

## Practicum Application Checklist:

Please carefully review the below list of documents below to determine if you have all the required documents for your application.

### Mandatory documents required by **ALL** students to submit a complete application:

- 1) Insurance Policy Cover Sheet** – Please purchase the appropriate amount for your province. Coverage period needs to be valid for the start date of the practicum term and ideally the full duration of practicum.
- 2) Email Confirmation/Acceptance from Site** with start date (MUST state month and year, i.e. May 2025).

### Documents for Students in Ontario only

- 1) Professional Liability Insurance** – For students in Ontario and/or participating in practicums in Ontario, you must purchase liability insurance coverage for \$5 million aggregate, instead of the standard \$2 million aggregate in other provinces.
- 2) Proof of Application to the CRPO for RP(Qualifying) Status** - If your supervisor is not a Registered Psychotherapist you will need your RP(Qualifying) certificate, OR proof you have applied to CRPO for your RP(Qualifying). Proof includes: The ‘Thank you for Registering with the CRPO’ email screenshot from the CRPO with your name/email captured in the screen shot, and/or purchase receipt for applying for RP(Qualifying).

### If your practicum Site has indicated they require any/all of the following documents, you will need to attach a copy with your practicum application:

- 1) Criminal record check (CRC)**
- 2) Vulnerable Sector record check (VSC)**
- 3) Immunization records**
- 4) Mask fitting record**

### Additional Documents to attach (\*If applicable to your placement arrangement):

- 1) International / Cross-province document**
- 2) Working with Children 7 -9 Years Viability Checklist**
- 3) External Supervisor Agreement Form**
- 4) Workplace Form + Organizational chart**
- 5) Volunteering at Practicum Site Checklist**

Applications submitted past the deadline will not be reviewed. It is very important that both you and your Site/Supervisor are aware of the application process and deadlines for submitting all documentation.