
Practicum/Internship Application Next Steps

- Confirm with your advisor you have met all prerequisites.
- Visit the P/I Webpage for the current application deadline. All application requirements must be submitted by the deadline.
<https://www.eku.edu/ctp/cou/practicum-internship/>
- Thoroughly read the *Clinical Handbook* for additional information.
- Create a Tevera account. If a Tevera account is needed, please contact the Coordinator of Clinical Experiences for a link to set up your account.
- To review the list of possible clinical sites using Tevera, visit “Site Placements” and then select “My Sites”.
- Begin contracting possible sites/site supervisors, scheduling interviews if required. Please reference the “Site Supervisor Requirements” document found on the P/I Webpage.
- Once a site has been confirmed, it is the student’s responsibility to become familiar with all onboarding requirements of the selected sites. All onboarding must be completed **prior** to the first day of the semester. It is recommended that students check with the intended site at least two months prior to the start of the semester to determine onboarding requirements. Please note, some school districts may require a State Police or FBI criminal background check, in addition to the required EKU background check.
- To complete the application on Tevera, select “Site Placements”, “My Site Placements”. Next, select the applicable tab (Practicum, Internship I or Internship II). You will then complete all required steps found under **1. Pre-Application Tasks, 2. Site Details and 3. Supervisor Details**. Please reference the Appendices of the *Clinical Handbook* for step-by-step directions.
- To view the application process video, please visit:
<https://drive.google.com/file/d/1Y3DV8smNdHz07x7P6zq2CDJgsal1R2QR/view?usp=sharing>
- Applications must be approved by the COU Office. Approximately 3 weeks after the close of the application window, students will be notified if requirements are missing from the application and what additional information is needed. If all requirements are met, the CRN to register for the class will be sent approximately 3 weeks after the close of the application window.
- If you would like to discuss the application process further, please contact the Coordinator or Clinical Experiences via email to schedule a Zoom meeting. leanna.hensley@eku.edu