

PhD in CES Practicum Application and Approval Process

Practicum exists as a specialized clinical experience (CES 773) based on the student's specific need towards specialized growth. Practicum is an opportunity for advanced, real-world experience with delivery of a new counseling experience. Students are expected to accrue 100 hours (minimum of 40 direct service) spread out over the semester.

Students cannot register themselves for CES 773. To apply for practicum, follow these steps:

1. **Secure a practicum experience and identify a practicum site supervisor.** CES students are responsible for finding their own practicum and a qualified practicum supervisor. Students should develop a plan identifying what new counseling experience they will engage in, how they will accrue the required hours, and who will supervise the experience. Students are encouraged to reference the PhD Practicum & Internship Handbook for more information and requirements.
2. **Complete the Practicum Intent Form.** Click [here](#) to complete the practicum intent form. You will need to upload the following items to this form: Unofficial Transcript (from Genisys) and current proof of liability insurance. Once the form has been successfully completed, you will be shown a link to submit the university practicum application. If you are not ready to submit this application at the time, copy and save the link that is shown. *If you make an error on the intent form, do not resubmit. E-mail Karen Mercer, Field Placement Liaison, at karemer@regent.edu.*
3. **Complete the Application for Internship, Practicum, Externship, or Field Placement electronic form.** This link will be shown to you once you submit the intent form. To submit this application, you will need: Site name and address, supervisor name, title, e-mail, and phone number. You will also be asked to provide a Job Description. In this box you should provide your plan for practicum (see number 1 above). Additionally, you will be asked for 3 objectives. These can be broad goals that you seek to accomplish with the practicum (ex: Lean and apply counseling skills in dialectical behavior therapy). **Please note that the work schedule dates MUST be the starting and ending dates of the spring semester in which you are taking the practicum.** The number of anticipated hours should be 100. *If you lose the link to the university application, e-mail Karen Mercer, Field Placement Liaison, at karemer@regent.edu. She will send you the link once it's confirmed your practicum intent form is complete.*
4. **Wait for approval.** The application will be sent to the CES Program Director for approval. If there are any questions or concerns, you will be contacted at that time. Once approved, you will be automatically registered for practicum by the registrar. The registration is your notification of approval.

The Practicum Application deadline is October 1st, for the following spring semester.

Practicum is ONLY offered in the spring semester.

****Please note that the registrar will begin enrollment once registration officially opens for the spring semester you have applied for.****