

Community Life Counseling at UMHB



Clinical Procedure Manual

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Section 1: Student Counselor Responsibilities

Provision of Client Counseling Services

The UMHB Community Life Center (CLC) provides counseling services for the Belton area and surrounding communities by practicum and internship students from the Graduate Counseling Department. All client counseling services are provided by student counselors. Faculty and graduates of the Graduate Counseling Program are not allowed to provide counseling services to clients.

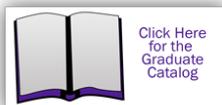
Student counselors must be enrolled in the UMHB Graduate Counseling Program in one of the following courses:

- Practicum
- Internship I
- Internship II
- Continuing Clinical Supervision

Student counselors are responsible for making appointments with clients, maintaining contact with clients, and maintaining complete and accurate clinical case files. Because clients rely on the reliability of the student counselors, students should only cancel sessions in extreme circumstances of illness or emergency. If a student counselor is unable to keep an appointment at the CLC due to illness or emergency, the student counselor is to immediately contact that day's CLC site supervisor or the Clinical Director BEFORE contacting the CLC student worker staff to reschedule clients.

Student Counselor Conduct

Student counselors are responsible for following all university, Graduate Counseling Program and CLC policies and procedures. More information may be found at:



All student counselors are expected to present themselves professionally in both dress and behavior at the CLC.

Student counselors are expected to follow industry-standard best ethical practices in their relationships with clients and behaviors while at the CLC. The AAMFT Code of Ethics and the

ACA Code of Ethics both serve as a basis for student counselor ethical decisions.

The Graduate Counseling Department Chairperson, Clinical Director, and supporting faculty may suspend or dismiss student counselors from CLC participation. Policy or conduct violations may also result in disciplinary action, probation, or expulsion from the program and/or university. Any student counselor who is issued a Professional Performance Evaluation (PEP) may be required change supervisors to a full-time faculty supervisor if he or she is not already supervised by a full-time faculty member.

Student Counselor Dress Code

Professional dress is required. Additionally, no one is allowed to wear work-out clothing, shorts above the knee, skirts above the knee, T-shirts, or flip flops at any time in the CLC, including during client counseling sessions, engaging in observation, supervision, or completing paperwork.

Emergency Response Procedures

The safety and security of students and clients is a primary goal of the CLC. All decisions and actions by student counselors should be guided by this principle.

The UMHB Emergency Response policies for reporting and responding to emergencies is located on the UMHB Safety Department website at <http://resources.umhb.edu/safety/>. Student counselors must carefully review and follow these procedures, which include reporting emergencies, fire response procedures, weather emergencies, first aid, hazardous material incident, bomb threat, and workplace violence.

Also see Section 4 of this manual: Managing Clients in Crisis

Student Counselor Supervision Requirements:

Student counselors must have direct supervision by an approved Clinic Supervisor, Faculty Supervisor, or the Clinical Director. Student counselors are responsible for meeting regularly with his or her supervisor.

Student counselors are required to complete a set number of peer supervision hours and/or a set number of counseling hours at the CLC each semester as designated in the *Student Practicum and Internship Handbook* and in practicum and internship course syllabi (all available on the department website).

It is the student's responsibility to assure that a fully-licensed UMHB clinician is present in the building (LPC or LMFT) before the student initiates any counseling session or other client service.

Additionally, all client intake sessions conducted by student counselors must be observed live by a fully-licensed UMHB clinician.

CLC Building Rules

Only authorized CLC faculty and staff may unlock the CLC building and secured rooms/file cabinets. Student counselors are not allowed access to CLC keys or building access cards.

Each student counselor is responsible for cleaning and maintaining their workspace and counseling rooms.

All client services must be scheduled during regularly posted CLC operating hours.

After client service hours have ended, student counselors may utilize the CLC facility on regular days of operation for documentation and other academic work by obtaining permission from the CLC Director no later than 5:00 p.m. that day.

All student counselors must leave the CLC by 8:30 p.m.

The student worker on duty may be designated by the faculty on duty to ensure the building is ready to be secured for the night.

Confidentiality

Student counselors must sign and comply with a non-disclosure agreement as a condition of participation in the CLC student counseling experience.

