Alabama Department of Mental Health
Office of Deaf Services

Pre-Practicum Flow Chart

1. MHIT 40 hours
   National Certification


3. Decide where to do the practicum and contact Practicum Coordinator Steve Hamerdinger, ODS Director, (steve.hamerdinger@mh.alabama.gov) to declare intention to do a practicum. If not Alabama-based, you will need to negotiate with the local supervisors. Alabama-based, your supervisor will be assigned.

4. After getting preliminary agreement with local supervisor, have practicum orientation conference with Practicum Coordinator to review expectations, paperwork, get access to practicum website.

5. Submit required paperwork to Coordinator before arrival. (Practicum Contract, Verification of your current certification, Agreement to Terms, Practicum Supervision Agreement, HIPAA Statement of Understanding, Emergency Contact Information)
   After CourseSites account is set up, log on and review handbook and the resources in the CONTENT area,

6. For Alabama-based practicums, a state contract must be signed. Once contract is signed, secure travel and lodging arrangements as needed.
   For other practicum locations, complete whatever other paperwork, agreements, contracts, etc. they need before you can start. They will advise as to logistics.

7. Supervision planning conference with on-site Practicum Supervisor. Develop learning plan.
   Determine observation hours plan.
   Apply for Independent Study CEUs, if desired. Contact CMP Coordinator Shannon Reese@mh.alabama.gov

8. Begin observation hours OR accruing 15 interpreting hours in MH.
   Post a minimum of 6 case studies