

***794 PRACTICUM APPLICATION,  
PROCEDURES,  
AND  
POLICIES***

***Department of Professional Counseling  
College of Education and Human Services  
University of Wisconsin Oshkosh  
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***Revised for Spring 2012 Practicum Classes***

### **PRACTICUM APPLICATION GUIDELINES**

The Professional Counseling faculty reviews applications each semester for proposed placements the following semester. Only those students who have faculty approval PRIOR to the start of the semester will be permitted to participate in Professional Counseling 794 Counseling Practicum. Listed below are the procedures all students must follow in order to secure approval. Failure to follow these procedures can result in delayed placement or removal from class enrollment. To avoid unnecessary delays, please read and adhere to the procedures. If you have questions, please contact a faculty member.

### **APPLICATION PROCESS**

1. This document is provided to all students enrolled in the Professional Counseling Department and is available on the department's website under "Documents." Students should read this document prior to contacting potential placements or submitting applications. Doing so will assist students in preparing applications that address required issues and that are, therefore, more likely to be approved. Knowing what is required of students and approved practicum sites will decrease the likelihood of having to revise applications.
2. Students **MUST SUBMIT COMPLETED APPLICATIONS** to the Academic Department Associate (Paula Geier) by the following dates:

November 15	for the spring practicum term
April 15	for the fall practicum term

**Students are expected to turn in completed applications on or before the due date. Failure to do so may result in withdrawal from the course. An application is not considered complete unless all of the following: verification of TB test, criminal background check, and liability insurance are attached. We encourage students to submit applications early in the event any revisions are necessary.**

You will need to attach the following to your application:

1. **Verification of TB Test** – A TB test is required for field experiences (practicum and internship courses). The Student Health Center (Radford, 1<sup>st</sup> Floor, 424-2424) administers this test for a fee OR your own doctor can perform the test.
2. **Criminal Background Check** – As part of your admission to practicum, you will need a Criminal Background Check (Wisconsin Statute 165.82). The fee is paid at the Cashier's Office in Dempsey Hall. Please complete the Criminal Background Check form attached to this application and take the form to the Cashier's Office. A validated receipt and form must be attached to the practicum application.
3. **Liability Insurance** – A copy of your liability insurance certificate must be attached to your practicum application. Most likely, you received information on liability insurance in your Group Counseling (731) class. The following websites

will direct you to some liability information and options:

<http://www.hpsso.com/profession/counselor.jsp> and

<http://www.schoolcounselor.org/content.asp?contentid=185>. Please see your advisor if you have questions.

The faculty will review all applications in a timely manner and students will be notified (by email) of their decision. The faculty will make one of the following decisions:

1. Unconditional Approval (no revisions);
2. Conditional Approval (students will be informed of revisions needed in the proposal and instructed to resubmit application);
3. Application Denied (students will be informed of the faculty's rationale for denying the application and will be provided with suggestions for re-application).

### ***SECURING AN APPROVED PLACEMENT***

1. Although students are responsible for initiating discussions with appropriate agencies or schools to arrange their practicum, the department must approve all sites before students can finalize their placements.

Prospective practicum students are encouraged to discuss with a faculty member the sites they are considering in order to verify the appropriateness of the site, as well as to discuss expectations, limitations, and responsibilities of all parties. Please do this before making any commitments to potential sites in order to avoid having to withdraw premature promises. A practicum site is not officially approved until the department has granted, in writing, unconditional approval of the placement.

2. Prospective practicum students are expected to contact potential sites in a professional manner that should include the following steps:
  - a. Consult the Practicum/Internship Placement Manual to identify potential sites that provide learning opportunities appropriate for master's level students in counseling.
  - b. Follow the site's recommended procedures (as outlined in the Practicum/Internship Placement Manual) for applying for a practicum at that site. If you are seeking a placement at a site that is not included in the Manual, we suggest that you contact the site and request the name and phone number of someone there who might assist you with securing a placement.
  - c. Approach initial contacts and appointments as employment interviews, taking care to ensure professional presentation of yourself and your experiences.
3. In accordance with the **2009 Standards of the Council for Accreditation of Counseling and Related Educations Programs (CACREP), Section III, Professional Practice:**