Section 2: CLC Faculty and Staff Responsibilities

Clinical Director

The activities and daily operation of the Community Life Center are coordinated and supervised by the Clinical Director. The Clinical Director's duties include, but are not limited to, the following:

- A. Administratively supervise part-time doctoral level clinical supervisors (adjunct faculty) employed by UMHB.
- B. Supervise one graduate assistant in various duties related to running the CLC.
- C. Supervise two graduate work study students who provide reception and administrative assistance for the CLC.
- D. Train adjunct clinic supervisors and faculty supervisors in the operations of the Community Life Center, including scheduling of student counselors and clients and emergency procedures.
- E. Serve as a consultant for faculty supervisors regarding clinical issues and emergencies at the community life center.
- F. Ensure that the daily operations of the student counselor training facility (the Community Life Center) are functioning smoothly to include securing maintenance and upkeep of the closed-camera system, monitors, computer video recording systems, and all other electronic office machines.
- G. Develop and maintain clinical documentation and records.
- H. Marketing and correspondence with community referral sources for the purpose of increasing client population at the center.
- I. Determine the appropriateness of different client populations and services to be provided at the center and the appropriateness of student counselors to provide services to particular clients.
- J. Oversee all correspondence with medical and/or legal entities requesting client information.
- K. Be available for emergency calls from the Community Life Center, or arrange for faculty member coverage if he/she is not available.
- L. Review quality assurance checks completed by the faculty supervisors at the end of academic semester.
- M. Update and maintain the Community Lifer Center Procedures Manual periodically and disseminate to students and faculty.
- N. Ensure compliance with federal and state laws and regulations as they apply to counseling services provided in a student counselor training facility on a religiously affiliated private educational campus.
- O. Preparing statistical reports to be provided to the Director of the Graduate Counseling Program and other university administrators.

Clinic Part-Time Staff

One graduate assistant will work to assist the Clinical Director (typically 15 hours per week). The graduate assistant's primary responsibilities include managing phone communication with new clients and assisting the Clinical Director in matching new clients with student counselors. The graduate assistant also coordinates the assignment of counseling rooms.

Two graduate student part-time employees serve at the Community Life Center as clinic office assistants (approximately 11 hours per week each). Responsibilities include greeting clients, reception duties, answering the phone, arranging appointments, and collecting and accounting for all financial payments made by clients. The receptionists will be responsible for accounting of and ordering all supplies used by the CLC and other CLC-related duties assigned by the department chair, Clinical Director, clinic supervisors, and/or faculty supervisors.

The three part-time employees are responsible for preparing the CLC to receive clients each day. This includes the following tasks:

- A. Unlock the front door
- B. Turn on lights in the waiting room and any counseling rooms to be used that day
- C. Ensure counseling rooms are clean, neat, and ready to use
- D. Turn on the music in the waiting room set to an appropriate, low volume
- E. Turn on the video equipment including video recording and ensure that it is all working properly.
- F. Greet clients when they arrive, getting them the proper paperwork, and notify the student counselor of the client's arrival

Clinic Supervisors

Adjunct clinical faculty may be employed by UMHB to supplement the coverage of the CLC Director. These clinical supervisors are generally appointed for 12-15 hours per week for the duration of the semester. Their duties include, but are not limited to, the following:

- A. Supervise student counseling sessions via live digital feed.
- B. Intervene in sessions when necessary to adjust student counselor interventions.
- C. Monitor and intervene, when necessary, in cases of homicidal and/or suicidal ideation or threats by clients. (See section regarding **Managing Clients in Crisis**)
- D. Assist student counselors when they are required to make reports to Child Protective Services, Adult Protective Services, or other mandatory reporting body.
- E. Notify the Clinical Director and faculty supervisor of student counselors who appear to be impaired and not allow any impaired student to enter a session. Students are considered impaired if they demonstrate emotional or psychological instability, lack understanding of appropriate client intervention, or demonstrate the inability to carry out their clinical duties as expected and mandated by the counseling profession.

- F. Notify Clinical Director and faculty supervisor if a student counselor is exhibiting diminishing emotional stability and/or skills.
- G. Review student counselor case files including all progress notes.
- H. Address scheduling issues with the student counselor and call the Clinical Director if there is an issue.
- I. If a client is dissatisfied with the student counselor and wishes to issue a complaint, the on-duty supervisor will initially address dissatisfied clients' complaints:
 - a. Document the nature of the complaint
 - b. Inform the Clinical Director
 - c. Inform faculty supervisor for the student counselor who is subject of a complaint

Supporting Faculty

Faculty supervisors, along with the clinic managers/supervisors will be responsible for supervising student counselors enrolled in their Practicum or Internship classes. Faculty supervisors are responsible for providing quality assurance checks on the writing, maintenance, and storage of all clinical documents and notes in a timely manner.

