DEPARTMENT OF HUMAN SERVICES

Graduate Student Practicum Manual

Addiction Counseling RHB 8650

Clinical Mental Health Counseling CNL 8650

Clinical Rehabilitation Counseling RHB 8650

School Counseling CNL 8650

Department of Human Services
College Health, Education, and Human Services
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PURPOSE OF MANUAL

The counseling program and staff are an integral part of the College of Health, Education, and Human Services (CHEH). The counseling faculty trains counselors with the basic skills to work in a wide variety of settings such as schools, human service agencies, and community mental health centers. These settings represent sites in numerous counties in Southwestern Ohio. The counseling practicum is designed as a culminating experience, in that the student should be able to display essential knowledge, skills, and values in an actual clinical setting.

This manual contains the procedures and requirements relative to the practicum experience. The purpose of this manual is to define the responsibilities of the student, site supervisor, and the university supervisor. It is designed for students to use as a guide for planning a practicum experience that reflects the goals of the internship experience, and the program objectives for the school counseling program at Wright State University. Included in this manual is an orientation for site supervisors and the forms necessary to begin and complete the internship. The total practicum experience is the completion of 100 clock hours (minimum).

PREPARATION FOR PRACTICUM

1. Program of Study
   A Program of Study signed by the student, his/her/their advisor, and the department chair, must be on file in the Department of Human Services (DHS) Office before an application for practicum is filed. Each student must make an appointment with his/her/their advisor to complete the program of study. This should be completed during your first semester in the program.

2. Pre-requisite Courses
   All students applying for practicum must complete the appropriate coursework related to the basic principles and procedures utilized by professional counselors before beginning the practicum experience. The pre-requisite courses for each program can be found below. The four programs are Clinical Mental Health Counseling (CMHC), School Counseling, Clinical Rehabilitation Counseling Program (CRCP) and Addictions.

3. Professional Dispositions Review
   In addition to the knowledge and skills required for practice, graduate faculty are required to assess the professional dispositions of each candidate prior to being approved to enter
the practicum experience. Students must have a Dispositions Review on file verifying that they exhibit the professional readiness required for field placement (see Appendix 7).

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<td>CNL 7260 Marriage and Family Systems Theory</td>
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<th>Addictions 8650/Practicum Prerequisite Classes</th>
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UNIVERSITY REQUIREMENTS FOR THE COUNSELING PRACTICUM

The following indicates the minimum requirements for counseling practicum placements (based on a 15-week semester). Practicum can only be done over the course of one semester.

PRACTICUM REQUIREMENTS

CLINICAL MENTAL HEALTH, CRCP, ADDICTIONS, AND SCHOOL COUNSELING

The student is required to spend a minimum of 7 hours per week* (for a minimum total of 100 hours per semester) at his/her/their site; however, a site may require additional hours. Of the 100 hours, a minimum total of 40 hours must involve direct client contact. Of these 40 hours, at least 25 percent (10 hours) must be of individual counseling and at least 25 percent (10 hours) must be of group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, couples, families, consultation, and appraisal. School counseling students will participate in additional aspects of a comprehensive school counseling program (classroom guidance lessons, academic planning, etc.).

In addition, 1 hour per week must be direct individual supervision of the practicum student by the site supervisor. For purposes of critique and evaluation, audio or videotaping is required. Intake interviews alone will not fulfill these requirements. Students have the responsibility for following site procedures, both for securing permission to recording and ensuring the confidentiality of the obtained recording. Students are strongly encouraged to exceed the minimum number of required counseling hours per week.

NOTE: WSU’s summer sessions are 12-week semesters. Students registered for Practicum during a summer semester will be required to spend a minimum of 9 hours per week at his/her/their site, to obtain the minimum 100 hours required for practicum.

ON-CAMPUS REQUIREMENTS

The practicum student will receive regularly scheduled supervision by the university instructor. The student must reserve one hour per week for individual/group (class) supervision. Regular attendance at class meetings is required of all practicum students. A minimum of two video recordings is required, typically one in mid-semester and the other at the end of the semester.
SUPERVISION

Faculty Supervision will include:

1. Meeting all practicum students for weekly group supervision (a minimum of 1 hour per week).
2. Contacts with practicum site supervisor, in which one of these may be a site visitation.

On-Site Supervision will include:

1. A weekly conference reviewing the work of the practicum student & a minimum of one hour per week of individual supervision.
2. Assignment of appropriate experiences to practicum student in accordance with university requirements.
3. Communication with university supervisor.
4. Completion and the submission of the evaluation form to the university.

CRITERIA

Students are responsible for finding and securing their own practicum sites. Sites should be appropriate for the professional development of each student. Students should explore sites that will provide them with experiences that are both challenging and rewarding. Sites should provide services to students/clients with diverse backgrounds and offer practicum students a wide range of professional training opportunities.

Students should begin their search for a site months before practicum application materials are due. Sites should be contacted to determine their processes for interviewing and accepting practicum students. Students should be prepared to provide the site/site supervisor with a copy of an updated professional resume and clearly articulate their professional goals for the practicum experience.

If students use their place of employment as the practicum site, arrangements must be made for them to be supervised by someone who is not their regular supervisor and do their work in an area in which they are not employed. Sites may require hours on site in addition to the practicum requirements of 7 hours/week (9 hours/week summer semester).
For information regarding previous site locations (including student reviews), please review the binder located in 108 Allyn Hall.

**SITE AFFILIATION AGREEMENTS**

All sites must have a current affiliation agreement on file with WSU. A list of sites with current affiliation agreements can be found on the department website. If a site is not listed, please contact the clinical coordinator to initiate this agreement with the site.

