

Intern Calendar 2018-2019

This calendar lists important dates for 2017-2018 UW-Whitewater counseling interns.

*Note that some dates are not yet determined and this calendar will continue to be updated.

Visit www.uw.edu/coeps/departments/counselored/about/experiential-learning for the most up-to-date version.

Fall 2018

Task/Deadline/Item	Applies To	Date
Site-specific training/orientation prior to starting direct service	Varies by site	Contact site supervisor for details
First day of Fall semester/first day to provide direct service to clients	All	Tuesday, September 4
Supervision Summit	All	Friday, September 14
Register for Spring 2019 classes	All	Monday, November 12
<p>Register for Praxis II Professional School Counselor Exam (#5421) if taking in Fall (students are encouraged to take in February)</p> <p>Go to www.ets.org/praxis/register/centers_dates and select "Professional School Counselor (5421)" from drop-down list at bottom of page to view upcoming testing dates.</p> <p>Register at www.ets.org/praxis/register. Study materials can also be found at www.ets.org/praxis/prepare/materials/5421.</p>	School	<p>Mid-October</p> <p>(12-day testing windows are offered every month)</p>
<p>Complete FERPA release authorization</p> <p>Go to file:///Users/mckenzieflick/Downloads/FERPA%20Authorization%20to%20Release%20Education%20Records%207.2018.pdf for PDF copy of form.</p>	All	Tuesday, December 11

Spring 2019

Task/Deadline/Item	Applies To	Date
First day of Spring semester	All	Monday, January 22
NCE application and payment due Register at www.nbcc.org/Licensure/ExamRegistration .	CMHC (recommended for all)	TBD
Deadline to apply for graduation	All	Friday, February 2
Register for Praxis II Professional School Counseling Exam (#5421) if you have not yet taken it	School	Early February
Deadline to order cap and gown Find more information at www.uwwhitewaterbookstore.com/site_cap_and_gown.asp	All	Friday, March 22 (available to order mid-February)
Spring break—no class	All	Friday, March 22— Monday, April 1
Complete exit survey	All	April, TBD (will happen in class)
NCE exam	CMHC (recommended for all)	Saturday, April 21
Deadline to RSVP for graduation luncheon	All	Mid-April, TBD
Submit Educator Licensing Online (ELO) Application Form Form should be submitted in person to the Winther Hall Information Desk window in person or emailed to education@uww.edu	School	TBD (last year was May 1) Website will update mid-to-late January 2019
Submit paperwork for training licenses to Brenda for department endorsement *Note that the department cannot process this paperwork until your degree is officially conferred, which happens 1-2 weeks after graduation	CMHC	Friday, May 17
Graduation ceremony and reception!	All	Saturday, May 18