**School Psychology Program Timeline for Completion**

**Master’s/6th Year Program**

**Please note that students are responsible for proper completion and timely submission of all required documentation to maintain active status in the program and meet progress milestones as expected. Further, students must take responsibility to work with the major advisor to ensure that their program folders are complete and current at all times, and that the university record (Peoplesoft) is accurate and up to date with The Graduate School. It is highly advised that students retain a personal copy of all documentation that is forwarded for processing.**

|  |  |
| --- | --- |
| **First Year** | |
| **What needs to be completed** | **Date Completed** |
| **Fall Semester** | |
| .   * In accordance with the State of Connecticut Substitute Bill No. 1075, the board or such regional educational service center shall arrange for the fingerprinting of each such person and forward the fingerprints to the Bureau of Identification which shall submit the fingerprints to the Federal Bureau of Investigation for a national criminal history records check. * Each year, the student should contact the school’s HR department to determine where they want the student to be fingerprinted and where the fingerprints should be submitted to. |  |
| Program students (practicum and internship) are covered by the University of Connecticut malpractice insurance.  Students can also elect to purchase professional liability insurance at the onset of their practicum experience, and to maintain this insurance throughout their time in practicum settings and during their internship year. This applies to work in school settings as well as clinical placements. Information about how to obtain professional liability insurance can be found at: <http://www.nasponline.org/membership-and-community/professional-liability-insurance> and <http://www.apa.org/membership/insurance.aspx> |  |
| All program students will be emailed a link to complete an Attestation Form. Note that this form only needs to be completed once in graduate school, not annually. |  |
| In order to comply with CT State Department of Education requirements, all Master's/Sixth-year and PhD students are required to present evidence of either taking the Praxis Core or receiving a sufficient score on a previously taken standardized test (i.e., SAT, ACT, and/or GRE) that would qualify them to waive the Praxis Core. These steps need to be completed by the **end of the first semester** in the program. This applies to both domestic and international students. Visit <https://teachered.education.uconn.edu/ibm-current-students-praxis/> and <https://counseling.education.uconn.edu/wp-content/uploads/sites/618/2019/01/2018-Praxis-Core-School-Counseling-School-Psychology.pdf> for more information about waiver requirements, taking the Praxis Core, and/or ordering a score report.  Students do not need to resubmit qualifying scores (i.e., GRE) for purposes of waiving the Praxis Core if they submitted them with their application to the program.    Students who do not qualify to waive the test requirement will need to take the [Praxis Core exams in math, reading, and writing](https://www.ets.org/praxis/site/epp/about/core.html) and submit these scores to UConn. Students should also provide a copy of their score report to the EPSY Administrative Assistant for their student file. |  |
| Apply for the sixth-year certificate program for the next fall term (BY **DECEMBER 31 OF FIRST YEAR**\*\*)   * Complete the application for the sixth-year certificate program with The Graduate School using your previously created account (<https://connect.uconn.edu/apply/>). * According to UConn application fee waiver information (<https://grad.uconn.edu/admissions/application-fee-waivers/>) the application fee will be waived for students currently enrolled in a UConn graduate program (certificate, master’s, or doctoral) when they apply to another graduate program (certificate, master’s, or doctoral). * The graduate schools asks that current UConn graduate students list the University of Connecticut as the current school and upload their current unofficial UConn transcript to the new application that shows any/all courses and grades, and that they are enrolled currently as a graduate student. * When the applicant submits the application by selecting the “Finalize Application and Pay” button, those applicants should **not** be directed to the Submit Payment screen.  If you are directed to the Submit Payment screen after selecting the “Finalize Application and Pay” button, please email [gradadmissions@uconn.edu](mailto:gradadmissions@uconn.edu) to let them know, and they will review the application to determine whether we can waive the application fee manually. |  |
| Submit portfolio artifacts in Portfolium for final review by the **first Thursday in January**. Refer to the Pre-internship Portfolio Manual (distributed by the program GTAs) for more information. Check in with your major advisor about any questions, concerns, etc. |  |
|  |  |
| **Spring Semester** | |
| * Before the end of the spring semester, meet with your major advisor to review your portfolio and progress to date.   + Note that your annual performance evaluation will include review of evidence of satisfactory progress in areas of coursework, comprehensive exams, and paperwork documentation specified in this timeline. * Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements. |  |
| **Second Year** | |
| **Fall Semester** | |