**School Counseling Sites**

Some school districts prefer that students contact Human Resources for practicum/internship placement in a school building. Other districts allow agreements to be made with the site supervisor in conjunction with the building administrator. It is up to the student to determine if this is the appropriate process for securing a practicum site. Practicum students who currently work in a school must have time allocated during the day for obtaining practicum hours. Job duties performed in their current position may not be counted towards the completion of practicum hours unless their current position is the school counselor. Your direct supervisor for employment and the potential site supervisor must approve this arrangement.

The CEHS Office of Partnerships and Field Experience (OPFE) can arrange school counseling field placements for students who would like assistance. Placements are made using the following criteria:

- All candidates are placed within an approximate 30-mile radius of the Dayton campus.
- Priority is granted to area school districts with which we have partnership agreements about field placements, especially Student Teaching placements.
- When possible, OPFE takes into account the candidate’s address of residence. Requests for exceptions (with evidence supporting the request) must be identified on the application.

More information and application for placement can be found on their website at https://education-human-services.wright.edu/academic-and-career-resources/partnerships-and-field-experiences

Please be mindful of their deadlines for requesting a site:
- **Fall Semester:** the deadline to request a placement via Pilot is January 15th (during prior spring term).
- **Spring Semester:** the deadline to request a placement via Pilot is September 15th (during prior fall term).

**Note:** School counseling students may not complete practicum in a school that they have attended.

**SITE SUPERVISOR REQUIREMENTS**

**CLINICAL MENTAL HEALTH COUNSELING**
Site supervisors must have a master's degree in counseling or a related profession with equivalent qualifications, Ohio licensure as a professional clinical counselor with supervising status (LPCC-S) with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (OCSWMFT), and a minimum of two years of pertinent professional experience in the program area the student is completing practicum.

**CLINICAL REHABILITATION COUNSELING**
Students must have a CRC faculty supervisor and a site supervisor with a master's degree in counseling or a related profession with equivalent qualifications, Ohio licensure as a professional clinical counselor with supervising status (LPCC-S).

**ADDICTIONS COUNSELING**
Site supervisors must have a master's degree in counseling or a related profession with equivalent qualifications, Ohio licensure as a professional clinical counselor with supervising status (LPCC-S) and a LICDC site supervisor for internships.

**SCHOOL COUNSELING**
Site supervisors must have a master's degree in school counseling, licensed as a school counselor by the Ohio Department of Education, and at least 2 years of experience as a school counselor. The site supervisor must work in the school building that the practicum student plans to complete hours. The site supervisor may not supervise from another building.
PRACTICUM REQUIREMENTS

All sites:

- The site must provide adequate and appropriate experiences and facilities.
- The site supervisor and the student are jointly responsible for obtaining experiences that are suitable based on the student's level of experience and training.
- The university requires that there are opportunities for counseling sessions to be audio or video recorded for purposes of supervision with the following criteria observed:
  - Consent of client and/or guardian
  - No identifying information on the recording
  - Played only for university supervision and educational purposes except with permission of the site and parties involved
- Practicum students and practicum sites are expected to abide by ethical standards American Counseling Association (ACA), American School Counselor Association (ASCA), National Board of Certified Counselors (NBCC), American Mental Health Counselors Association (AMHCA), International Association of Marriage and Family Counselors (IAMFC), Ohio Counselor, Social Worker, and Marriage and Family Therapist Licensure Board.
- The university supervisor should be privileged to observe a practicum student at times that are mutually agreeable to each and to the site. When taping is not appropriate, another method of continuous feedback must be developed for the university supervisor to be apprised of the practicum student's progress.
- If the student’s site requires Counselor Trainee (CT) status, then the student must apply for Counselor Trainee status with CSWMFT Board. Students can download the application at: http://www.cswmft.ohio.gov/forms.stm. The student will need to print out the application, fill out the area designated for the student, and have the site supervisor(s) fill out the site supervisor section of the application. Once the application is completed, the student will need to attach a copy of their schedule, as proof that they are taking practicum, and mail it to the Ohio CSWMFT Board. The Board’s address is 50 West Broad Street, Suite 1075, Columbus, OH 43215-5919. School counselors do not go through the CSWMFT board because CT status is not required. Some sites may require a background check but will be determined by individual sites.
APPLICATION & REGISTRATION PROCEDURES

Practicum Application Deadlines

Phase 1:

- Summer and Fall Semester- February 15 (the student must apply 2 times, once for summer and again for fall)
- Spring Semester- October 10

Phase 2:

- Summer semester- March 1
- Fall semester- March 15
- Spring semester- October 30

The following procedures are to be observed to register for practicum:

The student must file an application EACH SEMESTER of internship by the specified date.

PHASE 1

- Complete Background Check

  - Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) Background Checks and Fingerprints (mail to the Ohio CSWMFT Board)
    - Note: Only those school-counseling majors completing their practicum in a community mental health agency should submit their background checks and fingerprints to the Ohio CSWMFT Board.
  - School-counseling majors completing their practicum in a school should have an electronic copy of the background check sent to the Ohio Department of Education AND a copy mailed to Wright State’s Office of Partnership & Field Experience.

    Wright State University, CEHS, Attn: OPFE
    3640 Colonel Glenn Highway 378 Allyn Hall
    Dayton OH 45435

- Complete and submit the application (Appendix 1) online at
https://forms.office.com/Pages/ResponsePage.aspx?id=XdZGXFzuE0WM1KY0V5oM7kvoT1rsvtIoLFjgoeRiIpUNTdWTkc1S1hBQ11OVzNUUEZJWTRJV0ZESS4u

- Students must schedule and have a Dispositions Review meeting with their advisor prior to the start of practicum.
- Practicum/Internship Graduate Assistant will reach out to students regarding Phase II approval; once notified by their university advisor.

