



Welcome!!!

...

Practicum (and Field I and II) Registration (with instructions for TEVERA) for Spring 2020

Department of Counseling & CSP
Dr. Kurt Kraus, Professor
Practicum, Fields, and Internships Coordinator

September 12, 2019



©2007Cartoonists.com

Description of Practicum Responsibilities

- It is imperative that you begin planning/organizing/arranging your personal and professional life PRIOR to the beginning of your practicum.
- You will be ON-SITE approximately 10 hours per week.
- You will have ON-SITE supervision with your site supervisor – one hour weekly.
- You will meet once weekly ON-CAMPUS for small group supervision for ~ one hour and 45 minutes with faculty and fellow students (this is your “class period” and it will begin at 4:00).
- You will meet for 1 hour of individual or triadic supervision EVERY WEEK (at a time to be arranged/assigned) with your professor, the faculty supervisor of record.

Description of Practicum Responsibilities, continued

Candidacy

- During Practicum you will apply for Candidacy.
- Candidacy is a point of re-evaluation (sort of like a second interview) to assess your experience of our graduate program in your specialization.
- It is an opportunity for feedback exchange between you and your professor (usually two).
- Successful “passage through candidacy” sets you on your way for completing your program of study and graduation.

ESSENTIALS #1

- TEVERA is the ONLY SOURCE for registering for practicum (and Field I or II) in all specializations.
- TEVERA is a contract between YOU and TEVERA accessible by invitation (Ship/Janice Allen) and must be purchased by you PRIOR to registering.
- If you have lost your invitation to join TEVERA, please contact Janice Allen; she will resend you the link.
- Once you own TEVERA, you may access their tutorials – which clearly explains this registration process AND other processes such as “logging hours.”

ESSENTIALS #2

- Paper Pre-Registration Forms are available at this workshop – but are DRAFT ONLY – and you must transfer all information to YOUR TEVERA ACCOUNT.
- YOU MUST BEGIN THIS PRACTICUM REGISTRATION PROCESS by October 18, 2019.
- YOU MUST COMPLETE YOUR PRACTICUM REGISTRATION by November 1, 2019.
- You have 50 days to complete this task.

ESSENTIALS #3

- Your Registration ON TEVERA is due by end of the business day on Friday, November 1st. Please get started ASAP as there will be no extensions.
- Your academic advisor and/or a second or third year classmate can be invaluable sources of information.
- If you procrastinate and then cannot find a site at the last minute you will be delaying your graduation.
- If for any reason you are unsure you will enroll in Practicum in the Spring 2020, please speak early with your academic advisor. You cannot wait until you know to pre-register through TEVERA for Spring.

TEVERA



TEVERA (Review)

- TEVERA, formerly known as Clinical Training Manager (CTM), is an electronic records management system.
- You **MUST** complete your purchase of your TEVERA contract **PRIOR** to registration for Practicum.
 - Your subscription will stay with you **BEYOND** graduation (for use in certification/licensure and portability)
 - There is a one-time \$162.00 registration/contract fee.
 - You will record all your training hours and submit required documents throughout your Practicum and Field courses through TEVERA.
- Once you register with TEVERA, spend sufficient time learning how to use it with the tutorials provided by the website.



Shippensburg University Login

Use the email address and password you setup when you registered for this site.

The application has timed out after a period of inactivity. Please log on again.

User name

Password

[Forgot login details?](#)

[Go to Mobile Site](#)

Welcome New Users!

New to Tevera? Click Register to get started. >

Register



Home

Welcome, Student

Welcome to your new home within Tevera. This streamlined workspace zeros in on the jobs you do the most: completing assignments, getting placed at a training site, and tracking time for supervision.

[Start Tutorials](#)

Timesheets

Track your hours and associated activities in Timesheets.

[Enter Time](#)

Assignments

View assignments for your program, classes, or cohorts. See the status of each and who it's waiting on if others need to sign or review an assignment.

[Complete Assignments](#)

Site Placements

Have you been approved to begin your internship or practicum? Look through your university's list of approved sites. Use the filters to find one in your area that fits your preferences, and start your program's required paperwork for placement.

