

## NACCAS' Policies & Procedures January 2017

### Policy VI.01 – Curriculum: Externship Requirements Policy

In the absence of regulations promulgated by the state regulatory agency, the institution's externship policy contains the following elements:

1. The institution has a written agreement with an appropriate service facility for each externship course offered to its students;
2. If state licensing is required, the service facility where the externship occurs must be licensed by the state;
3. If the state does not require licensing of the service facility, it must have a business license to operate;
4. Each individual supervising students in the service facility must:
  - a. Hold any required certification or state license(s); or
  - b. If no state certification or license is required, have at least one year of experience in the field for which supervision is being provided;
5. Students cannot accrue more than 10% of the contracted course and/or program (competencies, credits, or hours) in a state-authorized, if applicable, externship course and/or program. If the externship occurs in a state other than the location of the institution, state authorization shall be required, if applicable. For programs that fall within the scope of Health (wellness) and related programs, the externship requirements may (upon approval of the program) exceed 10% and must be in compliance with federal, state, and local regulations;
6. An institution must select students for the externship based on written criteria and the institution must ensure that the participating students met these criteria;
7. Students must have taken and passed a comprehensive written and practical examination establishing the individual's qualification to participate in the course;
8. A written training plan and goals for students that specify the particular applications and experiences that are to be secured during the externship;
9. Institution official must make periodic visits to a participating establishment to observe and verify these requirements are being met;
10. Establishment must evaluate the students' performance for activities completed during the externship;
11. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship;
12. Establishment must complete a certificate of attendance and training (competencies, credits, or hours) as related to course requirements that are completed during the externship; and
13. Institution must recognize training (competencies, credits, or hours) certified by the establishment toward a student's course completion.