Meditrek Application Guide - Supervisors

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Application Process Overview

1. Student submits the Field Experience Application in Meditrek within the published submission window.

2. Student receives an email from the SOC-OFE confirming receipt of the application.

3. SOC-OFE Operations Team completes initial review and requests revisions/additional information via Walden email. The Operations Coordinator also initiates communication with field site about Field Site Affiliation Agreement.

4. Student logs into Meditrek to complete any requested revisions by the provided deadline.

5. SOC-OFE Academic Team completes review of application and requests revisions/additional information via Walden email.

6. Student logs into Meditrek to complete any requested revisions by the provided deadline.

7. The final Field Site Information form is forwarded to the site supervisor for review and approval.

8. Site supervisor logs into Meditrek to provide any corrections or additional information or approve the Field Site Information form.

9. SOC-OFE Operations and Academic Teams review Field Site Information form and notify student and site supervisor of preliminary acceptance of application.

10. Student and supervisor submit final documentation in Meditrek.

11. SOC-OFE performs final audit of student's application to ensure that application, including affiliation agreement is complete and that the student is eligible to begin field experience.

12. Student and site supervisor are notified of the approval decision via email.
Affiliation Agreement

As part of the initial submission process, the student includes contact info for the:

- Site Contact (the Legal Signatory for the Affiliation Agreement)
- Primary On-Site Clinical Supervisor

In some cases, the site contact and primary on-site clinical supervisor are the same person.

After the student successfully submits this info to the School of Counseling’s Office of Field Experience, one of our Operations Coordinators will reach out to the Site Contact via email to begin discussing the Affiliation Agreement.
Logging In To Meditrek

1. Log in to Meditrek using your Meditrek username and password.

If you’re having difficulty logging in, verify that the URL is edu.meditrek.com.

Credentials will be included in the initial “Request to Review Field Experience Application” email sent out to supervisors in the preliminary acceptance stage of the application process. Additional information about this step can be found on the next page of this guide.

If you have misplaced your credentials or never received them, please reach out to:

SocAssessment@waldenu.edu
After a student has submitted their field experience application, site supervisors will receive an email from the SOC-OFE requesting review of the information that’s been provided.

This email will also include credentials for logging into Meditrek.

Hello Dr. Supervisor,

You are receiving this message from the School of Counseling Office of Field Experience (SOC-OFE) at Walden University because a student has submitted a field experience application identifying you as the site supervisor.

The SOC-OFE uses Meditrek (an online data management program) to manage the field experience application process, as well as for documentation of hours and evaluations during the field experience. Below, please find your personalized login credentials and password. If you have already worked with Meditrek for a previous student, please use your original login information, referenced below.

At this time, we’d like to request that you review the application submitted by Test Student and submit any revisions or any other pertinent information regarding this application that you may have. Please log into Meditrek to complete your review of this application, using the steps below:

1. Open the Meditrek home page http://edu.meditrek.com in your browser. If clicking the link does not work, please copy and paste it into your browser’s address bar. PLEASE NOTE THAT THE "edu" PART OF THE ADDRESS IS CRITICAL.

2. Click the USER LOGIN link on the top right. Enter your login credentials (listed below) and click OK. Note that your password is case sensitive.

Username: 
Password: 

3. Please keep this email in a safe place for future reference.
1) Click on the “Field Experience Interface” button found at the top of your Meditrek welcome page.
2) Click on your student’s name to open the application.
3) Click on the “Field Site Information Form” link to review and, if necessary, add to the information that the student has submitted.
Reviewing Field Site Information Form (Continued)

4) Review the contents of the Field Site Information form.

If you notice any revisions or additions that need to be made:

- Click the “Edit” checkbox next to the appropriate category.
- Make necessary edits in the blank boxes residing next to the student’s original information.

Please note that revisions will reset the application process. See page 2 for additional details about these stages.
5) After reviewing the Field Site Information form, click the “Save Final” button at the end of the page.

6) Optionally, click “Save Draft” to save your work as you go, allowing you to return and later and review the document before submitting it.
Reviewing Field Site Information Form (Continued)

Once you’ve successfully reviewed this item, the Field Site Information Form will appear as completed on your checklist.
In addition, the status of the application will change from *Review Started* to *Reviewed*.
Submitting Final Documentation

After a student’s application has been preliminarily accepted, site supervisors will receive an email from the SOC-OFE requesting additional documentation:

- Site Supervisor Orientation (Outside of Meditrek)
- Site Supervisor Learning Agreement & Acknowledgement Form

Students will also reach out to their supervisors in regards to obtaining signatures for the Site Supervision Contract.

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Dear Dr. Supervisor,

Thank you for the information provided for Test Student’s field experience application. This letter informs you that Initial review has concluded and the application has been preliminarily accepted for the 3rd quarter. There are a few more items that we need from you and your student so that we have all the final place for the start of this field experience. These items are required on or before 12/25/2016.

1. Site Supervisor Orientation

   * In accordance with CACREP standards, we require all site supervisors to complete a Site Supervisor Orientation prior to the student’s enrollment in field experience. The orientation is an online tutorial that provides important information about your student’s program as well as valuable training in counseling supervision. The orientation is revised annually, so if it was completed more than one year ago, we will ask you to review the latest version of the orientation.

   * If you have completed the orientation within the last year, there is no need to complete it again.

   * Please follow this link to access the Site Supervisor Orientation:
     [http://academicguides.waldenu.edu/fieldexperience/sof/site-supervisors/.orientation](http://academicguides.waldenu.edu/fieldexperience/sof/site-supervisors/.orientation)

2. Site Supervisor Learning Agreement and Acknowledgement Form

   * Once you have completed the Site Supervisor Orientation, please log into Meditrek to complete this form.

3. Site Supervision Contract

   * Your student will be in touch with you regarding this form. The student is required to complete the form, obtain signatures, and upload it into Meditrek.

Once the items above are complete and submitted, the application will undergo a final review and you and your student will be contacted regarding the application’s approval status by approximately one month prior to the intended start date.

We truly appreciate your support of our student and assistance with this application process. Please do not hesitate to contact us if there is anything at all that we can do to assist you.
Submitting Final Documentation (Continued)

1) Click on your student’s name to open the application.

<table>
<thead>
<tr>
<th>Student</th>
<th>Quarter</th>
<th>Field site</th>
<th>Site supervisor(s)</th>
<th>Last modified</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Summer 2017</td>
<td>Sample Site</td>
<td>Primary Supervisor</td>
<td>Site</td>
<td>Dec 26 2016 3:47PM</td>
</tr>
</tbody>
</table>
Submitting Final Documentation (Continued)

2) Click on the “Supervisor Learning Agreement” link
Submitting Final Documentation (Continued)

To complete the Supervisor Learning Agreement form:

3) Check each box after reading each item to acknowledge that you understand and agree with the requirements of field experience.

4) Indicate whether or not you have training in counselor supervision.

5) Enter your Meditrek password for authentication.

6) Click the “Submit Learning Agreement” button.
Submitting Final Documentation (Continued)

7) Read the “Finalize Application” window contents and mark the checkbox, if ready.
8) Enter your Meditrek password and click the “Submit” button.
After a student’s application has been approved, site supervisors will receive an email from the SOC-OFE with details about the upcoming field experience.
Frequently Asked Questions

Where do I get my Meditrek Login information?
If login information has not been received or was misplaced, please email socassessment@waldenu.edu to request Meditrek login credentials.

I have questions about Meditrek that are not addressed here.
Contact socassessment@waldenu.edu. Please allow two business days for a response.