**PHASE 2**

- Appendix 2: Complete and sign the Contract online at:
  https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8645ba68-c950-47bd-a45b-da5c5d3b9add&env=na3&acct=19c6331a-30b2-4781-bbd5-1a483a8ae920&v=2
  - This form needs to be completed and signed by the student AND the Site Supervisor
  - Students must leave Dr. Adrianne Johnson’s name on application form, so all parties receive completed contract form.
- Appendix 3: Site supervisor must complete and submit the Site/Site Supervisor Information Form online at:
  https://wright.ca1.qualtrics.com/jfe/form/SV_7X4FWnfdujrpg4R
  - A copy of the site supervisors professional license must be uploaded with the form
- Students will upload their liability insurance and CT Status (if site requires it) online at
  https://wright.ca1.qualtrics.com/jfe/form/SV_5sSHPzKbvXs5FAO
- Submit unofficial transcript/academic advising report from Wings Express
- Practicum/Internship Graduate Assistant (GA) will reach out to students regarding registering for the practicum class.
PRACTICUM POLICIES

APPLICANT APPROVAL
All practicum sites must be approved by the clinical coordinator. The clinical coordinator has the right to deny any site deemed inappropriate for the student or practicum experience.

A student will be admitted to practicum if all prerequisites have been met, with a grade of B, or better, upon completion of a successful professional dispositions review and all paperwork is complete and submitted by the due date.

DEADLINES
Occasionally it is not possible to accommodate all students applying for practicum. Should this occur, a priority list will be developed based on the following criteria:

   a. full time student on a leave of absence or sabbatical
   b. percentage of coursework completed (students with a greater percentage of coursework completed will be given priority)
   c. grade point average
   d. order in which paperwork is submitted (i.e. first come, first serve)

All deadlines are strictly enforced. The application and site materials are current for ONE semester only. If a student drops the class without notifying the GA for Practicum, the student will not be eligible for practicum the following semester unless there is space available after all other applications have been received.

Registration fees must be paid or the student can be removed from the assigned practicum section.

REMOVAL
The DHS works with all involved parties to ensure a positive experience for the practicum student, the site supervisor and the clients/students served at the site. Despite these efforts, situations may arise in which a practicum student is removed from a placement. Practicum students are guests on any site. If the site asks a student to leave for any reason, the practicum student must immediately comply.
Students may be removed from a site by the site supervisor, a site administrator, the practicum instructor or the clinical coordinator.

Circumstances under which a student may be removed include but are not limited to:

- Non-adherence to policy and/or procedures of the field experience placement site.
- Lack of a current, valid, and acceptable BCI/FBI background check.
- Failure to comply with field experience placement site and WSU attendance and punctuality directives.
- Failure to meet course expectations as outlined in the course syllabus and practicum manual
- Unsatisfactory progress on student evaluations
- Failure to meet moral and ethical standards of the profession as defined by both the appropriate professional organization
- Insubordination, disrespect to school, agency or university personnel
- Posing an immediate threat to the safety, health, or welfare of the practicum student, clients/students served, program peers, WSU faculty, the field experience placement site personnel, and/or other constituencies.

If a practicum student is removed from a field placement site, the clinical coordinator will work with the candidate’s advisor, and university supervisor to determine one of the following courses of action for the candidate:

- The student will receive a grade of Fail and be called in for a Concern Conference. The candidate will be required to implement an individualized action plan, designed by the clinical coordinator and university supervisor. The candidate will be given one additional opportunity to apply to repeat the field experience during another semester. If the candidate is not successful in completing the field experience on the second attempt, the candidate will not be permitted to re-apply to repeat the field experience course.

- The candidate may be permitted to finish the field experience, during the same academic semester, at a new placement site based on the specific context of the removal. Permission to transfer to a new placement site will be at the discretion of the clinical coordinator based on the facts surrounding the removal. The candidate will be required to implement an individualized action plan, designed by the clinical coordinator and the university supervisor. If the candidate is not successful in completing the field experience at the new placement site, the student will Fail practicum, and will not be permitted to re-apply to repeat the field experience course.

Students who are not able to complete their field experience components of their respective degree programs as a result of the situations outlined above will be unable to complete their programs of study.
PERSONAL CHECKLIST FOR PRACTICUM (FOR PERSONAL USE ONLY):

PREPARATION

_____ Program of Study must be completed and signed by the student’s advisor and the department chair. This must be on file with the main office
_____ Complete all required courses
_____ Make contact with potential Sites/Site supervisors
    _____ Updated Resume
    _____ Copy of Handbook to provide to potential sites/site supervisor

PHASE 1:

DEADLINE FOR INITIAL APPLICATION (APPENDIX 1). CHECK WHICH ONE YOU APPLIED FOR:
_____ Summer and Fall Semester- February 15

_____ Spring Semester- October 10

_____ Ohio BCI and FBI Background Checks and Fingerprints (mail to the Ohio CSWMFT Board) (School Counselors see requirements above).

______ PROFESSIONAL DISPOSITIONS REVIEW APPENDIX 8

PHASE 2:

_____ Complete Site Supervisor Information form (copy of site supervisor license)

_____ Practicum Contract (proof of liability insurance)
APPENDIX 1-7 SUMMARY

APPENDIX 1 PURPOSE
Contract.

