Graduate Program in Counseling

	Stage 3 Review – Materials for the SGC Licensure Office		
Graduate Student	ID:@		
Stage 3 Review: This review is to be completed at the end of Stage 3 Practicum coursework. Packet contents are completed by Practicum Supervisor or Advisor and submitted to the Graduate Counseling Program Committee (GCPC) for Stage 3 approval. Once approved, required <i>original</i> licensure materials are provided to candidate for submission to the Fitchburg State University licensure office. Copies and other program materials are archived in the SGC Dept. files.			
Stage 3: Licensure Materials for submission to the Fitchburg State University Licensure Office <u>Licensure Areas:</u> SGC Primary License: Elementary (PK-8) Secondary (5-12) Add on license: Level			
SGC Required Attachments: Dept.	SGC	Submission to Licensure Office LO: LO:	
	Student ine	Primary	Add on
Field Experience Acceptance Packets (originals): CASE (COUN 8900) If add on: Occupations (COUN 8210)/Elem (COUN 8220)			
Form 1 Primary license - 3 visits summaries If add on, 2 visit summaries	□1 □2 □3 □1 □2		
Stage III Review (Form 10) - include attachments & signatures	□ сору		
Form 2+2A – SGC Field Time Log with time and responsibilities included (one for each license area)	□ сору		
Form 3A - CWS: Client Rubric	□ сору		
Form 3B - CWS: MARC Jr. Rubric	□ сору		
Form 4A + 4B - PPA: Signed Cover Page and Evidence Documents. <i>One for each license area.</i>	□ сору		
Form 5 -Practicum/Internship Final Progress Report For Support Personnel. One for each license area.	□ сору		
Form 6 - Disposition Assessments: 3 assessments: 1 for each visit. (supervising practitioner)	□ сору	Primary: □ □ □	Add on:
If add on, 2 assessments: 1 for each visit (supervising practitioner) 1 assessment from Practicum Supervisor	_ = 55,67		
Form 7 – Student Evaluation of Site Placement. One for each license area, submitted to Field Work Coordinator □ primary site □ second site			
Candidate Exit Survey – copy of completion confirmation			
Optional Documents placed in advising folders: ☐ Lesson Plan & Rubric ☐ CWS ☐ MARC, Jr.			
Form 8 – Verification of Supervision Hrs. – letter given to site supervisor by University Field Site Practicum Supervisor ☐ primary site ☐ second site (if add on)			
Fitchburg State University Practicum Supervisor or Graduate Program Chair Recommendation:			
Signature (select one): ☐ Advisor ☐ Practicum Supervisor ☐ Graduate Program Chair Date			
Graduate Counseling Program Committee (GCPC) recommendation: □ Approved. Submit packet to Licensure Office □ Not approved for licensure submission at this time. _ Student needs to take identified course to demonstrate competencies (course number and title):			

Other (Specify):_____

Graduate Program Chair Signature:______ Date:_____