Instructions/Procedures for Completing the Intent to Register in a Practicum (ITR) or Request to count Research/Clinical Experience as Program Sanctioned Hours (PSH) form

- The ITR/PSH form is to be completed by a student once a tentative arrangement has been made between the student and their prospective clinical supervisor.
- The request for PSH can cover a period of no longer than 6 months.
- Before the ITR/PSH form is submitted to the Clinical Program Assistant and the Clinical Practicum Coordinator, it should have the signatures of the prospective clinical supervisor **and** the student's research supervisor(s).
- *Note:*
    - *Effective, Sept. 2021, requests for PSHs are approved by the Clinical Practicum Coordinator, not the Clinical Program Director.*
    - *For the Clinical Assessment Practicum (Psych 9901), students submit one form per placement late in the Fall term or early in the Winter term. In most cases, there will be just one placement/form. This form is to be submitted to the Clinical Program Assistant and the 9901 course Instructor(s), i.e., not the Clinical Practicum Coordinator.*
- **Clinical practica and Program-Sanctioned hours are completed in numerical order. Click here for numbering conventions.**
- If the Practicum Coordinator (or 9901 course Instructor) approves, he/she will let the Clinical Program Assistant and student know.
- Students may register (online) for a Practicum course only after they have received the email from the Practicum Coordinator.
- If plans change after the form is submitted, students submit a revised form (with updated signatures from the student's research and clinical supervisors) and indicate, in the space provided, that this is a modification of the earlier submission. **Note: Denote any revisions with an *, bold text or by highlighting.**
- The modification must be approved and signed by the Clinical Practicum Coordinator (or 9901 course Instructor), the approval acknowledged in an email to the student either by the Clinical Program Director or Clinical Program Assistant.