Section 3: CLC Daily Operations

Days of Operation and CLC Closure

The CLC will be open whenever classes at the University of Mary Hardin-Baylor are in session. The CLC may also be open a few days prior to the start of a semester and a few days after the conclusion of the semester. These determinations will be made on a semester-to-semester basis by the clinical faculty. CLC closures will otherwise be kept to a minimum. The CLC will be closed for University-observed Thanksgiving holidays, two weeks during the Winter Break, semester breaks, Memorial Day, Fourth of July, and Labor Day.

Only students enrolled in Practicum and Internship at UMHB are allowed to engage in student counseling.

Hours of Operation

The CLC will provide counseling services to the community Monday through Friday. The specific hours of operation for each semester will be posted in the CLC waiting room and regularly communicated to clients and student counselors.

At the discretion of the Clinical Director, the CLC may close at 6:30 PM if there are no clients scheduled for the rest of the day. However, student counselors should not schedule clients earlier in the day for the sole purpose of closing early.

Inclement Weather and University Cancellation Notices

In case of inclement weather, university officials will contact local news stations to disseminate information regarding university classes, office operations, and/or event cancellations or delays. Information will also be posted on the [university website](#).

The university's mass notification system will also be used, which may include email, text messaging, and phone calls.

Please do not contact the university police for routine schedule information during times of a weather emergency. If the University closes due to inclement weather, the Community Life Center will close also. When in doubt, student counselors and receptionists should contact their clinic director to assist them in determining the feasibility of reporting to work during inclement weather.

Clients will be notified during the intake process to pay attention to local media outlets for UMHB announcements regarding closure during inclement weather.

Procedures for Access to the Community Life Center

The following people have keys to access the CLC: clinic director, each clinical faculty member in the Graduate Counseling Department, clinic supervisors, the graduate students who serve as receptionists for the CLC, and the departmental secretary. Any student counselor who needs to access the CLC when it is not officially open must have their request approved by the Clinical Director. In case of emergency, the CLC can be opened by the Campus Police.

Parking

All student counselors and CLC clients should park in the parking lot for the Meyer Christian Studies building.

Parking in front of the CLC building on College St. is restricted to vehicles displaying a state-approved handicap-permit license plate or mirror hang.

Only CLC faculty and are allowed to park in the gravel parking spots behind the CLC. All other vehicles will be subject to possible ticketing or towing at the driver's expense.

Community Life Center Visitors

In order to respect the confidentiality of CLC clients and to provide a professional counseling environment, visitors are not allowed at the CLC when clients are present unless approved by the Clinical Director or the departmental faculty.

Student counselors must seek approval from the CLC Director prior to allowing visitors (including student counselors' friends, family members and former UMHB students).

When approved to visit the CLC, visitors' access is limited to the common areas of the CLC. Under no circumstance should a visitor be allowed access to the Viewing Room or Workroom.

Policy Regarding Solicitation on University Premises

The University of Mary Hardin-Baylor is a private property and as such has the right to control access to university facilities and grounds. It is the policy of the university to restrict solicitation of services and/or products on university property. Students should not allow any solicitor into the CLC or other building on campus. Students who are approached by or observe a solicitor on campus should immediately contact the UMHB Police Department at (254) 295-5555.

Closing and Locking the Community Life Center

The Clinical Director, the on-duty supervisor, or the student part-time employee on duty will be responsible for closing the CLC at the end of each day. The following tasks should be performed to close the CLC each day:

1. Secure client files, appointment books, intake forms, client tracking numbers, receipt books, phone message books, and money in a locked file cabinet in the

- office of the Clinical Director.
2. Turn off the coffee maker and fan if necessary
 3. Turn off all computer monitors
 4. Turn off all interior lights
 5. Lock all doors
 6. Set the alarm system (All individuals have 30 seconds to vacate the building after the alarm has been set.)

Use of CLC Rooms

Student counselors must promptly reserve a counseling room at the time client appointments are scheduled. Counseling rooms are reserved on a first-come, first-serve basis. The Graduate Assistant will write the name of the student counselor who has reserved each room for the day on the white board in the Viewing Room.

