



INTERNSHIP APPLICATION FOR
COUNSELOR EDUCATION: CLED 672

_____ **SCHOOL COUNSELING TRACK** OR _____ **COLLEGE COUNSELING AND STUDENT DEVELOPMENT TRACK (CHECK ONE)**

APPLICATION MUST BE ACCOMPANIED BY RESUME, UNOFFICIAL TRANSCRIPTS, AND (SCHOOL COUNSELING APPLICANTS) UP TO DATE TUBERCULOSIS SKIN TEST RESULTS

NAME: _____ V NUMBER _____
(LAST) (FIRST) (MIDDLE) (Do not indicate your SSN#)

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

CONTACT PHONE: _____ E-MAIL: _____ GPA: _____

SEMESTER FOR PLACEMENT: FALL _____ SPRING _____ YEAR: _____

IF YOU ARE DIVIDING INTERNSHIP OVER TWO SEMESTERS, PLEASE SUBMIT AN APPLICATION FOR EACH SEMESTER

WHERE DID YOU COMPLETE PRACTICUM? LEVEL (IF APPLICABLE): _____ (ELE., MIDDLE, HIGH)

SCHOOL DIVISION (COUNTY/CITY) OR UNIVERSITY NAME _____

SCHOOL NAME OR UNIVERSITY OFFICE _____

INTERNSHIP REQUEST: CIRCLE 3 CREDIT OR 6 CREDIT

REQUESTED INTERNSHIP *SCHOOL DIVISION (SC)* (CHESTERFIELD, HANOVER, HENRICO, OR RICHMOND) OR
POSTSECONDARY UNIVERSITY/OFFICE (CCSD) _____ (LOCATION NOT GUARANTEED)

CHECK REQUIRED LEVEL(SC): _____ ELEMENTARY OR _____ SECONDARY

IF SECONDARY (SC), RANK _____ MIDDLE AND _____ HIGH (NOT GUARANTEED)

IS THIS AN ON-THE-JOB PLACEMENT REQUEST? _____ YES SCHOOL/SITE NAME _____

SPECIAL REQUEST _____ (CHECK – ONLY IF YOU DO NOT HAVE A CAR) _____

(over)

Eligibility for licensure as a Professional School Counselor in Virginia requires that candidates respond to the following questions: (Background questions – adopted from VDOE licensure application, July 2018)

PLEASE READ CAREFULLY AND CHECK Y (yes) or N (no)	Y	N
Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student?		
Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)?		
Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?		
Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? <u>Please note:</u> This includes a reprimand, warning, or reproof and any order denying the right to apply or reapply for a license.		
Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? <u>Please note:</u> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.		
Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving and allegation of misconduct was pending, eligible for appeal, or under appeal? <u>Please note:</u> This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.		

If you checked yes to any of these questions, please make an appointment immediately with Dr. Joan Johnson, Executive Director of Accreditation and Licensure, School of Education, Oliver Hall, Room 2090. jjohnson@vcu.edu

Permission to release confidential information:

I, _____ (print full name), am aware of and agree to the forwarding of my e-mail address, application, resume, transcripts, TB results (SC only), and background check payment (if applicable) for the purpose of securing an counselor education internship placement(s) in a university or school(s) in one or more of the following school division(s): Henrico, Chesterfield, Hanover or Richmond. I understand that I may also be required to sign a confidentiality agreement for one or more school divisions.

Student's Signature _____

Date _____

(ADVISOR'S SIGNATURE)

(DATE)

DO NOT WRITE BELOW THIS LINE - APPROVED SCHOOL DIVISION/POSTSECONDARY OFFICE USE ONLY

SITE SUPERVISOR/COUNSELOR

DATE

PRINCIPAL/DIRECTOR/DEAN

DATE

Return to: **ATTN: DR. DONNA DOCKERY**
Physical Office: 4043G Oliver Hall
Mailbox: 4064C Oliver Hall

VIA U.S. MAIL:

VCU School of Education
Counseling and Special Education
1015 W. Main Street
Richmond, Virginia 23284

Via email: djdockery@vcu.edu

Effective, September 1, 2019 - BACKGROUND CHECK REQUIRED FOR ALL pk-12 INTERNSHIP PLACEMENTS:

A criminal background check is now required by the School of Education and all School Divisions. Students are responsible for paying for their own background check. Background checks are comprised of three portions: Criminal Background Check, VA State Police Fingerprinting, and Virginia Social Service - Child Abuse Check.

Prior to the beginning of your placement all student interns will need to complete the following background checks:

1. Fingerprinting through the Virginia State Police
2. Child Protective Services Form through the Department of Social Services

Below for your convenience are the links with the costs for each. Students are responsible for paying for their own background checks. **PLEASE LIST yourself as the person to receive RESULTS from both checks. Results must not be more than one year old at the time of submission.**

Background checks take approximately 2-8 weeks to process from the time the required materials are submitted, dependent upon the package purchased.

1. FINGERPRINTING/Criminal Background check - The student will need to request that their fingerprints be taken and submitted for processing. Please use the Virginia State Police Department (Midlothian Tnpk, Richmond, VA office only) for this request. You will need to have your prints taken and then submit the prints with the form below in order to have them run a background check on you.

Virginia State Police link: <http://www.vsp.state.va.us/FormsPublications.shtm>

Criminal History Record Request / Sex Offender Name Search Forms:

 **[Click here to create your request to be printed for mailing to the Virginia State Police \(must mail in one form per request\).](#)**

If you are unable to print this form (SP-167), contact the Help Desk at (804) 674-2131. Please ensure your browser is up to date before calling the Help Desk.

2. CPS FORM - The Child Protective Services form is found at the link below and must be submitted to the Virginia Department of Social Services. The fee is \$10.00. You must have the form notarized prior to submitting.

http://www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf

Once you have completed items 1 and 2 of your background check, please scan and email pdf (pictures are not acceptable) to Ms. Jones – jbjones1@vcu.edu or drop off at the Student Services Center - School of Education, Oliver Hall, Room 1037 (1st floor). Remember, results must be submitted as soon as they are received.

If you plan to student teach/intern in Chesterfield County Public Schools (CCPS) you are required to complete a background check. CCPS will be providing the service at no charge to students. Anyone who has not been an employee of CCPS within the last twelve months will need to be fingerprinted in their office located at 9900 Krause Road 23832. Details regarding the background check will be included with placement information. If you are currently employed by Chesterfield County Public Schools, you will not need to complete another background check.