

**FORM 5: FRASER HEALTH AUTHORITY (FHA)
ONE SPECIFIC SITE APPLICATION REQUEST FORM**

complete this form if you have an offer of a placement at a specific site, or are requesting a specific placement

Complete this form if you already have a specific site destination (agency and a service program) within the Fraser Health Authority (FHA) to which you have been invited to apply or wish to apply for a counselling practicum placement. The CNPS Practicum Coordinator will send a placement request on your behalf to the FHA's Receiving Coordinator. The Practicum Coordinator will upload to the HSPnet system: (a) your signed HSPnet Student Consent Form (Form 3) and (b) your CV with a cover letter (in one file, not two separate files). The destination program will consider multiple placement applications, and if they are interested in your application, they will contact you directly.

Today's Date:

1. Your name: UBC Student ID #:
2. Your email address: TEL #:
3. Name of Agency Site within Fraser Health Authority: (e.g., Mental Health and Substance Use)
4. Name of Destination: (e.g., Surrey Substance Use Services)
5. Contact Person at the Destination (if applicable):
Name:
Position:
TEL & E-mail:
6. Duration of Placement: from to (e.g., Sept. 1, 2025 to April 30, 2026)
Required hours: hours in total (typically 400 hours unless you plan to have a second placement elsewhere)
7. This form plus the following two attachments must be submitted together to the CNPS Practicum Coordinator:
 - Completed and signed HSPnet Student Consent Form (download from: https://hspcanada.net/docs/Policies_Consent/student_consent_form_a_all_FILLABLE.pdf)
 - Your CV (Your CV may start with a cover letter which briefly summarizes your training background, interest, qualifications, experience, and the type of practicum training and placement you are seeking.) – Inclusion of a cover letter is optional. *Note:* Only one file can be uploaded.
 - *Successful placement.* If you are offered a placement and have decided to accept it, please let the CNPS Practicum Coordinator know. The Practicum Coordinator is required to let the Health Authority's Receiving Coordinator know this so they can remove the placement posting from their HSPnet database.
 - When communicating with to the CNPS Practicum Coordinator, please use the following as an email title: "*FHA placement confirmed at (destination/agency name)*"

Submit your HSPnet placement request package to CNPS Practicum Coordinator: mathew.gendron@ubc.ca