Clients are to wait in the front waiting room until called by the student counselor for the appointment. Clients are strictly prohibited from being in the receptionist area, the Viewing Room, the Work Room, or the restroom located in the rear area of the CLC (unless for an emergency). Clients are only permitted in the counseling rooms when accompanied by a student counselor.

The Play Therapy Room

The Play Therapy Room is a professional-use room for counseling purposes. It is NOT a playroom for clients' children or an extension of the waiting area. **No child should ever be in the Play Therapy Room unless he/she is there with a student counselor for the purpose of counseling.** Any student counselor using the play therapy room must thoroughly clean the room at the end of each session. This includes cleaning any modeling clay, putting away craft supplies, properly hanging puppets on the puppet stand, as well as putting toys back in their designated areas. The Play Therapy Room, as well as all other rooms at the CLC, will be monitored by the Clinical Director, on-duty supervisors, and the student workers. Any student counselor who consistently neglects to clean the Play Therapy Room after a session may lose the privilege of using the room. Only student counselors who can demonstrate appropriate training in play interventions may engage in play therapy with their clients.

The Sand Tray Room

The Sand Tray Room is designed to be used specifically for Sand Tray Therapy for adolescents and adults only. Counselors who do not have specific training in the use of the sand tray in therapy are discouraged from using the sand tray in counseling. Just as with the Play Therapy Room, children are not allowed in the Sand Tray Room unless accompanied by a counselor. Counselors are also responsible for cleaning the Sand Tray Room, including cleaning spilled sand and putting away the figurines in their proper bins. As with the Play Therapy Room, any student counselor who consistently neglects to clean the Sand Tray Room after a session may lose the privilege of using the room.

Section 4: Client Procedures

Client Eligibility for Services and Statement of Non Discrimination

Clients are referred to CLC through a variety of community sources.

UMHB does not unlawfully discriminate in the provision of services to CLC clients. UMHB reserves the right to establish eligibility criteria and exclusionary criteria regarding provision of client services at its CLC.

The CLC is not able to provide counseling services to persons who have been convicted of sexual offenses.

Procedures for Client Intakes

The student part-time employee on duty will follow the protocol listed below for scheduling a first time client appointment.

1. Ask if the prospective client has received counseling services at the CLC previously. If so, ask the client when he/she was last seen and the name of the counselor.
2. Ask if the client if he/she will be bringing family members.
3. Inform the client that no child under the age of 17 will be allowed to stay in the waiting room unaccompanied by the guardian.
4. If the client cannot be scheduled during the initial phone call, inform the client that a student counselor will be assigned and will call the client to schedule the first appointment.
5. Ideally, the student counselor should be assigned within 5 business days. Depending on the length of the waiting list, however, it may take longer for a client to be assigned to a counselor. The client may need to be informed of this if the waiting list is particularly long.
6. After getting approval to take the new client, the student counselor will call the client to confirm the first appointment. The student counselor will also discuss the fee for counseling with the client and assign the fee appropriately.
7. The student counselor or part-time employee will confirm all first time clients' appointments 24 hours in advance.
8. Upon the client's arrival at the CLC, the receptionist will give the client a new client information packet to complete in the waiting area.
9. After the client completes the information packet, the receptionist will give the packet to the on-duty supervisor who will then determine the clinical appropriateness of fit for the client. The supervisor will not allow the student

counselor to see the client if the supervisor decides that the case is beyond the ethical scope of practice for the counselor. In such a case, the client will be assigned by the Clinical Director to a different counselor or referred to an outside agency or counseling service. The client will be informed of the situation and told that they will be contacted by the Clinical Director within 48 hours.

10. After the client's first session, the student counselor will schedule the client's next appointment in the CLC appointment book and give the client an appointment card indicating the day and the time of the next appointment.

Intake for minors (under 18 years of age)

1. When a parent wants to schedule an intake for a child, we want to make all reasonable efforts to make sure that the person who consents to treatment for the child is legally allowed to do so. Specific procedures are forthcoming, but the short version is that if the parents are divorced, we need a copy of the divorce decree. If someone other than the parent or legal guardian is consent to treatment, the legal parent must complete a "Temporary Legal Guardian" form, which you can find in the Files section of the CLC Group under Client Paperwork.
2. Children under the age 13 DO NOT attend the intake session. This will allow the counselor to get basic information about the child and reasons for seeking counseling from the parents alone. The child will attend the follow-up session.
3. Children age 13 and older may attend the intake session as usual.

