

## COUN 239 Trainee Paperwork Inventory MFCC / PCC Programs

Trainee: \_\_\_\_\_

Date Items Received			Requirements to be Submitted
Fall	Spring	Summer	
			Activity Log Completed
			University Contract (Expires: _____)
			Field Placement Information Sheet
			Four-way Agreement (signed)
			Site - Supervisor - Terms of Experience Form
			Insurance Coverage Form (copy of Face Sheet)
			Copy of Supervisor's License
			Case write-up report(s) 1 per semester of FW
			Final Evaluation of Trainee
			Trainee Evaluation of Field Placement
			Trainee Evaluation of Field Supervisor
			Trainee Evaluation of University Supervisor
			Employer Evaluation of MFCC Program

### Contacts with Site Supervisor:

Phone Contacts	#	Date/Time	Notes:
	1		
	2		
Field Site Visits	1		
	2		