[My Sites](#)

Site Placements

Show archived

Pre-Application Tasks

Pre-application tasks must be completed before you can start your application for a site placement.

Tasks ¹⁹



CCPN - College Student Personnel Supervisors



Test Site 1200

123 Main Street
Hudson WI 55555
(111) 111-1111
teveratest.com



Test Site

CCPN - College Student Personnel Supervisors

+ Add a Site

Tutorials

Managing articles and tracking your total hours

Show Detail

Assignments

5m 19s

What you'll learn

- Starting and submitting assignments for your coursework
- Making changes to an assignment

Show Detail

Site Placements

2m 5s

What you'll learn

- Searching for field placement sites
- Starting and completing your program's application process

Hide Detail

The Basics of Site Placement

Article 2m 5s	The Application Process in Tevera	Completed	Start
------------------	-----------------------------------	-----------	-------

Help us improve Tevera

Terms, Conditions, and Privacy Policy

Check out our latest product updates!

TEVERA (RE: Site Supervisor)

- Please note that if you are registering for a new or existing site, the supervisor at that site (who agrees to supervise your practicum or field on site) **MUST** be registered with TEVERA.
 - There is **NO FEE** for your site supervisor – but they **MUST** register once they receive their “invitation” from Janice Allen and the Department.
 - Once your site supervisor is registered, his or her name and site will be linked to your TEVERA account.
 - Eventually **ALL** documents related to Practicum and Fields will be **ONLY** available through TEVERA.
- Again, once you register with TEVERA, spend sufficient time learning how to use it with the tutorials provided by the TEVERA website.

Finding a Site From the Approved List of Supervisors

- Lists of APPROVED INTERNSHIP SITES and APPROVED SUPERVISORS are available at ship.edu/counsel
- You can find a list of approved sites and supervisors on TEVERA and there are several paper copies in the Department too.
- PLEASE – if you find out of date or otherwise incorrect information (say you contact a counselor at her site and learn she no longer is employed there . . .) contact Janice Allen or Dr. Kraus by e-mail with the relevant information.

Which site? Which Supervisor?

Please talk with your advisor and/or other students about sites, and review students' evaluations of sites and site supervisors.

- Evaluations of each site are located in the GA office
- Evaluations of supervisors are located in Dr. Kraus's office.

Once approved by your advisor, contact the site supervisor and set up an interview. (Lets talk about that!)

Which site? Which Supervisor?

Once approved by your advisor, contact the site supervisor and set up an interview. TEVERA, phone, email – request and interview!

- For face-to-face interviews (highly recommended) take an updated resume and prepare for the interview as if it were for employment.
- Dress appropriately; arrive on time; imagine this site may become a site of your future employment.
- There is stiff competition for sites. **COMPETE! WIN!**

Practicum and Field Site Pre-Registration Forms

- Any student who intends to split their Spring Field between 2 or more sites will ADD EACH INDIVIDUALLY (one for each site).
 - Please ensure all registrations are complete by November 1st 2019!
 - Please be sure you have appropriate learning goals for each site.
- If you are selecting a **new site** and/or new **supervisor**—new meaning not appearing on the list of approved supervisors in TEVERA or in the paper copy of sites, you are required to submit a new site supervisor approval form ALONG WITH YOUR PRE-REGISTRATION form.

A note of caution . . .

- Even though the Department has migrated fully to total electronic documentation, you would be wise to keep careful paper records of your work conducted on TEVERA. This safety measure will benefit you should for any reason TEVERA fails you. Digital Natives likely have far less fear than Digital Immigrants such as myself. So . . . Take or leave my caution.
- The Practicum Pre-Registration Forms handed out today mimic the electronic forms found on TEVERA – transfer information with care.

TEVERA Pre-registration Form Directions

Pre-Application Tasks:

FIRST: Confirm your correct specialization (for Practicum or Field I or II)

DCNS – School Counseling

CCPN – College Student Personnel

CNCO – College Counseling

CNMH – Clinical Mental Health Counseling

Once accepted by a site that you've selected, finalize the pre-registration form (PARTS A – D). More about these steps later today.