Client Payment Policy

A client's financial investment in the counseling process is typically considered to be an important clinical matter. Counselors are trained to treat the payment for services as an important part of the therapeutic relationship.

The client's fee is determined by the student counselor in consultation with the on-duty supervisor and/or the Clinical Director, based on the official CLC fee schedule:

Fee per session	Client's self-reported annual income
\$5	< \$20,000/year
\$10	\$20,000-\$34,999/year
\$15	\$35,000-\$39,999/year
\$20	> \$40,000/year
Clients unable to pay the stated fee can request a fee reduction through the Clinical Director.	

There is no fee for intake sessions. The fee will be mentioned to the client by the front desk student employees when the client contacts the CLC for an intake. The student counselor will also explain the fee policy to the client in detail at the beginning of the first session,

determine the fee for the specific client, and answer any questions or concerns the client may have. Student counselors may not accept payment from the client; the front desk student employees will collect all fees, in accordance with university policy.

CLC accepts payments in Cash or Check. When payment is made the front desk employees will issue the patient a receipt. Once all the payments have been collected for the week, the cash and checks should be totaled to determine the weekly deposit amount. Then a total should be run for each receipt written that week. These two totals should agree. Once the receipts totals are reconciled with the cash deposit, fill out the Departmental Daily Deposit Reconciliation form, provided by the Cashier's office. Run a copy of each check and attach the copies to the completed Daily Deposit Reconciliation form. Then place the form, the cash, the checks and the check copies in the bank bag. Then contact Campus Police to pick up the deposit. Campus Police will return the bank bag with a deposit receipt from the Cashiers office.

If the client is unable to pay the fee as determined by the sliding scale, the student counselor may apply for a fee reduction on the client's behalf. Any fee reduction must be approved by the site supervisor and noted on the Fee Agreement form. No client will be turned away solely because of an inability to pay the fee.

Cancellations

Clients are strongly encouraged to call the CLC (254-295-5531) at least 24 hours in advance of the scheduled appointment. Three cancellations in a row may result in the client's case being terminated.

Appointment No-Shows

The Electronic Health Records software (EHR) will document in the client's file when a client does not show for a scheduled appointment. If a client has not returned for counseling services for 3 weeks after a no-show or cancelled appointment, and the student counselor has attempted to contact the client without success, it will be assumed that the client decided to not continue counseling and the student counselor will close the client file, noting that termination was because the client did not return to counseling and attempts to contact were unsuccessful.

Accommodations for Clients with Special Needs

In accordance with applicable federal and state law, the University's programs and activities are available to otherwise eligible persons (including CLC clients) regardless of any disability, and the University attempts to provide reasonable auxiliary aids or modifications to its programs. Requests for such assistance by CLC clients should be made or referred directly to the Program Director. The Associate Vice President for Human Resources shall serve as a consultant to these requests as needed

Grievance Procedures for Clients

If a client has any complaints related to counseling services or any person in the CLC, the client should be encouraged to contact the CLC’s Director at 254-295-5423. If the client is still not satisfied, he/she may contact the Program Director.

Concerns with Client Behavior

The university strictly prohibits unlawful harassment. Any faculty, staff or student who has a concern that he or she is being subjected to harassment by a client should report the matter immediately to the CLC Site Supervisor, CLC Clinical Director, and Graduate Counseling Program Director. Any of those faculty members in consultation may decide to refer the matter to university police for further intervention.

Managing Clients in Crisis

Due to the nature of the CLC as a training clinic, all efforts are made to ensure that the clients are appropriate to be seen by the student counselors. In the event that a client comes to counseling in the CLC and is a danger to self or others, the student counselor should immediately consult the site supervisor and the site supervisor will make a determination as to the need to contact others and/or the potential need for shelter in place procedures. At no time will faculty, staff, or students transport a person believed to be at risk. Police or emergency services and personnel will be utilized.