**C. Site supervisors must have the following qualifications:**

1. **A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.**
  2. **A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.**
  3. **Knowledge of the program's expectations, requirements, and evaluation procedures for students.**
  4. **Relevant training in counseling supervision.**
4. Ensure that the identified site supervisor is interested in and available for adequate supervision and consultation.
  5. In accordance with the **2009 Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP)**,

#### **PRACTICUM**

- F. **Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student's practicum includes all of the following:**
  1. **At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.**
  2. **Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.**
  3. **An average of 1-1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.**
  4. **The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.**
  5. **Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.**
6. Following departmental approval, a few remaining steps may need to be completed prior to initiating the practicum. All parties (practicum student, site supervisor, and university supervisor/Professional Counseling faculty member) must agree to the arrangement and sign the application. The application must be submitted to the

Professional Counseling Department Academic Department Associate (Paula Geier) along with the TB test verification, receipt for the criminal background check, and a copy of the liability insurance. Prospective practicum students cannot begin logging activity hours until after the site is officially approved, all forms have been submitted, the prospective student is officially registered for the course, and a university supervisor/Professional Counseling faculty member has been assigned.

### **SCOPE OF ACTIVITIES**

The practicum placement must allow students to become familiar with a variety of professional activities other than direct service work. For example, students should have the opportunity to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, professional literature, computers, print, and non-print media.

If a position description for practicum students does not exist in the agency, school, or organization, the student and site supervisor are asked to develop one within the first few weeks of the practicum experience.

### **PAID INTERNSHIPS AND INTERNING WITH A CURRENT EMPLOYER**

The policy of the Department of Professional Counseling is that students are prohibited from using their employment as a practicum and/or internship experience. Practicum and internship must be a separate and distinct learning experience from the student's paid employment. Thus, the student cannot accrue practicum and/or internship hours while working in the role for which they are earning wages or a salary. For example, if you are a student working for a community or mental health agency, university or technical college, or school district, your practicum and internship must be separate and distinct from any employee role or function. In cases where students seek to complete their practicum or internship where presently employed, they must verify and document how the role and function of the practicum and/or internship is separate and distinct from the paid position and does not overlap or draw dual compensation. Likewise, the practicum and/or internship supervisor must be a different professional from the student's employed supervisor.

It is also the policy of the Department of Professional Counseling that a practicum student or intern must be on-site a minimum of five (5) hours per day on the days that makeup the practicum or internship schedule each week.

In addition, it is the policy of the Department of Professional Counseling that the practicum and internship extend a minimum of 14 weeks or full academic semester. If the practicum student or intern accrues the minimum number of hours prior to the end of the academic semester, the student or intern is required to remain at the site until the end of the academic semester. Building experience over the required hours only strengthens the experience. Practicum students and interns may begin their clinical experience during the month prior to the start of the academic semester at the discretion of the university supervisor provided that liability insurance and supervision requirements are in place.

Students will not be approved for paid internships that are likely to result in their being assigned the full weight of professional duties without the protection of student status or the support of close clinical supervision. Students should keep in mind that they are not yet duly licensed professionals and that it is unethical to act in that capacity until they are.

### ***COURSE DESCRIPTION***

Supervised counseling practice, experience in consultation, and related activities in structured field settings and in the department's counseling laboratory. Emphasis in the course is upon demonstrated integration of counseling and development theory, skills, and techniques into an effective personal counseling posture. Students are professionally responsible for the conduct of their counseling cases. This course meets the Practicum requirement in the 2009 CACREP standards. Prerequisites vary depending on the student's emphasis.

Prerequisites for Community/Clinical Mental Health Counseling emphasis:

Admission to Candidacy,  
700, Professional Identity & Ethics  
701, Theoretical Foundations (with a grade of "B" or higher),  
702, Counseling Process (with a grade of "B" or higher),  
704, Assessment Techniques in Counseling,  
708, Career Development,  
731, Group Counseling Process (with a grade of "B" or higher),  
730, Mental Health Counseling  
(704, 708, and 730 may be taken concurrently)

Prerequisites for School Counseling emphasis:

Admission to Candidacy,  
700, Professional Identity & Ethics  
701, Theoretical Foundations (with a grade of "B" or higher),  
702, Counseling Process (with a grade of "B" or higher),  
704, Assessment Techniques in Counseling,  
708, Career Development,  
731, Group Counseling Process (with a grade of "B" or higher),  
(704 and 708 may be taken concurrently)