| Prepare application materials for internship. During your fall practicum 2 class the internship application process will be described. There will be an internship panel held during late September-early October to provide more information. Secure an appropriate internship site in consultation with the internship director and your major advisor.   * Internship must be 10 months full-time or 20 months half-time placement and completed in a K-12 or educationally related setting. * Note. If you plan to seek certification with a deficiency prior to going on internship, please see the Internship Director for approval and the Program Director for assistance with processing.   *To be eligible to begin internship, you must have:*   1. *Completed all required coursework with no remaining Incomplete courses.* 2. *Completed all practica requirements.* 3. *Passed the Praxis-School Psychology examination.* 4. *Passed the Pre-Internship Portfolio,*   *And, in accordance with the State of Connecticut Public Act 09-01, Section 8, all students must have a criminal background check (fingerprinting) 30 days prior to being involved in any school-based clinical experience.* |  |
| Students are required to take the Praxis II Examination by **June 1 of the second year**.   * Refer to ETS for registration information regarding the National Examination in School Psychology (Praxis II; code 5403; information available at ets.org) * Schedule to take exam. * Send results directly to NASP and State Departments of Education (for whatever state(s) you might be getting certified in). To get your NCSP, NASP will need the scores, to get certified in a state, the State Dept of Education will need your scores. It is free to send the score report if you choose to do so when you take the exam. You will pay an additional fee if you have the scores sent after the exam.     When a passing Praxis score is received:   * Students should submit a copy of their score report in the Pre-Internship Portfolio and they should email a copy to the EPSY Administrative Assistant who will archive it in the program files. * Along with their score report, students must create the *Report on the Final Examination for the Master's Degree webform* ([www.grad.uconn.edu/current-student/forms)](http://www.grad.uconn.edu/current-student/forms)) or (https://registrar.uconn.edu/forms/) which is routed to **all school psychology core faculty members** for approval of satisfactory performance. List your major advisor and the other core school psychology faculty as associate advisors; all must sign. Once the webform is completed and approved by the committee members, it’s routed to Sandra Cyr at Degree Audit at the Office of the Registrar for review and to process the milestone. |  |
| Submit portfolio artifacts in Portfolium for annual review by the **first Thursday in January**. Refer to the Pre-internship Portfolio Manual for more information. |  |
| **Spring Semester** | |
| Within the **first four weeks of the spring semester of the second year**, obtain the Plan of Study for the Master’s Degree form [under the forms link](https://registrar.uconn.edu/forms/): ([[www.grad.uconn.edu/current-students/forms)www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms))](http://www.grad.uconn.edu/current-students/forms)) or (https://registrar.uconn.edu/forms/)  * Complete 1 copy of form. This plan of study includes classes and practicum taken primarily during the first year. Minimum of 30 credits. * If there are transfer courses, students must talk to their advisor about these courses and how they can be integrated into the plan of study. * Check off “Plan B (Non-Thesis)” on the form. * With your cohort, create a shared google folder . Each student should upload their completed plan of study to the shared folder. Once everyone has uploaded their plans to the folder, email the school psychology program GTA and ask them to review all the plans of studies for accuracy. Once the GTA verifies their accuracy, a representative from the cohort should email all school psychology a the link to the shared folder. * Obtain original or electronic signatures of advisory committee members (i.e., **all school psychology core faculty**). * Email the completed and signed copy to Sandra Cyr (sandra.cyr@uconn.edu) at Degree Audit at the Office of the Registrar. * Save a signed copy for your own records. Email a copy to the EPSY Administrative Assistant who will archive it in the program files |  |
| Review the guidelines for current students regarding applying for graduation (https://registrar.uconn.edu/graduation/). Apply for graduation in StudentAdmin, indicating an August expected conferral. Also review the Academic Calendar for important dates and deadline (https://registrar.uconn.edu/academic-calendar/). Contact Sandra Cyr at Degree Audit at the Office of the Registrar if you have any questions. |  |
| Register for EPSY 5491 Internship for fall semester – note a minimum 3 credits are required, but the number can be variable (3-6 credits) based on need. Consider your personal circumstances related to health insurance and financial aid implications when determining total credits Also see Internship Manual for additional information. |  |
| Submit portfolio artifacts in Portfolium for final review by the date in the Pre-internship Portfolio Manual. Refer to the Pre-internship Portfolio Manual for more information. |  |