APPENDIX 2 PURPOSE
Site Supervisor Information Sheet

APPENDIX 2 PURPOSE
Practicum Site Supervisor Evaluation of student

APPENDIX 3 PURPOSE
Practicum Site Supervisor Evaluation of student

APPENDIX 4 PURPOSE
Student’s Practicum Site Evaluation

APPENDIX 5 PURPOSE
Time log

APPENDIX 6 PURPOSE
Counselor Training Supervision Agreement forms

APPENDIX 7 PURPOSE
Department faculty’s formal evaluation of students’ professional dispositions will be evaluated using the following scale and rubric.
APPENDIX 1

Name ___________________________ Date _____________________

Wright State University
CEHS, DHS 108 Allyn Hall
3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

Program of Study: Clinical Mental Health Counseling CNL 8650
Clinical Rehabilitation Counseling RHB 8650
Addictions Counseling RHB 8650 ____
School Counseling CNL 8650 ____

Practicum Contract

**Please attach Proof of Liability Insurance

Semester: Fall _____ Spring _____ Summer _____ Year: _____________
Major: ________________________________
Student’s Name ___________________________ Phone _________________
Site Name _______________________________
Site Address _____________________________ City________ State _______ Zip _________
Site phone _____________________________

This Contract/Memo of Understanding is entered into by:
_______________________________ for practicum student from Wright State
(site supervisor’s name)
University, __________________________ College of Education and Human
(student’s name)
Services, Counselor Education Program as represented by __________________________.
The site supervisor agrees to assume responsibility for assisting the practicum student in conducting activities related to his/her practicum experience. These activities are here defined between the student and the CEHS and are agreed to by the site supervisor. The university supervisor agrees to be available for consultation with the site supervisor.

The university supervisor agrees to:

1. Availability for consultation with site supervisor during the semester.
2. Provide 1.5 hours minimum per week of group supervision and review student work on a weekly basis.
3. Collecting and verifying student logs, site supervisor evaluation, and student site evaluation and assigning student grade.
4. Complete University supervisory form and returning all the above paperwork for filing in student folder no later than one week following finals week.

The site supervisor agrees to:

1. Provide the CNL 8650 student with a minimum of 40 direct client contact hours over the semester and a minimum total of 100 clock hours over the semester. Of the 40 direct client contact hours, 25 percent (10 hours) must be individual counseling, and 25 percent (10 hours) must be group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, families, couples, students, assessment, etc.
2. Provide a minimum of one (1) hour of individual supervision per week with the student.
3. Complete the Student Evaluation Form and communicate the same to the student as final feedback on the student’s progress.
4. Be available for consultation with the university supervisor.
5. Permit a minimum of two (2) 30 minutes or more audio taping or video recording per semester, per university supervisor’s request.
6. Provide the student with adequate physical facilities in which to work.
7. Inform student of legal and ethical considerations and other rules that affect the practice of counseling at the site.
Please note: The student’s start and end dates of practicum corresponds with the Wright State University academic calendar. In other words, a student begins practicum the first day of classes and terminates the last day of the finals week. However, it is understood that the practicum student may be required to complete orientation/training at his/her site prior to the first week of practicum.

The student agrees to:

(1) Act in a manner consistent with ACA, ASCA, NBCC, AMHCA, IAMFC, OCSWMFT board, as appropriate to the site.

(2) Be responsible for a minimum of 40 direct client hours (at least 10 individual hours and 10 group hours) and a minimum total of 100 clock hours over the semester.

(3) Be responsible for being available to the site supervisor for conferences (e.g. staff meetings, consultation, etc.).

(4) Be responsible for a minimum of two (2) 30 minutes or more audio taping or video recording.

(5) Be responsible for meeting with site supervisor for one hour per week outside of group supervision.

(6) Comply with the rules and regulations of site (e.g. report writing, in-service training, etc.).

(7) Complete practicum/internship hours in a different area than that in which they are employed and supervised by someone other than regular supervisor if practicum/internship site is also place of employment.

Check here if practicum/internship site is also place of employment ____________.

If the above statement is applicable, provide the following information:

Name of Work Supervisor: ________________________________

Department: ________________________________

(8) Other: ________________________________
(9) If student is required to have counselor trainee status at their site, please check here ____________

(If checked, student is required to attach a copy of the Counselor Trainee application)

*** Please obtain site supervisor’s signature and date, as well as your own, before handing in to the Graduate Assistant (108 ALLYN HALL)

________________________________________
Site supervisor’s signature, License/Certification and Date

________________________________________
University supervisor’s signature and Date

________________________________________
Practicum Student’s signature and Date
APPENDIX 2

Student Name______________________________ Date________________

Wright State University
CEHS, DHS 108 Allyn Hall
3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

Program of Study:  Clinical Mental Health Counseling CNL 8650
Clinical Rehabilitation Counseling RHB 8650
Addictions Counseling RHB 8650 ____
School Counseling CNL 8650 ____

Site Supervisor Information Sheet

***Please attach a copy of the site supervisor’s most recent renewal license card

Dr., Ms., Mr., Mrs._____________________________________________________________________
Site Name ______________________________________________________________________________
Site Address ___________________________ City____ St ____ Zip_______
Work Phone _______________ Preferred Email Address______________________________
Present Position/Title _________________________________________________________________
Professional Certification No. (if applicable) __________________ Area ________________
Authorizing State Board or State Dept._________________________ Expiration Date __________
Counselor License No. (if applicable)_____________________________________________________________________
Authorizing State Board or State Dept._________________________ Expiration Date __________
Number of years experience as Licensed/Certified Counselor ________________________________
Have you supervised WSU counseling students in the past?   Yes____  No_______
Name of WSU student you will be supervising at this time ___________________________________
For PCC’s only: Do you have current supervising counselor status with the Ohio Counselor,
Social Worker, Marriage & Family Therapist Board? Yes____  No_______
Education: (please begin with the most recent)

Institution ____________________________________________________________
Major ______________________________________________________________
Degree/Year __________________________________________________________

Institution ____________________________________________________________
Major ______________________________________________________________
Degree/Year __________________________________________________________

Institution ____________________________________________________________
Major ______________________________________________________________
Degree/Year __________________________________________________________

Other Related Educational Experiences: (please begin with the most recent)

1 ______________________________________________________________________

2 ______________________________________________________________________

3 ______________________________________________________________________

Professional Experience: (please begin with the most recent)