Fill in ALL required information from DROP DOWN menus OR fill in the blanks. (Please leave nothing blank – if you do, you will NOT be able to sign and request the signature of your site supervisor.)

TEVERA PROGRAM CODES

Program name	
	DCNS - School Counseling
	CNMH - Clinical Mental Health
	CCPN - College Student Personnel
	CNCO - College Counseling
	CESV - Doctoral Program

What is required in order to complete the registration for Practicum?



ALL STUDENTS are required to obtain professional liability insurance for practicum and field internships.

- These contracts cover your training years EVEN if a client/student/patient draws you into litigation at a future date beyond your grad school years.
- Liability coverage needs to cover the Prac/Field experience and MUST be renewed on an annual basis.
- Students who cannot produce valid proof of insurance will be barred from beginning/continuing site-based experiences.
- Liability insurance for students is very reasonably priced; your best source is through professional membership organizations (e.g., ACA, ACSA, ACPA).

A note about Liability Insurance

Obtaining coverage does not usually take long, however, you are required to have coverage from the first day of your internship.

For Spring practicum students are recommended to obtain coverage by January.

For Summer practicum (CSP) students are recommended to obtain coverage by April.

For Fall practicum students are recommended to obtain coverage by August.

Be mindful of the calendar! You may not begin your Practicum or Field Placement without proof of liability insurance.

How to get liability insurance

For insurance information you can contact the following sites:

- MH counselors: ACA www.counseling.org or NBCC www.nbcc.lockton-ins.com ACA-1-800-347-6647 and NBCC-1-877-539-6372
- School Counselors: ASCA 1-800-301-ASCA <http://www.schoolcounselor.org/>
- ACPA www.acpa.nche.edu 1-202-835-2272
- CSP and College: NASPA www.naspa.org 1-800-265-9366
- ACA, ASCA, and ACPA include liability insurance for students in association membership. You are required to present the cover sheet to the faculty supervisor indicating your full coverage.

3 MANDATORY Clearances: PA Criminal Background, PA Child Abuse and FBI (National)

- ALL Practicum and All Field students are required to have a Criminal background clearance, a Child abuse clearance, and an FBI fingerprint clearance prior to their Practicum or Field/internship.
- Scan (scan or perfectly clear photo image) your documents and upload them to the TEVERA portal. An “assignment” in TEVERA will prompt you to upload.
- Your clearances **MUST BE UPLOADED BY THE FIRST DAY** of PRACTICUM for the faculty supervisor to verify. You keep the originals (and present them on request to faculty and/or site supervisors).

3 MANDATORY Clearances: additional info

- We realize some students have clearances due to employment or undergraduate internships, as a student you are required to procure them again upon entry into your Graduate Program of study or before starting Practicum. If you were a graduate student when you obtained clearances, that counts. Any other scenario does NOT.
- Clearances are valid for **5 years** from their origination date.
- Keep in mind that some organizations where you might do a clinical placement may require *annual* renewal of clearances! Check with potential sites and site supervisors about this!!!
- The clearances each have nominal cost so plan ahead.

How to get your clearances...

- Child Abuse Clearance (Child Line Background)
 - Go to: <https://www.compass.state.pa.us/cwis/public/home>

Child Line Background Check:



1. Visit www.compass.state.pa.us/cwis
2. Log in if you remember your information, otherwise click on “Create New Account”.
3. Follow the prompts. If you need to create a new account, your ID and temporary password will be emailed to you separately.



4. Go back to www.compass.state.pa.us/cwis
5. Click “Log In”.
6. You will then see the page to the left.
7. Click “Access My Clearances”.

How to get your clearances...

- Criminal Record Check

Pennsylvania State Police request for criminal record check.

