



Social Work Field Application

Due December 1st

Student Name:

Lewis-Clark State College Email Address:

Phone Number:

Program: Lewiston Campus Coeur d'Alene Campus Hybrid Program

Anticipated Year of Graduation:

Castlebranch

The Social Work program utilizes Castlebranch, an outside company, to track student immunization records. Directions for setting up your account with Castlebranch are listed in the field application. Castlebranch charges a **\$35 fee** for your account. Students are responsible for this fee.

When you upload your documents to your Castlebranch account, please make sure they are legible. The documents must be from your provider, hospital, or clinic. It must show the provider's name, your name, and the date of visit. Detailed instructions on the types of documentation that are acceptable can be found in your account information. Unless otherwise noted: All requirements are due by December 1st, 2020 when your field application is due. If you are working toward this requirement, but have not yet completed it by December 1st, please indicate this on your field application, and submit your application by the due date.

Account Set Up with Castlebranch:

1. Go to [Castlebranch.com](https://castlebranch.com) to create your new immunization tracker account.
2. Choose [Place Order](#) from the menu.
3. Use LQ28im for the package code.

4. From the menu choose your graduating cohort. The year refers to the spring in which you will graduate and not the fall. So, if you begin your senior year in fall 2021, your graduating cohort will be 2022.
5. There is a one-time **\$35** account set-up fee to do this.
6. You will then be able to upload the necessary documentation into your account.

Required Medical Documentation

I have completed and submitted all required Castlebranch documentation: Yes No

All required Castlebranch documentation has been approved: Yes No

Social Work Field Fair

Field Fairs are events held in Lewiston and Coeur d'Alene. Local agency representatives come to the Fairs to meet with prospective interns who plan to complete their internships in the Lewiston or Coeur d'Alene areas. The Fairs are typically held in February or March.

Field Fair Attendance: Lewiston Campus Coeur d'Alene Campus Seek Own Placement

Disclaimer: Attending the field fair is not a mandatory event, however it is highly recommended. Field placement is a long process and can take longer if seeking your own placement. If you do choose to seek your own placement you will need to be diligent in this process.

Authorization to Release Information

I hereby consent that the Lewis-Clark State College: Social Work Program can release relevant information to the student's potential and/or current filed placement sites. I understand that my authorization will remain in effect until the date in which I graduate from Lewis-Clark State College or leave the Social Work Program. All information will be handled confidentially in compliance with all applicable federal laws. I understand that I may see the information that is to be sent, and that I may revoke the authorization at any time by written and dated communication.

Certification

I understand that if I have not completed the Castlebranch required documentation, then I will not be able to attend Field Orientation or the Field Fair. In addition, I will not be able to contact field placement sites until I have been cleared and approved by the Social Work Program Director. I certify that I have read and understand the [LC State: Social Work Program Field Education Manual](#).

Signature: _____ Date: _____

(Typed or digital signature will be accepted)