Pre-Practicum Checklist (Please read the Guide Carefully)

Before Considering a Practicum
☐ Completed the forty-hour Mental Health Interpreter Training (MHIT).
☐ Review http://www.mhit.org (Practicum Information tabs), especially the FAQ.
☐ Hold valid national certification which is license-eligible in Alabama

Pre-Practicum
☐ Inform Practicum Coordinator to of your intent to do a practicum.
☐ Download, and submit pre-practicum forms.
☐ If practicum will be in Alabama, secure and execute State of Alabama contract.
☐ Log into your CourseSites account.

Independent Study Credit
☐ Apply for Independent Studies credit through RID, if desired.

Beginning Your Practicum
☐ Have a formal Supervision Planning conference.
☐ Read the Pre-readings posted on the Practicum website.
☐ Complete the 10 – 15 hours of observation or interpreting in mental health settings on a local level (pre-approved by supervisor). Post case studies.

On-Site Work
☐ Complete all remaining hours on-site and post case studies daily (or) as assigned.
☐ Your supervisor will make a recommendation to the Practicum Committee as to whether or not you should sit for the written examination.

Testing
☐ If you are recommended by the practicum committee, testing may be done in Alabama or at a proctored testing center.

Miscellaneous
☐ This entire process is to be completed within 12 months of the end of each cohort’s Institute.
1. Before Considering a Practicum
   a. Complete the forty-hour Mental Health Interpreter Training (MHIT). For most people, this will mean completing the Core Institute. There may be situations where someone coming from the Alumni track will be accepted into the practicum. There may be other exceptional situations. MHIT will have the final determination whether someone will be accepted or not. Direct all questions to Steve Hamerdinger, Practicum Coordinator, (steve.hamerdinger@mh.alabama.gov).
   b. How about: Hold national certification which is deemed license-eligible by the state of Alabama or an equivalent accepted by DMH. If in doubt, ask the Practicum Coordinator (steve.hamerdinger@mh.alabama.gov).
   c. Review http://www.mhit.org (Practicum Information tabs), especially the FAQ.

2. Pre-Practicum
   a. Get in touch with the Practicum Coordinator to inform of your intent to do a practicum.
      i. At this time, determine if this will be done in Alabama or elsewhere.
      ii. **IF NOT IN ALABAMA**, you will be given a list of available sites and supervisors.
         1. Contact those that interest you and negotiate dates and places.
            *(Note: Some sites will require you to pay a fee for supervision time. This is negotiated directly with the site. The MHIT Project does not control those arrangements.)*
            a. Arrange Practicum Orientation Conference with the Supervisor at that site.
            b. Each site will have their own procedures for getting local approval. Be sure you can comply with site requirements before going forward.
iii. **FOR ALABAMA-BASED** Practicums

1. Practicum Coordinator will remain responsible for scheduling supervisors and times. You will be asked to contact the selected supervisor and to discuss when your practicum will take place.

b. Arrange Practicum Orientation conference.

c. Immediately after your practicum orientation call, the Practicum Coordinator will email you Pre-Practicum forms. These are required for all practicums, regardless of location. Download, and print these forms.

d. Sign and submit to the Practicum Coordinator, either by email or regular mail are acceptable. The Coordinator will share with your assigned primary Supervisor the following:

   i. Confidentiality and Non-Disclosure Agreement.
   
   ii. Verification of your current certification.
   
   iii. “Agreement to Terms”.

   1. Please be sure to initial each provision as you read the agreement.

   iv. “Practicum Supervision Agreement”.

   v. “HIPAA Privacy Program Statement of Understanding”.

   vi. Practicum Participant Information sheet.

   vii. “Emergency Contact Information”.

e. If **not in Alabama**, submit any additional paperwork required by your Practicum Supervisor or location. Once you are cleared by the practicum site, an account on CourseSites will be created for you. You can log on and be able to:

   i. Access handbook and other documents that will help you prepare for the practicum and testing.

   ii. See work from previous participants and get ideas from them.

   iii. Post your own case studies (at least 6) before you can begin any on-site work, there may be local exceptions.
f. **If practicum will be in Alabama**, the Practicum Coordinator will initiate a Department of Mental Health contract which must be executed before you can be allowed to do any work toward your QMHI in Alabama. Once you have received the contract, sign and **MAIL** (USPS, FedEx, UPS) the original signature pages (there are three) to the Practicum Coordinator. (At this time, high quality scans are being accepted. This means “near original” quality. Photos of the signed documents will not be acceptable.)
   i. **DO NOT** make travel and lodging arrangements until the Practicum Coordinator has received the executed contract from the ADMH Commissioner.

   g. Once this has been received by our office, an account on CourseSites will be created for you.

3. **Independent Study Credit**
   a. Apply for Independent Studies credit through RID, if desired. Forms are available on the MHIT website. Contact Shannon Reese, CMP Administrator, Shannon.Reese@mh.alabama.gov if you have questions.

4. **Beginning Your Practicum**
   a. Have a formal Supervision Planning conference (via phone, email exchange, IM or videophone) with your Primary Site Practicum Supervisor. During this meeting the dates and frequency of the supervisory sessions need to be discussed as well as your expectations from your practicum and any fees required (when applicable).
   b. Read the Pre-readings posted on the Practicum website. There is also a wealth of information in the “Content Area” of CourseSites.
   c. Complete the 10 – 15 hours of observation or interpreting in mental health settings on a local level (pre-approved by supervisor). We generally prefer that
      i. Begin uploading case studies to CourseSites.
      ii. It is expected that you incorporate any feedback given from the supervisors in adjustments (or) revisions to your posted case studies.
iii. You must have at least 6 case studies posted before you will be allowed to do you on-site work.

1. Case studies will follow Demand-Control Schema (EIPI) format.

5. On-Site Work

a. Complete all remaining hours on site,

i. You will be required to post at least 5 additional case studies. (The final number of case studies you will be required to post may vary. This determination will depend on your progress and the quality of the previous case studies.)

b. Your work will be evaluated based on rubrics. Your supervisor will make a recommendation to the Practicum Committee as to whether or not you should sit for the written examination.

6. Important Note:

a. Important note:

i. Acceptance into or completion of the practicum does not guarantee acceptance to testing.

ii. Recommendation to test does not guarantee passing.

7. Testing

a. If you are recommended by the practicum committee, testing may be done in Alabama or at a proctored testing center.

i. Alabama-based practicums have the option to test in Montgomery, Alabama immediately following their practicum. (This is usually the Saturday following your last day of practicum.)

ii. If your practicum is not in Alabama, you do have the option to test in Alabama, if you wish.

iii. If you wish to test anywhere other than the Office of Deaf Services Central Office, you must make arrangements with a suitable testing center (such as a local college or university) that will comply with our testing requirements. Any costs will be your responsibility.

8. Miscellaneous
a. This entire process is to be completed within 12 months of the end of each cohort’s Institute.