Go to: <https://epatch.state.pa.us/>

Immediately printable results with credit card.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*

**TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>**

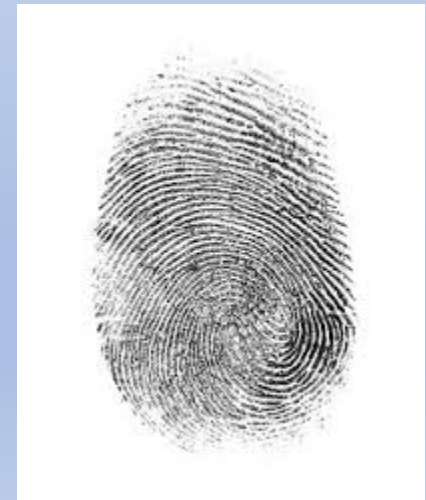
REQUESTER NAME	CARLISLE FAMILY YMCA
ADDRESS	311 S WEST ST
CITY/STATE/ ZIP CODE	CARLISLE PA 17013
TELEPHONE NO. (AREA CODE)	717-243-2525

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758
DO NOT SEND CASH OR PERSONAL CHECK
CHECK ONE BLOCK
<input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$22.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$27.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE



SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information *contained in the files of the Pennsylvania State Police Central Repository only.*



How to get your clearances...

- FBI Fingerprinting
 - **Identogo** is the only FBI vendor
 - (Note: **IDEMIA** is the parent company).
- You must register through **Identogo** to schedule your ten-minute fingerprint appointment.
- To register, go to <https://uenroll.identogo.com> .

How to get your clearances...

- FBI Fingerprinting (continued)
- At IDENTOGO you MUST enter your appropriate “Fingerprint Service Code” in order to register:
 - For students studying **school counseling** clearances are routed through **Pennsylvania Department of Education (PDE) at IDENTOGO**
 - For school counseling students you will enter **1KG6XN** (school districts code)
 - For CMHC, College, and CSP students’ clearances are routed through **Department of Human Services – Office of Children, Youth, and Families.**
 - For CMHC, CC and CSP you will enter **1KG738** (program employee or contractor)

How to get your clearances...

- FBI Fingerprinting (continued)
- Additional information is available at www.KeepKidsSafePA.gov

You will find a drop down (ZIP CODE) for location of the closest fingerprinting center to you.

You will find a list of documents you must bring with you to the fingerprinting center.

You will find all other necessary information for all three clearances.

Identogo states that it can take up to 2 weeks to process/receive your clearance.

Back to completing the Pre-Registration Form

- **PART B:** Sign the agreement re: awareness of the need for liability insurance and clearances
- **PART C:** Create and list your **learning goals** that you hope to accomplish during your Practicum. Learning goals should relate to your expectations and early pre-professional goals.
- With the help or direction of your site supervision and site website or printed materials, learn about the **mission** of the site, the **services** offered by the site, the **clientele** served by the site, and what **specific experiences** you might learn while training there.

Pre-Registration Form

- Part D: COMPLETED WITH YOUR SITE SUPERVISOR
- Part 11 (A): Site name is written on form
- Part 11 (D): Practicum student's name is written on form
- Part 11 (D): *Expected weekly hours at site
- Part 11 (F) : Agency Representative signs and dates
- Part 11 (F) : Practicum students signs and dates
- Submit fully completed document to Dr. Kraus NO LATER THAN November 1st, 2019
- Completion of Pre-Registration Form does not guarantee enrollment; you must register for class and pay tuition
 - *Expected weekly hours can become problematic. Be sure you and your supervisor are clear about this!

Description of Future Field Responsibilities

- You will be ON-SITE approximately 20 hours per week.
- You will have ON-SITE supervision with your site supervisor – one hour weekly.
- You will meet once weekly ON-CAMPUS for small group supervision for ~ one hour and 45 minutes with faculty and fellow students (this is your “class period” and it will begin at 4:00)

Signing up for Future Fields

- You will be sent information via your ship.edu email account with procedures for future field registration
- Signing up for field is similar to registration for practicum. However, there will be no required meeting, which means more responsibility on students.
- Be ever mindful of those annoying deadlines!
- Questions can be directed to Dr. Kraus via email klkrau@ship.edu or phone 717-477-1603