### Intern Onboarding Checklist

* Read manual
* Review movingforward.help website
  + Thoroughly review the ‘counsellor’ tab
  + Thoroughly review the orientation manual
  + Watch all the video tutorials under the ‘owl orientation’ section
* Complete Intern Background form and send to your primary supervisor, with a copy to Gary
* Sign supervisor contract and ethical code of conduct
* \*Secure practice insurance and send Gary proof of insurance
* Complete CRC form and take it to your local Police detachment to complete (\*MFFS does not provide reimbursements for CRC)
* Review the resources available to you on the website
* Create an mffs email account to communicate with clients (i.e. [yourname.mffs@gmail.com](mailto:yourname.mffs@gmail.com))
* Download and create a FONGO account (basic service is free but there are other options if you choose to pay)
* Complete suicide risk assessment training and sign confirmation of training
* Email Haleema to create an owl account. Make sure to include the following information in the email:
  + Your full name
  + Your phone number
  + Your preferred email address (this is for the owl username and it will not be accessible to clients)
  + The name of your Moving Forward supervisor
* [Group supervision sign up sheet](https://docs.google.com/spreadsheets/d/1j_DfY_opR5rr-_yBpYrU_MPLR3FPActjXM6ercZwXYk/edit?usp=sharing): Save this sheet to your favourites and use it to sign up each time you attend a group supervision.
* [Intern availability sheet:](https://docs.google.com/spreadsheets/d/1pwpxM1Kz9AwhUpwc47cBV6diHBEQkrPhABbpJCqfzdk/edit?usp=sharing) Save this sheet to your favourites. Please enter your availability to the sheet and update it regularly when your availability changes.
* Attend weekly Q&A: If you have any questions, please attend the Q&A session on Tuesdays at 3:00pm with Haleema Zoom link will be provided
* Facilitate CBT coaching and Healthy Relationship coaching with a peer

\* You must have your own practice insurance in place. Some schools will help you facilitate this process or may even include it as part of the internship (check with your school in that regard). You can also check with the regulatory body you intend to register with for suggestions on insurance carriers. **You cannot practice without insurance and it is your responsibility to have it in place before starting.**