Current Employer ______________________________________________________
Employer Address ______________________________________________________
Dates of Employment ______________________________________________________
Job Title __________________________________________________________________
For your assistance with the education and training of Wright State University students, we would like to show our appreciation with a $100 stipend, which is to be distributed the following semester. If the student has two supervisors, the stipend will be split between the two. If you are able to receive this stipend, please email our Practicum and Internship Graduate Assistant at hs10@wright.edu and he/she will send you the appropriate W-9 and OPERS forms for you to fill out and email back to her/him in order to receive payment for your supervisee. The Practicum and Internship GA will send several emails throughout the semester regarding requirements for individual versus organizational stipends. If at any time, you need assistance, please feel free to call or email her/him: 937-775-3916 OR hs10@wright.edu.
APPENDIX 3

Practicum Site Supervisor Evaluation of Practicum Student

Wright State University
CEHS, DHS 108 Allyn Hall
3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

Program of Study: Clinical Mental Health Counseling CNL 8650
Clinical Rehabilitation Counseling RHB 8650
Addictions Counseling RHB 8650 ____
School Counseling CNL 8650 ____

To be completed twice, in the middle of the semester and at the end of practicum and submitted to university supervisor

Student Name (Print) ____________________________________________________________
Site Supervisor (Print) _________________________________________________________
Name of Site _________________________________________________________________

Please rate student’s competency in the following areas using this scale

- 5 = Frequently demonstrates very high degree of competence.
- 4 = Frequently demonstrates high degree of competence.
- 3 = Demonstrates an adequate degree of competence.
- 2 = Demonstrates a relatively low degree of competence.
- 1 = Demonstrates an extremely low degree of competence.
- NA = Competency is not applicable to this setting.
I. Counseling Skills:

| Demonstrates basic interviewing and counseling skills that produce a therapeutic relationship. |
| Demonstrates appropriate skills and procedures for initiating, maintaining, and terminating counseling sessions. |
| Demonstrates appraisal skills that assist clients with exploration, insight, and goal attainment. |
| Accurately identifies and/or assesses client’s problem. |
| Appropriately defines and articulates the dynamics of assigned cases. |
| Appropriately recognizes the role of cultural factors (e.g. racial, ethnic, cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical and mental status), in understanding client presentation, issues, concerns, and help-seeking behaviors. |
| Develops valid goal and/or treatment plans that include short and long-term goals as appropriate. |
| Designs and implements appropriate intervention strategies. |
| Keeps appropriate client progress notes. |
| Evaluates client outcomes including evidence of client’s transfer of learning to other situations. |
| Appropriately executes referral processes and follow-up. |
| Provides accurate information to client about community resources. |
| Appropriately seeks consultation on client’s case as necessary. |

II. Group Counseling Skills:

| Uses appropriate selection criteria and procedures for admission. |
| Establishes group norms. |
| Helps clients to identify individual goals. |
| Collaborates with group to set group goals. |
| Recognize various stages of a group. |
| Uses exercises appropriate to group stages and situations. |
| Recognizes and appropriately handles problem group behaviors. |
| Facilitates member interaction. |
| Accurately interprets the group process. |
| Evaluates individual and group outcomes. |
| Appropriately terminates group sessions. |
| Models optimal group behaviors. |
| Knows various approaches to group work including task groups, support groups, classroom guidance, psycho-educational groups, etc. |
### III. Self Development

| Demonstrates awareness of areas and degrees of professional competence. |
| Accepts feedback and recognizes constructive criticism during supervisory sessions. |
| Commits to act on feedback and recommendations offered during supervisory sessions. |
| Shows evidence of appropriate response to supervisor's recommendations. |
| Performs in a professional manner. |
| Maintains appropriate professional boundaries. |
| Takes responsibility for growth and learning. |
| Demonstrates appropriate oral and written communication skills. |
| Demonstrates respect for others. |
| Cooperates with others. |
| Completes paperwork in a timely fashion. |
| Demonstrates appropriate organizational and time management skills. |
| Demonstrates punctuality and excellent attendance. |
| Attires in appropriate dress. |
| Serves as an advocate for the counseling profession. |
| Serves as an advocate for the promotions of optimal human development and mental health. |
| Practices according to legal, professional, and ethical standards. |
| Adheres to organizational policies. |
| Knows the role, function, and professional identity of the counselor in relation to the roles of other professional and support personnel in the organization. |
| Communicates respectfully, authentically, and articulately. |
| Conceptualizes factors in his or her personality that influence counseling style. |
| Demonstrates emotional intelligence. |
| Demonstrates knowledge of content essential for professional counseling. |

| Demonstrates knowledge of the principles of diagnosis and the use of current diagnostic tools, including the current Diagnostic and Statistical Manual. |
| Knows theories of human development and concept of normalcy and psychopathology leading to diagnoses and appropriate counseling interventions. |
| Demonstrates knowledge of modalities (brief, intermediate, and long-term approaches) for initiating, maintaining, and terminating counseling and psychotherapy with clients who are mentally and emotionally impaired. |
| Demonstrates knowledge of crisis intervention strategies for clients who are mentally and emotionally impaired. |
| Knows basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications so that appropriate referrals can |
be made for medication evaluations and identifying effects and side effects of such medications.

| Demonstrates competency in conducting an intake interview. |
| Demonstrates competency in completing a mental status evaluation. |
| Demonstrates competency in completing a biopsychosocial history and assessment. |
| Demonstrates competency in completing a mental health history. |
| Demonstrates competency in completing a psychological assessment (scoring, profiling, report writing, and interpretation) for treatment planning, case management, diagnosis, and therapeutic goal attainment. |

### IV. For School Counseling Sites Only

The School Counseling Practicum Student:

| Knows the procedures for in-school referral for individual and small group counseling (including self-referral). |
| Uses age-appropriate counseling strategies and materials. |
| Uses effective procedures to measure student outcomes (personal, social, career concerns). |
| Accurately assesses the clients’ academic standing and can generate appropriate counseling goals to address academic needs. |
| Demonstrates effective observation skills of student behaviors for purposes of consultation and intervention. |
| Constructs appropriate behavioral contracts and works with appropriate adults (e.g. teachers, parents) to monitor, sustain, and reinforce desirable client behaviors. |
| Appropriately consults with teachers and parents regarding client goals. |
| Knows and utilizes the services of other in-school support services for students and families. |
| Knows, and adheres to rules and regulations regarding protection of student records. |
| Understands the role of school counselor in your setting. |
| Participates in various capacities, activities, and functions typically performed by school counselors in your setting. |
| Understands the school counselor’s role as consultant when serving on intervention teams. |
VI. Final Comments

1. In your overall judgment, do you believe this student has the potential to be an effective counselor? Please explain.

2. Would you recommend this student for a counseling position in your setting? Please explain.

3. Provide any information, which may clarify above responses or provide insight into this student’s performance at your site.

