

ADMINISTRATIVE PROCEDURE
11-3
COLLEGE/UNIVERSITY VOUCHERS

This procedure will be used for the dissemination of vouchers from colleges and universities received for the placements of interns within the system. The assignment of vouchers will be in the following order keeping in mind that those who previously received a voucher are not eligible again until procedure #5:

1. Voucher will be offered to the cooperating practitioner or practitioners for the intern. In the case of multiple cooperating practitioners, agreement and eligibility between the parties will be sought as to the assignment of the voucher.
2. The voucher will be made available to those eligible staff on a first come first served basis who are currently enrolled in a degree program at the college or university from which the voucher is available.
3. The voucher will be made available to any eligible staff member from the school from which the student intern was assigned on a first come first served basis.
4. The voucher will be made available on a system-wide basis on a first come first served basis for those people who previously have not received a voucher from any college or university
5. The voucher will be made available to those who previously received a voucher from any college or university.
6. In the event no staff member comes forth to claim said voucher, it will remain at the Central Office for one (1) semester and made available again at the onset of the next semester. (Note: most vouchers are valid for one calendar year from date of issue.)