



Alabama Department of Mental Health Office of Deaf Services

Pre-Practicum Steps

1	Complete MHIT 40 hours	
2	National Certification	
3	Review www.mhit.org website.	
4	Contact Practicum Coordinator Steve Hamerdinger, ODS Director steve.hamerdinger@mh.alabama.gov . Review Practicum expectations, ask questions, and get pre-practicum forms	Apply for Independent Study CEUs, if desired. Contact CMP Coordinator shannon.reese@mh.alabama.gov
5	Submit required paperwork to Practicum Coordinator. <i>(Practicum Contract, Verification of your current certification, Agreement to Terms, HIPAA Statement of Understanding, Emergency Contact Information)</i>	
6	If in Alabama, (preferred) Practicum Coordinator will begin contract process. Sign and return original signatures pages to the Coordinator Make initial contact with on-site Practicum Supervisor. Elsewhere, arrange contract with on-site supervisor and copy to Practicum Coordinator	
7	Review electronic copy of the Practicum Book	Once contract is signed, secure travel and lodging arrangements.
8	Begin observation hours OR accruing interpreting hours in MH as approved by the supervisor	
9	Complete hours of observation or interpreting.	
10	Submit case presentations to CourseSites for feedback and guidance.	
11	Make preparations to do on-site work, either in Alabama, or other approved location	