________________________________________________________________________
(Site Supervisor Name Printed)

________________________________________________________________________
(Site Supervisor Signature and Date)

________________________________________________________________________
(Student Name Printed)

________________________________________________________________________
(Student Signature and Date)
APPENDIX 4

Student’s Practicum Site Evaluation

Wright State University
CEHS, DHS 108 Allyn Hall
3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

Program of Study: Clinical Mental Health Counseling CNL 8650
Clinical Rehabilitation Counseling RHB 8650
Addictions Counseling RHB 8650 ____
School Counseling CNL 8650 ____

*to be completed at the end of practicum and submitted to university supervisor

Student’s Name___________________________ Semester: _____ Year: ______
Site Name: __________________________________________________________
Site Address_________________________ City___________ St___ Zip_____
Site Phone: _______________ Site Supervisor: __________________________
University Supervisor: __________________________

Site accessibility for individuals with disabilities: Yes or No

Type of Clientele: _______________________________________________________
______________________________________________________________
______________________________________________________________
A. Please rate your site on the following areas from 1 (very poor) to 5 (very good). Please note: this evaluation will be accessible to future students in the department in order to assist them in locating practicum/internship sites.

<table>
<thead>
<tr>
<th>Area</th>
<th>Rating (1-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate assistance in meeting university requirements.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Staff acceptance of you as a practicum student.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Support and cooperation of the administrative staff.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Multicultural sensitivity.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Physical facilities.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Flexibility of site in meeting student's and client's needs.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Site requirements were reasonable.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Site and/or supervisor provided orientation regarding laws, policies and regulations that govern the organization.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Overall evaluation of site.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

B. Please rate your Site Supervisor on the following areas from 1 (infrequently) to 5 (frequently).

<table>
<thead>
<tr>
<th>Area</th>
<th>Rating (1-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>He/she offered constructive criticism.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>He/she provided support when needed.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>He/she demonstrated multicultural sensitivity.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>He/she provided assistance or referred you to someone who could.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>He/she allowed adequate time for individual supervision.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>He/she helped me integrate theory and practice.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>He/she coordinated assignments of your clients</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Overall evaluation of supervisor.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

C. Please answer the following questions.

1. Is there anything not previously mentioned that you especially liked or disliked about the site or supervision?

2. Was the practicum a learning experience for you? Please explain.

3. What kind of supervision did you have? (Ex.: listening to recordings, direct observation, group supervision, etc.)
4. Number of hours required per week by site.

5. Other comments:
APPENDIX 5

Time Log

Student’s Signature: ____________________________ Date: ________________

Wright State University
CEHS, DHS 108 Allyn Hall
3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

Program of Study: Clinical Mental Health Counseling CNL 8650
Clinical Rehabilitation Counseling RHB 8650
Addictions Counseling RHB 8650 _____
School Counseling CNL 8650 _____

<table>
<thead>
<tr>
<th>Date:</th>
<th>Indirect Hours</th>
<th>Sub Total</th>
<th>Direct Hours</th>
<th>Sub Total</th>
<th>Total / Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supervision</td>
<td>Class/</td>
<td>Prof.</td>
<td>Assessment</td>
<td>Individual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>Dev.*</td>
<td></td>
<td>Counseling</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Counseling</td>
</tr>
</tbody>
</table>

Total

Total

Total

Total

Total

30
**Submit this form and all workshop materials for proof of Professional Development to your University Supervisor.**
APPENDIX 6

Wright State University
CEHS, DHS 108 Allyn Hall
3640 Colonel Glenn Highway, Dayton, OH 45435
Phone: 937.775.2075 Fax: 937.775.2042

For students working toward the PC or PCC license or completing your experience at a community mental health center, please Note:

Counselor Training Supervision Agreement forms must be filed with the Counselor, Social Worker, Marriage and Family Therapy Licensure Board before beginning your supervised experience, if your site requires that you have Counselor Trainee (CT) status. It is the student's responsibility to file this form with the Board.

Counselor, Social Worker, Marriage and Family Therapy Licensure Board 50 West Broad Street, Suite 1075
Columbus, OH 43215-5919
Phone (614) 466-6462

These forms can be retrieved from the board’s website at http://www.cswmft.ohio.gov/forms.stm

The form to obtain status as a counselor trainee is to be submitted at the beginning of the practicum and again for the 1st semester of internship: Trainee Supervision Agreement. (For the following semesters of internship, the board only requires the student to send a copy of their class schedule, informing them of enrollment in the course and the need to renew CT status.)

The form to be submitted within 30 days of completing the experience is
For practicum: Not Applicable
For internship: Internship Supervision Evaluation
Copies of the Trainee Supervision Agreement need to be submitted to the graduate assistant for practicum and internship when you submit appendix 2, 3, and 4 at the beginning of practicum and the 1st semester of internship.

