

# Counseling Documentation



Please maintain a copy of all documents for your files.

Document	Share with
<b>DUE FIRST WEEK OF PROGRAM</b>	
Handbook Acknowledgement	Susan Buckbee buckbees@newpaltz.edu
Confidentiality Agreement	Susan Buckbee buckbees@newpaltz.edu
<b>DUE PRIOR TO PRACTICUM</b>	
School Violence Training-prior to practicum ( <b>School Counseling Students Only</b> ) * <u>Certification must be forwarded to Records &amp; Registration.</u> Documentation will be applied to your transcript.	Susan Buckbee buckbees@newpaltz.edu Rita Cancelliere cancellr@newpaltz.edu
DASA (Dignity For All Students Act Training) ( <b>School Counseling Students Only</b> ) * <u>Certification must be forwarded to Records &amp; Registration.</u> Documentation will be applied to your transcript.	Susan Buckbee buckbees@newpaltz.edu Rita Cancelliere cancellr@newpaltz.edu
Fingerprinting-prior to practicum ( <b>School Counseling Students Only</b> )	Susan Buckbee buckbees@newpaltz.edu
Child Abuse Certification-prior to practicum * <u>Certification must be forwarded to Records &amp; Registration.</u> Documentation will be applied to your transcript.	Susan Buckbee buckbees@newpaltz.edu Rita Cancelliere cancellr@newpaltz.edu
Liability Awareness and Malpractice Insurance Must obtain prior to practicum.	Susan Buckbee buckbees@newpaltz.edu
<b>DUE PRIOR TO INTERNSHIP I</b>	
Liability Awareness and Malpractice Insurance Must obtain prior to internship I.	Susan Buckbee buckbees@newpaltz.edu
<b>DUE PRIOR TO INTERNSHIP II</b>	
Liability Awareness and Malpractice Insurance Must obtain prior to internship II.	Susan Buckbee buckbees@newpaltz.edu