



## Alabama Department of Mental Health Office of Deaf Services

### *Pre-Practicum Checklist*

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#### Before undertaking your practicum:

- Complete the forty-hour Mental Health Interpreter Training (MHIT)
- Have national certification which is license-eligible by the state of Alabama or equivalent. If in doubt, ask the Practicum Coordinator ([steve.hamerdinger@mh.alabama.gov](mailto:steve.hamerdinger@mh.alabama.gov)).
- Review <http://www.mhit.org> (Practicum Information tabs), especially the FAQ.
- Get in touch with the Practicum Coordinator to discuss your practicum.
  - Determine at this time if this will be done in Alabama or elsewhere.
- Immediately after your initial practicum call, the Practicum Coordinator will email you Pre-Practicum forms. Download, and print these forms
  - Sign and submit to the Practicum Coordinator: Scan and email or regular mail are both fine.
    1. Verification of your current certification
    2. “Agreement to Terms”
    3. “Practicum Supervision Agreement”
    4. “HIPAA Privacy Program Statement of Understanding”
    5. “Emergency Contact Information”
- 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.
- DO NOT** make travel and lodging arrangements until the Practicum Coordinator has received the executed contract from the ADMH Commissioner.
- Get invitation to CourseSite where all of your documentation will be kept.
- Download the Handbook from CourseSites
- If **not** in Alabama, submit any additional paperwork required by practicum supervisor or location.

- 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](mailto:Shannon.Reese@mh.alabama.gov), if you have questions.
- Make initial contact with on-site Practicum Supervisor.
  - If in Alabama, this will be assigned by the Practicum Coordinator.
  - If not in Alabama, the Practicum Coordinator will work with you in securing a Primary Supervisor by providing with names and available contact information for those whom the Office of Deaf Services has approved to serve as supervisors for a locally-based practicum. (Initial contact will be done by practicum student, but guidance will be provided as requested.)
- Have a Supervision Planning Conference (via phone, email exchange, IM or videophone) with your Primary 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 the fee - rate (when applicable for non - Alabama based practicum. There are no fees for an Alabama - based practicum).
- Review the remainder of the MHIT Practicum Handbook.
- Read the Pre-readings posted on the Practicum website
- Review and print the "Local Observation Letter," as appropriate.
- Complete the 10 - 15 hours of observation or interpreting in mental health settings on a local level (pre-approved by supervisor).
- Complete case presentation paperwork for observation/interpreting for ten hours completed at your local level. (See handbook for samples).