It is highly recommended each student obtain a copy of the Rules and Regulations for Licensure from the State Board. This document contains information vital to your future as a counselor!
APPENDIX 7

CEHS Professional Dispositions Rubric

Program of Study:  
Clinical Mental Health Counseling CNL 8650  
Clinical Rehabilitation Counseling RHB 8650  
Addictions Counseling RHB 8650  
School Counseling CNL 8650

Student Name: __________________________

Department faculty’s formal evaluation of students’ professional dispositions will be evaluated using the following scale and rubric:

<table>
<thead>
<tr>
<th>Professional Ethics</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adheres to appropriate Ethical standards (ACA, ASCA, etc).</td>
<td>Models exceptional ethical decision-making processes and professional behaviors.</td>
<td>Exhibits sound ethical decision-making processes and professional behaviors.</td>
<td>Displays poor ethical decision-making processes and professional behaviors.</td>
<td>Lacks ethical decision-making processes and professional behaviors.</td>
</tr>
<tr>
<td>Accepts responsibility for behavior.</td>
<td>Accepts responsibility for all behavior. Follows through to seek resolution.</td>
<td>Models openness and willingness to take responsibility for behavior.</td>
<td>Occasionally accepts responsibility and shows obstinate to change behavior.</td>
<td>Lacks any personal responsibility and limited insight of behavior.</td>
</tr>
<tr>
<td>Seeks supervision when necessary.</td>
<td>Is receptive to constructive comments, implement changes, and seeks feedback from others.</td>
<td>Is receptive to constructive comments and implements changes.</td>
<td>Is receptive to constructive feedback and does not meet goals of the supervisor.</td>
<td>Is not receptive to constructive comments and shows no sign of implementing change.</td>
</tr>
<tr>
<td>Respects the privacy and rights of others.</td>
<td>Treats others with courtesy, respect and open-mindedness. Listens to and shows interest in the ideas and opinions of others</td>
<td>Treats others with courtesy and respect. Words and actions are polite and professional.</td>
<td>At times treats others with courtesy and respect. At times inappropriate words and actions.</td>
<td>At times treats others inappropriately. Lacks any regard for privacy and rights of others.</td>
</tr>
</tbody>
</table>

Communication
<table>
<thead>
<tr>
<th>Written and verbal communication with peers, colleagues, and faculty is appropriate and professional. (This applies to both online and face-to-face interactions).</th>
<th>Displays the ability to work and communicate (written and verbal) appropriately and professionally</th>
<th>Works harmoniously and effectively with colleagues, peers, and faculty</th>
<th>Communication ability to work with peers, colleagues, and faculty is inappropriate and unprofessional</th>
<th>Communicates an inability or unwillingness to work with others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is cooperative and positive</td>
<td>Is enthusiastically cooperative and positive, confident to work with others at all times.</td>
<td>Exhibits willingness to work with peers, colleague, and faculty in a positive manner.</td>
<td>Occasionally shows uncooperative and negative behavior with peers, colleague, and faculty.</td>
<td>Lacks appropriate skills to interact positively with peers, colleague, and faculty.</td>
</tr>
<tr>
<td>Respect for others</td>
<td>Demonstrates a thorough and consistent respect for views and opinions of others</td>
<td>Demonstrate a moderate and consistent respect for views and opinions of others</td>
<td>At times disregards views and opinions of others</td>
<td>Treats opinions of others with disrespect. Words or actions are ethically questionably.</td>
</tr>
<tr>
<td>Demonstrates openness to new ideas</td>
<td>Consistent enthusiasm for openness to new ideas. Takes initiative beyond what is expected.</td>
<td>Exhibits enthusiasm and takes initiative to openness to new ideas.</td>
<td>Shows lacks of knowledge and awareness to accept new ideas. Focuses on seeking solutions.</td>
<td>Fails to participate, identify, and shows unwillingness to learn new ideas.</td>
</tr>
<tr>
<td>Diversity &amp; Cultural Awareness</td>
<td>Exceptionally aware of self and appreciates contributions of diverse populations and settings</td>
<td>Demonstrates awareness of self and how personal world view may differ from others</td>
<td>Demonstrates awareness of self and but lacks awareness of how personal and world-view may differ from others</td>
<td>Does not demonstrate awareness of self and how personal world view may differ from others</td>
</tr>
<tr>
<td>Aware of self and others</td>
<td>Demonstrates cultural and social sensitivity and advocates for others</td>
<td>Demonstrates cultural and social sensitivity when working with others</td>
<td>Understand cultural and social sensitivity but unable to identify insensitive practices</td>
<td>Does not demonstrate cultural sensitivity when working with others</td>
</tr>
<tr>
<td>Problem Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to department policies or resolving issues</td>
<td>Acknowledges and adheres to Graduate Student Handbook policies on resolving student issues.</td>
<td>Adheres to Graduate Student Handbook policies on resolving student issues</td>
<td>Acknowledges but not fully complies to Graduate Student Handbook policies on resolving student issues</td>
<td>Does not adhere to Graduate Student Handbook policies on resolving student issues</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Seeks Resolution</td>
<td>Professionally seeks to resolve issues first with the individual with whom there is a conflict</td>
<td>Seeks to resolve issues first with the individual with whom there is a conflict</td>
<td>Seeks to resolve issues but involves others</td>
<td>Does not seek to resolve issues at all</td>
</tr>
<tr>
<td>Uses discretion when sharing information regarding student issues</td>
<td>Does not discussing issues with other students and faculty who are not involved</td>
<td>Uses discretion when discussing issues with other students and faculty who are not involved</td>
<td>Lacks discretion when discussing issues with other students and faculty who are not involved</td>
<td>Does not use discretion when discussing issues shares inappropriately with other students and faculty who are not involved</td>
</tr>
<tr>
<td>Use of Feedback</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is receptive to Feedback</td>
<td>Seeks feedback from faculty, supervisors and peers. Is receptive and takes the time to reflect and implement changes appropriately</td>
<td>Is receptive to feedback and implements changes appropriately</td>
<td>Demonstrates difficulty accepting feedback and implementing changes appropriately</td>
<td>Is not receptive to feedback and does not implement changes appropriately</td>
</tr>
<tr>
<td>Refrains from becoming defensive</td>
<td>Models professionalism and refrains from becoming defensive</td>
<td>Refrains from becoming defensive</td>
<td>Does not refrain from becoming defensive</td>
<td>Does not refrain from becoming defensive and behaves unprofessionally</td>
</tr>
<tr>
<td>Provides peers with appropriate feedback</td>
<td>Provides peers with constructive and appropriate feedback. Is tactful in delivery.</td>
<td>Provides peers with appropriate feedback</td>
<td>Provides peers feedback but has difficulty with delivery</td>
<td>Does not give peers appropriate feedback</td>
</tr>
<tr>
<td>Expression of Emotions/Emotional Intelligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrates emotional control</td>
<td>Models appropriate emotional and behavioral responses in difficult situations</td>
<td>Emotional and behavioral responses are appropriate, and is aware of how verbal and nonverbal responses are</td>
<td>Unaware of how verbal and nonverbal responses are perceived by others and/or nonverbal emotional</td>
<td>Demonstrates a lack of emotional control; becomes physically upset and/or uses physical/verbal aggression.</td>
</tr>
<tr>
<td><strong>Professional Appearance</strong></td>
<td><strong>Professional Work Ethic</strong></td>
<td><strong>Meets Deadlines</strong></td>
<td><strong>Shows initiative and motivation</strong></td>
<td><strong>Demonstrates Honesty and Integrity</strong></td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>Models professionalism through appearance and attire. Presents in professional attire and is clean and well groomed.</strong></td>
<td><strong>Attends classes but has one or two excused absences. Communicates with instructor and adheres to course attendance policies.</strong></td>
<td><strong>Regularly meets deadlines for coursework and program requirements.</strong></td>
<td><strong>Participates in classroom discussions and activities. Meets course expectations</strong></td>
<td><strong>Demonstrates honesty and integrity on all assignments, tests and program requirements. Documents appropriately and uses APA format for citations and references.</strong></td>
</tr>
<tr>
<td><strong>Attire, hygiene and appearance is appropriate for classroom and field placement.</strong></td>
<td><strong>Attends classes but is occasionally tardy and/or has unexcused absences.</strong></td>
<td><strong>Turns in assignments and/or paperwork late</strong></td>
<td><strong>Rarely participates in classroom discussions and activities</strong></td>
<td><strong>Assignments and test submissions represent the work of student.</strong></td>
</tr>
<tr>
<td><strong>Occasionally attire, hygiene or appearance is concerning or inappropriate</strong></td>
<td><strong>Excessive tardiness and/or absences. Fails to communicate with instructor.</strong></td>
<td><strong>Regularly misses deadlines; Missing assignments or paperwork</strong></td>
<td><strong>Does not participate in classroom discussions and activities; appears unprepared and uninterested;</strong></td>
<td><strong>Unintentional plagiarism due to issues with citations and/or failure to use APA format.</strong></td>
</tr>
<tr>
<td><strong>Consistent concerns with attire, hygiene or appearance. Presents unprofessional or inappropriate for classroom and/or field placement.</strong></td>
<td><strong>Knowingly plagiarized, cheated and/or submit false information/documentation to instructor or program.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OPFE BCI & FBI REFERENCE SHEET