| By the end of the semester, schedule a meeting with the major advisor to review portfolio and progress to date.   * Note that your annual performance evaluation will include review of evidence of satisfactory progress in areas of coursework, comprehensive exams, and paperwork documentation specified in this timeline. * Students must complete The *Report on the Final Examination for the Sixth-Year Certificate webform* ([www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms)) or (https://registrar.uconn.edu/forms/), which is described in detail above. * Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements. |  |
| **Third Year** | |
| **Fall Semester** | |
| Begin 10-month internship at an approved site. |  |
| Register for EPSY 5491 Internship for spring semester, this applies for in state and out of state internships. Note a minimum 3 credits are required, but the number can be variable (3-6 credits) based on need. Consider your personal circumstances related to health insurance and financial aid implications when determining total credits. Also see Internship Manual for additional information. |  |
| Students who are receiving federal financial aid during the internship year may need to complete the Verification of Academic Engagement form (available on financial aid's website), which will need to be signed by the Director of Internship. The Director of Internship will also need to sign a letter confirming that you are on internship and will receive a grade for the semester upon internship completion. |  |
| **Spring Semester** | |
| Students should have applied for the Sixth-Year Certificate by December 31 of first year.  Within the **first four weeks of the spring semester of your internship year/3rd year**, obtain the Plan of Study for the Sixth-Year Certificate form under the forms link, ([www.grad.uconn.edu/current-students/forms)](http://www.grad.uconn.edu/current-students/forms)) or (https://registrar.uconn.edu/forms/).   * Complete 1 copy of form. This plan of study includes classes primarily taken during the second year and all internship credits. * Students may register for a variable number of internship credits depending on their needs. A minimum of 3 credits per semester or 6 total credits of internship are required. * If there are transfer courses, students must talk to their advisor about these courses and how they can be integrated into the plan of study. * Obtain original or electronic signatures from your advisor. * Signed plans of study must be emailed to Sandra Cyr’s (sandra.cyr@uconn.edu) attention for your 6th year certificate in the beginning of your final semester. * Students should email one copy to the EPSY Administrative Assistant for the student file and maintain one copy for their own records.   Review The Graduate Catalog ([www.gradcatalog.uconn.edu](http://www.gradcatalog.uconn.edu) - section on Standards and Degree Requirements) for minimum standards for satisfactory progress, and consult the program handbook for additional requirements. |  |
| Apply for graduation, indicating an expected August conferral date. This process is completed through StudentAdmin <https://registrar.uconn.edu/graduation/> Students should inform the director of internship of the graduation ceremony, if any, they plan to attend by the end of March. The Director of Internship will communicate with Sandra Cyr at Degree Audit at the Office of the Registrar by April 1st about students being allowed to walk in the May commencement as long as only the last few weeks of internship and internship grade are outstanding. Students are allowed to attend May Commencement if they complete their degree requirements for the summer. |  |
| Students who are receiving federal financial aid during the internship year may need to complete the Verification of Academic Engagement form (available on financial aid's website), which will need to be signed by the Director of Internship. The Director of Internship will also need to sign a letter confirming that you are on internship and will receive a grade for the semester upon internship completion. |  |
| To obtain certification in CT:   * Inform the Director of Internship of your last date of internship by **April 1st**. The Director of Internship will send a list of names and end dates of internships to Sandra Cyr at Degree Audit at the Office of the Registrar. The Director of Internship will also change each student’s incomplete internship grade once they have completed internship. * Once the internship course grade is changed from an Incomplete to a letter grade, students should email [sandra.cyr@uconn.edu](mailto:sandra.cyr@uconn.edu) at the Office of the Registrar and request an expedited audit of their transcript. When the audit is completed, the date will be marked on the transcript as the official date of graduation. * The Dean’s office will process all certification requests for the school at one time. Importantly, you will receive an email from the Program Director and/or a Program Graduate Assistant asking you to provide the information required by the Dean’s office to complete your ED 170-A on your behalf. Respond to the email thoroughly and promptly.   Also:   * Make sure that you have completed all other program requirements * 1-2 weeks after your final date on internship, check your unofficial transcript through Student Admin or request an updated official copy of the University transcript and make sure the transcript includes the date when the sixth-year diploma was conferred.   For the National Certification in School Psychology, see NASP website for forms and procedures. |  |

The UCONN Academic Calendar has dates and deadlines for submitting paperwork within the semester students plan on graduating.  The calendar is available of the Office of the Registrar website.