Prerequisites for Student Affairs and College Counseling emphasis:

Admission to Candidacy,  
700, Professional Identity & Ethics  
701, Theoretical Foundations (with a grade of "B" or higher),  
702, Counseling Process (with a grade of "B" or higher),  
704, Assessment Techniques in Counseling,  
708, Career Development,  
731, Group Counseling Process (with a grade of "B" or higher),  
709, Student Affairs and College Counseling, or  
745, Student Development and the College Environment  
(704, 708, 709, and 745 may be taken concurrently)

It is recommended that students successfully complete Life Span Development in Counseling (711) prior to Practicum.

### ***ANTICIPATED COURSE OUTCOMES***

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of and adherence to the ethical standards of the American Counseling Association.
2. Demonstrate effective relationship building strategies through the use of basic to advanced counseling skills and techniques.
3. Describe and understand the basic counseling process.
4. Demonstrate effective integration of counseling and development theory, skills, and techniques into an effective and facilitative counseling process.
5. Define and understand the purpose of facilitative conditions in effective counseling.
6. Describe and develop characteristics of effective counselors.
7. Understand and demonstrate basic assessment, problem-solving, goal-setting, case conceptualization, and cultural sensitivity.
8. Develop an awareness of self-including the ability to identify personally held values and beliefs, as well as counseling strengths and weaknesses.
9. Demonstrate the ability to supervise oneself and be active in peer supervision.

### ***COURSE REQUIREMENTS***

1. Each student will spend a minimum of **100** hours throughout the semester in the counseling laboratory and in a practicum site appropriate to the student's emphasis (i.e., community counseling, higher education, school counseling). The student will complete at least **30** hours of individual counseling experience and **10** hours of group counseling experience throughout the semester.
2. Each student will read all course readings as assigned by the instructor.
3. Each student will assume professional responsibility for the assigned counseling cases.
4. Each student will maintain appropriate records, forms, and files as are indicated by the practicum site setting and the counseling laboratory.
5. Each student will demonstrate effective working relationships within the practicum site setting. The student will participate in such activities and assignments at the practicum site as deemed appropriate by the practicum instructor and the practicum site supervisor.
6. Each student will maintain at all times the highest level of confidentiality and personal and professional ethics throughout the counseling practicum experience.
7. Each student will actively participate in peer and instructor supervision during the practicum course, attend supervision meetings with campus supervisor, and meet regularly with site supervisor for supervision.
8. Each student will provide and receive feedback in a constructive manner meant to facilitate each trainee's development as a counselor.
9. All practicum and internship students are required to purchase and maintain professional liability insurance. Students are provided with information on insurance available through ACA and ASCA, and they may opt to obtain other types of liability insurance. Practicum and internship students must provide documentation of their coverage to their site and

university supervisor/Professional Counseling faculty members prior to the starting date of their practicum and internship.

## ***EXPECTATIONS***

### **What is expected of you by the end of practicum:**

#### **INTERVENTION SKILLS:**

1. You should be able to "direct" the process toward some desired outcome. For example, if your client has been evasive, you should know what skills to choose and how to use them to help your client be more concrete.
2. You should be "in control" of the session.
3. You should show some flexibility with skills.
4. You should exhibit some mastery of basic counseling skills, (e.g. empathy, rapport, goal setting).

#### **CONCEPTUALIZATION SKILLS:**

1. You should be able to follow the client's issues as presented during the session.
2. You should be able to see the relevance of "sub-themes" to the client's issues.
3. You should be able to identify a plan of action to pursue based on a sound rationale.
4. You should be able to describe your client's issues in a way that are conceptually consistent and that explain the client's behaviors, both overt and covert.
5. You should be able to demonstrate consistent ability to identify appropriate goals and objectives for your work with each client.
6. You should be able to re-evaluate your goals and objectives on an ongoing basis and at a more sophisticated level as you work with the client.
7. You should be able to demonstrate equivalent conceptual skills in group work.

**PERSONALIZATION SKILLS:**

1. You should know your personal assets and liabilities, accenting the former and restraining the latter.
2. You should be in touch with your feelings in your sessions and during practicum, allowing you to become a better counselor as you mature as a professional.
3. You should be able to demonstrate interpersonal and intrapersonal depth and flexibility.