Please be aware that processing for electronic fingerprinting may take 5-6 weeks. You may not begin a field placement course until OPFE has current, valid, hardcopy background checks on file.

Electronic fingerprinting is available in 116 Allyn Hall at the WSU’s Educational Resource Center (ERC) by appointment only during their scheduled open hours. Appointments may be made by calling the ERC at 937-775-2878. Walk-ins may be accommodated if there are no appointments scheduled at that particular time.

ERC Costs:
- FBI Background Check $35.00/ Ohio BCI Background Check $27.00
- FBI (combination BCI and FBI) Background Check $55.00
- Payable by: Money Order made payable to WSU; Credit cards: Discover, MasterCard or Visa; Cash NO CHECKS

Electronic fingerprinting is also available through most county sheriff offices if you prefer to look into this option. Be aware that costs can vary.

The following questions are on the ERC’s form. You will use this sheet as a guide to answering the questions on the ERC form. Take this sheet with you to your appointment.

The ERC employees cannot tell you how to answer questions on the form.

1. What type of background check do you require? (choose one)
   ___ BCI & I (Ohio)
   ___ FBI
   ___ FBI (Ohio BCI & FBI) FYI: Do this one if it is your FIRST background check for OPFE.

Note: If you are confused about what you need to get, call OPFE at 937-2107. While in a field placement, OPFE requires a BCI that is valid and current through your entire term (updated annually). OPFE accepts FBI results for 5 years, unless your placement school district requests otherwise.

2. Where are results being sent? (Select the responses shown on this sheet; Electronic copy goes to ODE. Mailed copy goes to OPFE)
   A. Direct/Electronic Copy Option ONLY (choose one):
      ___ Select ___ None
   B. Direct/Electronic Copy Option (choose one) with Postal Mail Option (Place address in letter C):
      ___ Select ___ Ohio Department of Education
   C. Postal Mail Option (provide one complete mailing address below):
      Use the address below to send checks to OPFE:
      Wright State University, CEHS, Attn: OPFE
      3640 Colonel Glenn Highway
      370 Allyn Hall
      Dayton OH 45435

3. What are the reasons for the background check? (Choose from list)
   ___ Copy the below phrases onto ERC’s form – use complete phrase, not the reason code
   ___ BCI: School Employees – Teachers Only
   ___ FBI: Public School District or Charter: Non Public School

If you are not using ERC and are asked for a BCI reason code, use the code: 3319.30B3
For answers to frequently asked questions regarding the BCI or how to obtain another copy of previous results, please click on the following link: http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQ.aspx

Updated 7/2/19