**Application Packet Instructions for Internship Program**

Thank you for your interest in applying for the Internship Program at Azz-ert Urself! Inc.. This packet outlines the steps and materials required for a complete application. Please read these instructions carefully and ensure all components are submitted by the specified deadline.

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*Application Packet Checklist*

Before submitting your application, please ensure you have completed and included the following materials:

* **Completed Application Questionnaire**

(Including all personal, educational, professional, and reference information)

* **Current Resume or Curriculum Vitae (CV)**

(Highlighting relevant academic achievements, work experience, volunteer activities, and skills)

* **Personal Statement**

(A one-page essay outlining your motivation for applying to the program, your short and long-term career goals, and how this internship aligns with those goals.)

* **University Field Experience Form(s)**

(With all students' information completed on your academic institution’s required forms and relevant information regarding your school’s field experience requirements.)

* **Official or Unofficial Academic Transcripts**

(Include your most recent transcript showing current coursework and grades.)

* **Three Letters of Recommendation**

(One from an academic advisor or professor, one from a professional supervisor or colleague who can speak to your qualifications, and a character reference.)

* **Proof of Professional Liability Insurance**

(Check with your university or professional organization for insurers that offer student discounts.)

* **Fingerprint card**

(Be prepared to get a fingerprint card once accepted for background check.)

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*Application Questionnaire*

Complete the provided Application Questionnaire with accurate and thorough information. The questionnaire will be used to assess your qualifications, skills, and alignment with the mission of Azz-ert Urself! Inc.

**Download the Application Questionnaire:**

(access at this <https://azzerturself.com/private-practice-training>. You must register to access)

**Fill out all sections:**

(Ensure all personal, educational, and professional information is provided.)

**Save the document as:**

File Name: "[Last Name]\_[First Name]\_InternshipQuestionnaire.pdf"

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*Personal Statement*

Write a one-page personal statement that addresses the following:

* Your motivation for applying to the Azz-ert Urself! Inc. internship program.
* Your short-term and long-term career goals in the mental health field.
* How this internship aligns with your goals and how you can contribute to the organization.

**Formatting Requirements:**

 Length: One page

 Font: Times New Roman, 12-point

 Spacing: Double-spaced

 File Name: "[Last Name]\_[First Name]\_PersonalStatement.pdf"

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*University Field Experience Form*

Submit all the paperwork required by your university’s field office, ensuring that all student information is completed.

Save the document

File Name: "[Last Name]\_[First Name]\_UniversityForms.pdf"

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*Academic Transcripts*

Include a copy of your most recent official or unofficial academic transcript, it must be within the last 90 days. This document should show:

Your current coursework and grades.

Your academic progress in your degree program.

File Name: "[Last Name]\_[First Name]\_Transcripts.pdf"

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*Letters of Recommendation*

Submit three letters of recommendation:

One from an academic advisor or professor.

One from a professional supervisor or colleague.

One character reference.

Letters should address your qualifications, skills, and potential for success in the internship. Recommenders can either submit the letters directly to the provided contact email or provide them to you in a sealed envelope if submission by mail is required.

File Name: "[Last Name]\_[First Name]\_Recommendation1.pdf", "[Last Name]\_[First Name]\_Recommendation2.pdf”, and "[Last Name]\_[First Name]\_Recommendation3.pdf"

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*Proof of Professional Liability Insurance*

Submit a copy of your professional liability insurance coverage.

File Name: "[Last Name]\_[First Name]\_LiabilityInsurance.pdf"

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*Submission Instructions*

Once you have completed all components of the application packet, please follow these submission instructions:

**Electronic Submission:**

 Combine all files into a single PDF, if possible.

 File Name: “[Last Name]\_[First Name]\_AllCombined.pdf”

 Email the complete application packet to: admin@azzertu.com

 Use the subject line: "Internship Application: [Last Name], [First Name]"

**Mail Submission:**

 Print all documents and place them in a single envelope.

 Mail to:

 Azz-ert Urself! Inc.

 Attn: Internship Program Coordinator

 900 Commonwealth Place, Suite 104

 Virginia Beach, VA 23464

**Submission Deadline:**

 08/19/24, 09/16/24, 01/13/25, 02/10/24, 05/12/24,

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*Important Notes*

**Application Fee:**

There is no application fee; however, if accepted, a non-refundable $997 administration, background, and clinical supervision fee must be paid before the start of the internship term. Keep in mind that a selected candidate is not considered accepted into the program *until* a completed application and the non-refundable fee has been received. Once you have been accepted a money order for $997 must be received within 48 hours of acceptance; otherwise, another candidate will be selected.

**Confirmation:**

You will receive an email confirmation upon receipt of your application. If you do not receive confirmation within five business days, please contact us.

**Interviews:**

Selected candidates will receive an invitation for an interview at the email address on their application.

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*Contact Information*

If you have any questions regarding the application process, please contact:

Internship Program Coordinator: Executive Assistance

Email: admin@azzertu.com

***\*\*\*No in-person applications will be accepted\*\*\****

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By following these instructions, you will ensure that your application is complete and properly submitted for consideration. We look forward to reviewing your application and potentially welcoming you to the Azz-ert Urself! Inc. team!