

Clinical Rehabilitation Counseling Program Checklist

Follow this checklist (items in order) and refer to suggested course sequence	
First Semester:	
	Familiarize myself with catalog (http://www.fau.edu/registrar/registration/catalog.php) and University procedures and policies.
	Refer to the General Department Website: https://www.fau.edu/education/academicdepartments/ce/
	Refer to the latest version of the “Clinical Rehabilitation Handbook” and “Student Handbook (M.Ed./Ed.S.),” both available here: https://www.fau.edu/education/academicdepartments/ce/academicinformation/
	Meet with faculty advisor to discuss academic, professional, and programmatic goals, as well as any other questions (such as courses for transfer, etc.).
	Provide CV, statement of goals, and a Plan of Study (POS) draft to discuss with faculty advisor (as well as transcripts, if inquiries regarding credit transfer).
	Go over anticipated timeline for coursework with close review of the Clinical Rehabilitation Counseling Standard Course Sequence (available in the “Clinical Rehabilitation Handbook”).
	Submit an approved electronic Plan of Study (POS) in MyFAU using course sequence as guide (anytime at the <i>end</i> of first semester, through first year of program): https://www.fau.edu/graduate/forms-and-procedures/degree-completion/plan-of-study.php
	Register* for courses for upcoming term; see the suggested course sequence (page 9 in the Clinical Rehabilitation Counseling Handbook: https://www.fau.edu/education/academicdepartments/ce/documents/2021clinicalrehabhandbook.pdf .)
	(<i>Optional</i>) Start looking for jobs in Vocational Rehabilitation at https://jobs.myflorida.com/
Second & Third Semesters:	
	Continue to complete the relevant coursework required for degree completion.
	Start thinking about internship and practicum sites during the second semester. In the third semester, finalize those sites and submit Application for Practicum and Internship to Field Placement Coordinator (Field placement application should be submitted to Dr. Torres). Note: If you are an RSA grant recipient, you must complete at least 300 hours of your internship at a state office (speak to Dr. Frain for more information). It takes 3-5 months to acquire an internship (or employment) at a state office, so start early.
	Obtain professional malpractice insurance. Documentation must be presented in the first practicum class <i>prior</i> to beginning to see clients. (Ask Dr. Torres to see if you need this; state offices do not require separate insurance)
	Register* for courses for the next semester; see the suggested course sequence (page 9 in the Clinical Rehabilitation Counseling Handbook: https://www.fau.edu/education/academicdepartments/ce/documents/2021clinicalrehabhandbook.pdf .)
Fourth & Fifth Semesters:	
	Continue to complete the relevant coursework required for degree completion.
	Obtain the field experience log and summary forms from the handbook (for practicum and internship) (https://www.fau.edu/education/academicdepartments/ce/documents/clinicalrehabilitationhandbook6-8-21.pdf).
	Apply for the CRC in your fifth semester. *You have to be approved to take the exam; you cannot just sign up. See the CRC website for more information: https://crccertification.com/get-certified/
	Register* for courses; see the suggested course sequence (page 9 in the Clinical Rehabilitation Counseling Handbook: https://www.fau.edu/education/academicdepartments/ce/documents/2021clinicalrehabhandbook.pdf .)
Sixth & Seventh Semesters:	
	Continue to complete the relevant coursework required for degree completion.
	Take the CRC exam.
	Ensure approved and accurate electronic POS is on file.
	Apply for graduation at the beginning of last semester in program. Visit Graduate College website for graduation deadlines: https://www.fau.edu/registrar/graduation/
	Once graduated, request official transcript to be sent to CRC. Ensure that your transcripts reflect your graduation date/degree conferral before requesting them to be sent: https://www.fau.edu/registrar/transcripts.php <i>See below statement from the CRCC website:</i> “Applicants, in all categories, who have graduated must provide an official transcript showing the degree granted and the date of graduation. An official digital transcript can be submitted via e-mail to CRCC: transcripts@crccertification.com ”

***Registration Note:** If you have an approved POS and/or are following the suggested course sequence, you do not need additional advisor permission to register for classes (department permission [DP] hold is only in place for field placement courses [practicum and internship]; email faculty advisor and field placement coordinator for approval for these select courses. Once approved, DP registration hold will be lifted.)