liability Insurance coverage certificate.
____3. Provide the Internship Coordinator with a completed Recommendation Form signed by your Academic Advisor and Practicum II Instructor.
____4. Provide the Internship Coordinator with a completed Internship Contract.
____5. Provide the Internship Coordinator with a completed Student/Internship Agreement.

You and the Department Assistant will be contacted when all of the required paperwork is completed and you can enroll. Please note that Summer enrollment is limited to 3 or 4 credit hours with the balance being completed the following Fall semester (one (1) credit hour is equal to 100 clock hours of Internship experience).

Northeastern State University
600 North Grand Ave
Tahlequah OK 74464
(918) 444-3015
Fax: (918) 458- 2397