




**ATTENTION:
SCHOOL GUIDANCE COUNSELING STUDENTS
APPLICATIONS FOR PRACTICUM & INTERNSHIP
PROCESS APPLICATIONS ARE DUE BY**

- ❖ **SPRING SEMESTER DUE September 15th**
- ❖ **FALL SEMESTER DUE January 31st**

1. Consult with School Counseling FACULTY for Practicum / Internship site advice **60 days before** applying.
2. The site must be approved by School Counseling Faculty **30 days before**.

School Counseling Faculty:

 **Dr. Brigman**
 **Dr. Webb**
 **Dr. Villares**

The Department makes the FINAL ASSIGNMENT. The quality of the site's school counseling program is the key factor.

3. Go to the Website below to complete **SECURITY CLEARANCE FIRST** and application ON-LINE, Three copies required.

➤ <http://www.coe.fau.edu/oass/ceinstr.htm>

4. Print application and get school **advisor** member to sign. ATTACH AN UNOFFICIAL Institutional Degree Audit (not transcript) located

➤ <https://www.facts.org/cgi-bin/eaglec>

5. Turn in completed & signed application with all required security clearance materials, proof of FTCE exam registration with Practicum application and passing FTCE score reports with Internship application by DUE DATES:

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NOTE: Florida Department of Education and FAU College of Education requires that students provide passing scores on the state certification exams (FTCE) to FAU Student Services and Counselor Ed office before being cleared for graduation. Visit <http://www.coe.fau.edu/counsel/certification.htm> for additional information.

**AS A COUNSELOR EDUCATION STUDENT, YOU ARE STRONGLY
ENCOURAGED TO SEEK YOUR OWN COUNSELING SO THAT YOUR OWN
ISSUES ARE ADDRESSED BEFORE YOU START COUNSELING OTHERS.**