

Practicum Paperwork Directions & Checklist

	Complete
1. Go to bank and get 3 Money Orders or Cashier's Check made out to <ol style="list-style-type: none"> a. BCI for \$34.25 (pay for background check) b. WSU Livescan for \$10.00 (pays for finger print scan) c. Intermountain Work-Med for \$30.00 (pays for drug screen) 	
2. Bring all three checks to CLS office by February 11th so you can pick up your paperwork	
3. Fill out Background Check Application & make appointment to have your finger prints scanned (available appointments are posted in CLS office). <ol style="list-style-type: none"> a. CLS department keeps money orders for BCI and WSU Livescan to pay for background check and finger print scan. b. Your appointment for finger print scan is _____ c. Make sure to take your governmental ID McKay Education Building (here on campus) in the basement Room 22 	
4. Go to one of the Intermountain Work-Med locations and get your drug screen <ol style="list-style-type: none"> a. Make sure to take the \$30.00 MO and governmental ID b. Locations are on the back of the permission to test form 	
5. Make appointment for physical <ol style="list-style-type: none"> a. Make sure to take the medical statement form 	
6. Get copy of immunization <ol style="list-style-type: none"> a. Immunizations must be current 	

If you have any questions, call Chere' 801-626-8546 or email questions to cclawson@weber.edu.
Immunizations can be faxed to 801-626-7508 or mailed to:

CLS Department
3905 University Circle
Ogden, UT 84408

All paperwork needs to be complete by **MARCH 6Th 2009**