***ON-CAMPUS MEETINGS***

All students enrolled in Practicum, regardless of their site or site supervision, are required to attend on-campus course meetings. Absence from the course meetings will result in lowered final grades unless permission to be absent has been obtained prior to the course meetings. Additional requirements for the practicum experience set by the instructor will be discussed at the first on-campus meeting and outlined in the syllabus for their section.

***SUPERVISION***

Students must receive individual supervision on a weekly basis at their sites and group supervision during their scheduled course and additional supervision at the discretion of the university instructor. Students also are expected to keep their supervisors up-to-date on their activities and discuss with them any questions, concerns, or problems they have. Additionally, students are expected to initiate any contacts that are needed with their supervisors beyond those already scheduled. Faculty members strongly encourage students to write, call, or e-mail them on a regular basis.

Practicum students may be requested either by the site supervisor or university supervisor/Professional Counseling faculty member to make audio or visual recordings of their work for review. Students are expected to promptly comply with such requests; failure to do so may result in a lowered grade or failure of the course. Legal and ethical standards as well as agency or institutional policies and procedures regarding recording sessions must be followed.

***DOCUMENTATION***

Practicum students are required to document their practicum activities and to present such documentation to either the site supervisor or university supervisor/Professional Counseling faculty member upon request at any time during the course. The required documentation forms will be provided by the university supervisor/Professional Counseling faculty member and may be obtained electronically from the department or the department's website under "Documents." Required forms must be completed and submitted to the university supervisor/Professional Counseling faculty member before a final grade for each semester is assigned.

### **EVALUATION**

Students' evaluation for the practicum experience is based on a combination of all aspects of the class including completed assignments, counseling in the on-campus lab, active participation in the group supervision sessions, openly sharing feedback with other students, and on-site performance as a practicum learner. Site supervisors must formally evaluate their students at both mid-semester and the end of the semester. In addition, your university practicum supervisor and site supervisor will extend more formalized feedback on your skill development by providing you with a **Counseling Practicum Performance Evaluation** (completed via *Foliotek*), at both mid-semester and the end of the semester. Please consult your practicum syllabus for additional information. The "Student Counselor Evaluation of Supervisor" form is available on the department's website under "Documents."

### **GRADING**

Grades are based on students' performance at their sites, including their completion of required site time, direct service provision, supervision hours, evaluations by site supervisors, and the timely completion of the university supervisor's/Professional Counseling faculty member's requirements. Students who fail to complete course requirements including required client contact hours should expect to receive lowered grades, unless circumstances beyond their control prevented them from completing the requirements. That is, students should not expect to simply be permitted to extend the work assigned in one semester into another semester without compelling reasons for doing so. Students are referred to the course syllabus for a more detailed explanation of grading procedures. In the event that a student is removed from her or his site by a site supervisor for unprofessional/inappropriate conduct or unethical behavior, the university supervisor/Professional Counseling faculty member may view this as grounds for assigning the student a failing grade. The faculty has the final determination for grades based on skill and dispositions over and above feedback from assignments and/or site supervisors.

### ***PRACTICUM STUDENT RESPONSIBILITIES***

1. Work cooperatively with site staff in establishing activities and tasks to be undertaken. Approach and conduct those tasks with a positive and professional attitude.
2. To commit 40 hours to direct service. Direct service includes those hours in which the student is offering either individual, group, or family counseling to clients. Typically, 30 hours of direct service are completed at the student's site, while approximately 10 hours are devoted to time in the on-site counseling laboratory.

In short, on site requirements include:

- A minimum of 10 hours spent conducting group work, either as a co-counselor, or counselor; and
- A minimum of 20 hours spent in individual counseling

Counseling laboratory requirements include\*:

- A minimum of 10 hours of individual, group, or family counseling.

3. These hours are dependent upon availability of counseling laboratory clients. If the counseling laboratory experiences a limited number of clients, practicum students must make up additional needed hours at their site.
  - To visually record (digital) counseling laboratory counseling sessions for the purpose of clinical supervision. In addition, as many sessions as possible conducted on site should be taped (via audio or visual), unless the session is directly observed by the site supervisor. Recording helps to ensure that the student is receiving enough supervision to deliver quality, ethical care to her or his clients, and it also protects the welfare of the neophyte counselor's clients.
4. To attend weekly group supervision on campus.
5. To write case notes on all clients, and complete all other paper work connected to practicum.
6. To meet all other course requirements (e.g., readings, case presentation).
7. To meet any additional requirements as determined by the site supervisor.

