

What are Affiliation Agreements?

Affiliation Agreements are used to establish affiliate relationships between Northern Arizona University and other institutions to allow the University's students to participate in academic credit-bearing educational experiences, such as supervised clinical or other fieldwork experiences or internship programs, at the host affiliate's location. Affiliation Agreements define the applicable terms and conditions and the respective roles and responsibilities of each party.

The academic unit Program Coordinator is responsible for initiating, as appropriate, either a standard or non-standard Affiliation Agreement when seeking to establish a relationship with a third-party educational affiliate.

Types of agreements:

1. CHHS Standard agreement – Covers: Clinical Mental Health Counseling, Clinical Psychology PsyD, Combined School Psych and Counseling PhD
2. Non-standard agreement – Some affiliates request changes to the language in the “standard” agreement, which necessitates a “non-standard” agreement. A non-standard agreement involves negotiations between NAU and the affiliate and can take an extended amount of time to finalize. **Thus, it is recommended that the process to select a practicum/internship location occur well in advance of the semester in which the practicum/internship will take place in the event a non-standard agreement is needed.**

How to set up an Affiliation Agreement with your desired Internship Site:

1. Review the NAU CMHC Internship Database, accessible only with your nau.edu email address, here: <https://docs.google.com/spreadsheets/d/1ZGxKQiLQG8JDID94VJ418YJVO4Sy7fqtvLCQ3HhZm7k/edit?usp=sharing> The NAU CMHC Internship Database is a live, ongoing document that lists Internship Sites that either:
 - a. currently have an active affiliation agreement → see #2
 - b. have had affiliation agreements with NAU in the past that are no longer active – these sites would need new affiliation agreements established → see #3
 - c. have not had affiliation agreements with NAU in the past / have not hosted CMHC interns yet, but would like to host CMHC interns and thus would need an affiliation agreement established → see #3

Note: If you are interested in interning at a site that is not listed in the NAU CMHC Internship Database document, an affiliation agreement needs to be established → see #3

2. **If your site has an active affiliation agreement in place:** double check that the affiliation agreement's end date, listed in the NAU CMHC Internship Database, will accommodate your anticipated timeline for working at the site.
 - a. If so, you're good to go!
 - b. If not, request to extend the affiliation agreement at least six months before the agreement expires by submitting the Google form listed below in #3
3. **If your site does NOT have an active affiliation agreement in place:** you or your Program Coordinator should complete a request through this Google form: <https://forms.gle/qhxJntMZmpHxSoZY7> This is an internal form and should NOT be completed by the outside affiliate. The form prompts Jennifer Lee, the College of Education Program Coordinator, to initiate the affiliation agreement with the site. You will be notified when the affiliation agreement has been finalized. If you have any questions, contact Jennifer at Jennifer.Lee@nau.edu.