



### Applying to the Certificate

- **Students must submit their application BEFORE the end of their second course towards the certificate.**
- The registrar will no longer approve students applying for the certificate AFTER taking their second course because of a University rule. This ensures that when you complete the practicum your certificate will be posted on your transcript.
- Once students have submitted their application the [DDCertificate@cci.fsu.edu](mailto:DDCertificate@cci.fsu.edu) will send an email to confirm the students expected practicum term. This ensures that there are enough seats for the class and placements in the community.
- Students who do not confirm their expected practicum term will have limited options to complete their practicum. So the sooner students can confirm their practicum term the better!
- Apply online at: <https://commdisorders.cci.fsu.edu/programs/certificates/interdepartmental-developmental-disabilities/#program-application>

### Required Coursework

- Students must first complete twelve (12) credit hours to include: A core course (3 hours), two elective courses (6 hours) and participation in a practicum course (3 hours).
- Approved courses can be found on:  
<https://commdisorders.cci.fsu.edu/programs/certificates/interdepartmental-developmental-disabilities/#courses>
- Coursework must be completed with at least a B or higher.

### Enrolling into the Practicum

- Students must receive an email from [DDCertificate@cci.fsu.edu](mailto:DDCertificate@cci.fsu.edu) to enroll into the course.
- Students who have not received an email with the practicum course code will be dropped.
- Students will also receive information regarding requirements/clearances that must be completed to start at their assigned site. This information will be sent closer to the start of the student's expected practicum term.

### Community Experience (Practicum)

- Students *cannot* participate in the practicum until all prerequisite coursework is completed.
- The three (3) credit hour practicum course is comprised of 45 hours of volunteer service learning hours to be completed at an off-campus placement with individuals with developmental disabilities. 3-5 hours of volunteer service will be expected for each of the 15 weeks of the semester. The practicum *must* be completed over a full semester (Fall, Spring, or Summer Session C only)

### Student FAQ's

- Students are not allowed to select their placement site. Sites are only in Tallahassee.
- Students are not allowed to complete required coursework at the same time as their practicum.
- Students studying abroad will NOT be able to complete their practicum in the same summer.
- The summer semester is Session C (the entire semester).