***SITE SUPERVISOR RESPONSIBILITIES***

1. To organize the practicum experience and assure that the student will have an opportunity to work with an appropriate number of clients.
2. Screen clients to facilitate the student's experience as a practicing counselor.
3. To help orient the student to the site.
4. To provide the practicum student with the opportunity to record as many client sessions as possible (CACREP requirement).
5. To provide adequate space for the student to meet with clients.
6. To provide at least one hour of supervision each week to ensure that the student is providing appropriate and ethical counseling for clients and to facilitate counselor trainee development.
7. To read case notes of clients seen at the practicum site.
8. To be available to the practicum student in case of an emergency at the site.
9. To provide feedback to the student regarding her or his progress, at minimum, during the mid-semester, and end of the semester, using the forms provided by the university.

**UNIVERSITY SUPERVISOR/PROFESSIONAL COUNSELING FACULTY MEMBER  
RESPONSIBILITIES**

1. To conduct weekly group supervision seminars on campus.
2. To provide live observation of counseling sessions conducted in the campus counseling laboratory.
3. To conduct individual supervision sessions with each student as needed.
4. To review recordings with students in order to enhance counselor growth and skill development.
5. To communicate with the site supervisor regarding the clinical progress of the student as determined through site supervision.
6. To read case notes written for clients seen in the counseling laboratory.
7. To review (through activity logs) all practicum activity engaged in by the student.
8. To seek evaluation from the site supervisor.
9. To assign a grade at the end of the semester based upon the student's performance in practicum.

**PROFESSIONAL COUNSELING  
PRACTICUM APPLICATION**

***(Application Must Be Typed and Supporting Documentation Attached)***

***(For Office Use Only)***

- Unconditional Approval (no revisions) (Student Notified by E-mail on: \_\_\_\_\_)
- Conditional Approval (revisions needed are attached) (Student Notified by E-mail on: \_\_\_\_\_)
- Application Denied (rationale and suggestions for re-application attached) (Student Notified by E-mail on: \_\_\_\_\_)

**This application is for:**

- Course:**  794 Counseling Practicum
- Semester:**  Spring 2012
- Emphasis:**  Community  Clinical Mental Health  Student Affairs  School

My proposed site is in the Appleton, Neenah, West DePere, or Kaukauna School District and requires a letter.

**Student's Contact Information**

NAME OF PRACTICUM STUDENT:	STREET ADDRESS:
E-mail Address:	City, State, Zip Code:
Home Telephone # and Area Code:	Cell Telephone # and Area Code:

**Site Information**

NAME OF PRACTICUM SITE:	STREET ADDRESS/MAILING ADDRESS:
E-mail Address:	City, State, Zip Code:
Telephone # and Area Code:	

**Site Supervisor Information**

NAME OF SITE SUPERVISOR:	STREET ADDRESS:
E-mail Address:	City, State, Zip Code:
Work Telephone # and Area Code:	Hours:
Years of experience:	Degree held by supervisor and year attained:
Supervisor's certifications and/or licenses: <i>Please be sure to list ALL certifications and licenses held by your site supervisor. Site supervisors are eligible to receive Continuing Education Units from NBCC; however, this section MUST be completed for CEU's to be awarded (i.e., LPC, LCSW, NCC, LPCC, MSW, etc.) Your site supervisor must also list their current license number.</i>	Describe supervisor's training and background:

**University Supervisor/Professional Counseling Faculty Member Information**

NAME OF PRACTICUM FACULTY SUPERVISOR (IF KNOWN AT THIS TIME):	STREET ADDRESS: DEPARTMENT OF PROFESSIONAL COUNSELING, COEHS UNIVERSITY OF WISCONSIN OSHKOSH
E-mail Address:	City, State, Zip Code: Oshkosh, WI 54901
Telephone # and Area Code:	

**Practicum (794) Class (Day and Time)**

DAY	TIME
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**Practicum Site Schedule (Days and Times at Site)**

DAY(S) OF WEEK:	TIME(S) AT SITE:



Describe the overall mission of the site (population served and types of services provided):

Describe your proposed responsibilities at the site (be specific):

Describe how the above responsibilities and work schedule will contribute to your professional growth.

