Internship Requirements Checklist

Student Name: ____________________________ GPA: ___________
Semester/Year: ____________ Number of Credits: 6 9 12 Academic Advisor: ____________

This is a list of items that must be completed and submitted before your internship can be scheduled.

- Internship Application and Placement Form (required)
- Resume (required)
- Academic Internship Student Contract (required)
- Liability Insurance (required)
- CPR/AED Certification (required)
- First Aid Certification (required)
- Criminal Record Check (required)
- Pennsylvania Child Abuse History Clearance (required)
- Tuberculosis (TB) Test Results (required)
- FBI Clearance (only if required by internship site)
- Other (additional trainings/clearances may be required by internship site, such as proof of immunizations, drug screenings, or orientations)

Certification Exam Reminder

The results of one certification exam must be submitted to the department (exsci@ship.edu) before graduation will be approved. Currently, the department recommends one of the following four exams. Other certification exams may be accepted, but they must be approved by the department prior to their completion.

- ACSM-CPT
- ACSM-EP-C
- NSCA-CSCS
- NSCA-CPT

Last Updated 6/2017