



Dear LDT-C Cert Candidates;

#### **Due Dates**

**January 15, 2020** if you are taking this class in *Summer or Fall 2020*

**September 15, 2020** if you are taking this class in *Spring 2021*

***(NOTE – Applications are not processed individually, they are processed after the due date. You will get an email from the Graduate Assistant if something is missing and it cannot be processed and an email from the Graduate Director when it has been signed off on.)***

Dear Candidates,

With this letter I wish to remind you of the procedures which need to be followed in order for you to register for SPED 6570 Seminar in Clinical Application of Learning Disabilities (Internship, 3 credits) (pre-req 5420, 5430, 6220, 6440).

Please do not apply for this internship unless it is the last semester of the CERT Program for you (you have completed the pre-requisites and if there are any other classes you need; you will be taking them during this semester too). This is your capstone class – you will be practicing what you have learned under the clinical supervision of a LDT-C in district, as well as a supervising LDT-C from William Paterson University. Therefore this must be completed as per our State-Approved Program guidelines.

#### **Placement**

**FALL /SPRING** If you are currently working in a school under a provisional license as a LDT-C OR you wish to do your placement in your school under the supervision of a LDT-C then you must have turn in the District Permission Letter. The District Permission Letter must be completed and signed by both the LDT-C who will supervise you and the school administrator.

If you are not doing this placement in your own school, William Paterson University's Office of Field Experience will find you a placement. You may not find your own placement.

**SUMMER** – All summer placements will be done by the Office of Field Experience. If your school has a fully operational Child Study Team in July and August and you wish to try to be placed at your school, please complete the District Permission Letter in full and write a brief note with your application stating your request. *Note - this is a request only.* Summer placements will be for July & August so, if you are not available during these months, please do not apply for the Summer Internship. You will need to have flexibility.

**Required Paperwork (turn in hard copy or mail to “Graduate Assistant” - Department of Special Education & Counseling, William Paterson University, PO BOX 920 Wayne, NJ 07470-0920).**

In order to register for this class, you must submit the following paperwork

**(HARDCOPY ONLY, emailed applications will not be accepted or acknowledged):**

1. Clinical Experience Application – Found here - <https://www.wpunj.edu/coe/departments/field/assets/LDTC%20Clinical%20Application%20Fall%202019%20Restricted.pdf>
2. Four Copies of the Resume for Clinical Work (please make sure you have 4 copies!) found here - <https://www.wpunj.edu/coe/departments/field/assets/clinical-applications/Resume%20for%20Clinical%20Work%20October%202017%20New%20V4%20Restricted.pdf>
3. The District Permission Letter (***if you are doing the placement in your own school, you must turn in this letter, otherwise a placement will be found for you***) This is the link for the letter - <https://www.wpunj.edu/coe/departments/field/assets/LDTC-District-Permission-Letter-2019-2020.pdf> and the grid must be completely filled out (planned hours must add up to 100 hours and ONLY 10 of them may be done outside the clinical supervision of the LDT-C) . This means that 90 hours must be done under the supervision of the LDT-C – on site, and doing work included in the LDT-Cs job description / case load. None of these hours may be done in your own classroom or doing work which is normal and customary for your teaching load.

*If you are NOT doing the placement in your own school, the application must be complete, and you may not find your own placement. If you are in doubt of where you will be doing this placement (your school or a WPU Placement), please complete the application, in full, and write a short letter explaining your situation and then keep the Graduate Director and OFE apprised of your situation.*

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Please turn all completed paperwork (hard copy) to the Graduate Assistant, Department of Special Education and Counseling – Valley Road - 3010 by the above due dates. Make sure that all paperwork is neat and complete, or it will not be accepted. Late applications will not be accepted so please submit the paperwork if you intend on taking this class – your application can be withdrawn, if needed.

***Emailed paperwork will not be accepted or acknowledged.***

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely;  
Meredith Drew, Ph.D., LPC, NCC, ACS  
Associate Professor  
Program Director  
Department of Special Education & Counseling