**Documentation of Career Counseling Experience**

**Please fill out electronically or print clearly.**

**Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you are claiming Option 1, to document the *Career Specialization* on your CCC application, the required number of hours is 600 minimum hours (Internship/Practicum/Work Experience).

**Summary of Supervised Internship, Practicum or Work Experience**

Complete this information to provide a clear record of how you have met the required experience under the direction of a Career Counseling Supervisor or an experienced Director or Assistant Director of Career Services. Directed experience and supervision MUST be documented. Please note that directed work experience and supervision must be obtained concurrently and should not be reported for more than a 5-year – 6-year period.

 **Log for Directed Internship or Practicum Supervision or Work Experience**

\*to be completed by applicant. Use additional sheet to document experience if needed.

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| --- | --- | --- | --- |
| Supervisor/Director | Graduate DegreeCertification/Licensure | Dates of Supervision/Experience | Total Hours |
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 **Briefly Identify Type of Experience** **as it relates to Core Competencies**

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This form is required for Certified Career Counselor applicants. It should be verified by the applicant’s current or previous employer who can attest to the number of hours the applicant has spent in work directly related to career development tasks. **When completed return this form to the applicant.**

*\*to be completed by the supervisor. Original signature required. For additional signatures, please add second page.*

***Supervisor’s name & job title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Supervisor’s Agency/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Supervisor’s Email & Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Supervisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***