In general, the following rubric will help the site supervisor in making these decisions:

	Potential threat to self	Potential threat to others
Level 1 Thoughts of harm to self or others but with little or no intent. This is not considered to be an imminent threat.	The counselor will consult with the site supervisor and complete a Safety Plan with the client.	The counselor will consult with the site supervisor and complete an individualized safety plan with the client (specifying no harm to others).
Level 2 Serious thoughts of harm to self or others with stated intent or implied intent. This is considered to be an imminent threat.	The counselor will consult with the site supervisor. The site supervisor will remain with the client and as needed, the receptionist will be asked to call either the client's emergency contact OR 911 to request transportation for the client to emergency care.	The counselor will consult with the site supervisor. As needed, the receptionist will be asked to call 5555 (UMHB police) or 911. The site supervisor will stay with the client until emergency services arrive unless he/she determines the risk requires additional safety precautions.

The Clinical Director, the Graduate Counseling Program Director, and the Dean will be informed about any Level 1 or Level 2 incident. An incident report is maintained at the CLC

documenting each time law enforcement (City of Belton, UMHB, or otherwise) is called to respond to a client.

Client Counseling Case Files

The student counselor is responsible for maintaining complete and accurate case notes for each client. Unless there is a clinically-relevant reason for not doing so, all client case files should contain the following:

1. Demographic Form: This form is used to gain knowledge regarding the client's biographical information, history, problems, and goals.
2. Signed Consent and Acknowledgement form.
3. By the end of the first session:
 - i. Initial provisional diagnosis
 - ii. Completed mental status exam
 - iii. Primary problem stated
 - iv. At least one initial counseling goal
4. Treatment plan by the end of the third session including:
 - ii. Diagnosis
 - iii. Primary problem stated
 - iv. A minimum of one counseling goal
 - v. A minimum of two objectives for each goal
 - vi. A minimum of two counseling strategies/interventions for each objective
 - vii. Objectives and/or strategies must be stated so that they are measurable
5. Progress Notes: These are the student counselor's notes completed at the close of each counseling session regarding the progress the client is making toward reaching his/her goals and objectives. There should be one progress note for each session.
6. Consent to Release Information:

All client information, including the fact that a person is a client of the CLC, shall be confidential. Client records shall be released only:

- To the supervisor of a student counselor
- If there is cause to believe that a child has been or may be abused or neglected
- If there is cause to believe that an elderly or disabled person is in the state of abuse, neglect, or exploitation
- If there is reason to believe that a client poses a risk of harm to the client or others

- In response to a lawfully issued judicial order, subpoena, or other such legal process.
- With the client's written consent.

In all cases, student counselors shall first discuss the release of records with a supervisor.

7. Request for Excused Absence: This form is used to provide clients with proof, for their school or work, that they have been in therapy and to request an excused absence (if necessary).
8. Safety Plan: This form is used as a resource for addressing suicidal ideation with a client as a means of helping reduce the occurrence of suicidal/homicidal behavior. This is not meant to be used in place of consulting with the Clinical Supervisor or Clinical Coordinator regarding suicidal/homicidal clients. It should include:
 - i. Names and telephone numbers of persons and emergency services for clients to contact if they feel they need help.
 - ii. Signature of the client.
 - iii. Dates.
 - iv. Resources for managing suicidal ideation & improving the client's emotional state.
 - v. The case note should indicate that a Safety Plan was completed and should give the cognitive and emotional state of the client.
 - vi. Subsequent notes should reflect client progress or lack of progress.

The Clinical Director, faculty supervisor, and clinical supervisor will identify charts that have deficient or missing documentation. Faculty supervisors are primarily responsible for regularly reviewing and auditing client files. Any student counselor who fails to maintain accurate files will be reported to the Clinical Director.

Storage of Clinical Case Files

No student counselor shall remove client records from the CLC in any medium or format. Items with clinical information are only to be printed with the permission of the Clinical Director and destroyed immediately when no longer needed. If any printed documents need to be retained overnight, they will be stored in the locked filing cabinet in the Clinical Director's office. This filing cabinet will be regularly purged and documents with any client information will be shredded.

Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

I hereby acknowledge receipt of the CLC Clinical Manual. I understand that it is my continuing responsibility to read and know its contents. I agree to inform the UMHB Graduate Counseling faculty about any concerns I have about the contents of the CLC Clinical Manual. Otherwise, I agree to abide by its requirements.

I am currently enrolled in (check one)

- Practicum
- Internship I
- Internship II
- Continuing Supervision

Signature _____

Print Name _____

Date _____

Please sign and return this page to your Practicum/Internship instructor to keep in your clinical file.