

# ***Process for Agency's to be Approved as a Field Practicum Site***

## **Step 1:**

Agency completes the CU Field Agency Profile Form and submit it to the Social Work Field Director.

## **Step 2:**

When agency application is received by the Social Work Field Director or his/her selected representative, it will be reviewed. In order to be approved, their submitted profile form along with additional information will be assessed and reviewed for services offered, agency goals and objectives, agency status, etc.

## **Step 3:**

Once approved the agency and student will be notified. Required Agency Orientation and videos are on the website.

## **Step 4:**

The Agency Agreement will be emailed to the responsible administrator for signature and is to be returned to the Social Work Field Director. The Field Instructor Data Form

will be sent to the selected employee for completion and should be returned with their resume (via email).