OPEN DOORS TO REDEFINING
THERAPEUTIC AND CONSULTING SERVICES, LLC

Practicum and Internship Process Review and Acknowledgment

Please review this form before completing your internship application. It explains the proposed placement process and the information needed to evaluate whether Open Doors can meet your university requirements. Bring any questions to the placement discussion.

Steps to placement

1. Verify your university's requirements: Check with your university to confirm placement dates, total and direct service hours, supervision requirements, and required supervisor credentials.

2. Submit your interest form and documents: Complete the Open Doors interest form. Send your résumé, internship handbook, syllabus, written hour requirements, and university placement forms. Identify pending documents and when they will be available.

3. Participate in an interview: Discuss your experience, learning goals, clinical interests, availability, and the practice's expectations. Open Doors will review whether an appropriate placement and supervision arrangement are available.

4. Confirm university approval and coverage: Before placement begins, university approval, supervisor qualifications, required agreements, and professional liability coverage must be confirmed. Requirements may differ by degree program.

5. Review a written placement offer: If selected, review the placement dates, schedule, assigned supervisor, duties, and supervision plan. Complete required agreements before beginning.

6. Complete onboarding and readiness review: Complete training on confidentiality, documentation, approved systems, boundaries, and emergency procedures. Client assignments require approval and an appropriate supervision and payment arrangement.

7. Participate in supervision and evaluation: During placement, attend required supervision, track hours, complete documentation, communicate concerns promptly, and participate in evaluations. Plan client transitions and finish required records before your placement ends.

Questions or clarification needed

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Acknowledgment

☐ I have reviewed the placement steps and understand which documents I need to provide.

☐ I understand that submitting an application or signing this form does not guarantee placement.

☐ I understand that I may not begin services or access client records until Open Doors authorizes me to do so after required approvals and onboarding.

☐ I understand that placement terms and university requirements must be confirmed before I begin.

Applicant name _____ Date _____

Applicant signature _____

University and program _____