Describe proposed schedule and method for supervision:

If your practicum proposal involves any exceptions to departmental policies regarding practicum or other details that require special consideration (such as working after hours at site or being supervised by someone with whom you already have a peer-relationship) explain your rationale for proposing the site:

**Specific Tasks to be Accomplished at Site and UWO Counseling Lab:**

1. 100 clock hours (counseling and related activities)
2. 30 hours of individual counseling experience
3. 10 hours of group counseling experience throughout the semester
4. One hour per week of supervision interaction with the on-site supervisor
5. Individual Counseling (feedback on a minimum of three counseling sessions)
6. Professional activities conducted by counselor (record keeping; information and referral; in-service; staff meetings; IEP meetings, etc.)

**Learning Goals and Objectives:**

**Please define with measurable outcomes. Refer to the following examples and websites for information on how to write measurable goals and objectives:**

<http://www.ala.org/ala/mgrps/divs/acrl/about/sections/is/projpubs/smartobjectives/index.cfm>  
[www.doe.in.gov/sdfsc/docs/writing-gos.pdf](http://www.doe.in.gov/sdfsc/docs/writing-gos.pdf)

**Example:**

Learning Goal:

Goal 1: Increase my ability to integrate counseling, career and developmental theory into my counseling practice.

Objective 1: Maintain a client caseload of a minimum of 5 clients/students.

Objective 2: Develop 5 case conceptualizations to review with my site supervisor, or faculty supervisor.

**Example:**

When writing the learning objectives, think about framing measurable outcomes using the following formula: "I will...so that...; this will be measured/assessed by...." Example: "I will lead or co-lead a minimum of five (5) group counseling sessions." While this is a goal and is somewhat measurable, it lacks any type of outcome. In other words, why do you, as a practicum/internship student, want to engage in this? Here's where the formula comes in handy: "I will co-facilitate at least five (5) group counseling sessions during my practicum/internship experience so that I gain a deeper understanding of group process, the themes that surface within a group, and enhance my skills in facilitating a group effectively. My growth in group leadership will be assessed and processed with regular feedback from my co-facilitator following each group experience."

\_\_\_\_\_  
 Name of Student (please print)                      Date      Signature of Student                      Date

\_\_\_\_\_  
 Name of Site Supervisor (please print)                      Date      Signature of Site Supervisor                      Date

\_\_\_\_\_  
 Name of University Supervisor/  
 Faculty Member (please print)                      Date      Signature of University Supervisor/  
 Faculty Member                      Date

**PROFESSIONAL COUNSELING MAJORS**

**Procedures for Obtaining a Criminal Background**

**A Criminal Background Check is required of students participating in Practicum 794, Internship I 797, Internship II 798, and other field experiences. (Wisconsin Statute 165.82) (www.dhfs.state.wi.us)**

After you have paid the fee, attach your receipt to this form or take this sheet with you and the Cashier's Office will stamp this sheet as "Paid".

**This form and receipt MUST be attached to your Practicum Application!**

**Wisconsin Residents:** take this form to the Cashier's Office, Dempsey 232, and pay the \$10.00 fee. The Cashier's Office will stamp this sheet as "paid" or give you a receipt.

**Out-of-State Residents:** Students who are not residents of Wisconsin **or have lived outside of Wisconsin any time within the past three years**, must purchase a Wisconsin Criminal Background Check as well as one from the state where they resided. If you have served in the military, an out-of-state background check will not be required. Please see Bonnie Gaskill in the Professional Education Office – N/E 113. Additional fees and forms are required.

\*\*\*\*\*

**Complete the biographical information listed below.**

**Name:** \_\_\_\_\_  
                             **First Name**                            **Middle Initial**                            **Last Name**

**Soc. Sec. #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
                             **Month**            **Day**            **Year**

**Racial Heritage:**

- White/Non-Hispanic
- African American/Black
- Asian/Pacific Islander
- American Indian or Alaskan Native
- Hispanic/Latino
- Southeast Asian: Cambodian, Hmong, Laotian, Vietnamese
- Other

**Gender**

- Male
- Female