



# INTERN SIGN UP FORM

**Thank you for agreeing to intern for us!**

If you are interning **on campus** and/or **interacting with clients** in any way, STEP2 requires you to understand our confidentiality, privacy and relationship policies and sign a waiver acknowledging these policies.

All interns must sign in and out of each shift.

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## SECTION 1: CONFIDENTIALITY & PRIVACY

I, \_\_\_\_\_, hereby verify that I have read,  
*First Name, Last Name (please print)*  
discussed with a STEP2 staff member, and understand the provision of [Part 2 of CFR 42](#) and [NRS 458](#) relative to maintaining the confidentiality of client information and records.

Additionally, I have read and understand the provision of the [Health Insurance Portability and Accountability Act \(HIPAA\)](#) relative to my responsibility to maintain the privacy of client-related [protected health information \(PHI\)](#).

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

## SECTION 2: INTERN INFORMATION

*please print*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address\*: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Texting Okay? Yes No

*\*providing your e-mail address indicates your consent to receive e-mails from STEP2*



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## SECTION 3: INTERN/CLIENT RELATIONSHIPS

Interns of STEP2 are expected to maintain clear professional boundaries with all current and past clients. The following guidelines should be adhered to:

- Interns may not loan money to nor borrow money from any current or past client.
- Interns may not receive from nor give gifts to any current or past client.
- Interns may not use their personal vehicles to provide transportation for a client without prior approval by the Clinical Director and/or Chief Executive Officer.
- Interns may not socialize with current or past clients when off duty except in the context of activities related to recovery.
- Interns may not sponsor a current or past client through a 12-step program or other support group for a minimum of one year after the client's completion or termination from any STEP2 program.
- Interns may not run errands for or provide services to any current client except as dictated by the intern's job description.
- Interns may not buy any items from nor sell any items to a current client.
- Interns may not contract for services whether the services are paid or unpaid from any current client.
- Current STEP2 clients may not serve as an intern for STEP2.

Any intern who is unsure as to whether or not an action would fall within the boundaries of a professional relationship should consult with the Clinical Director and/or Chief Executive Officer prior to taking the action.

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Intern Signature

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Date

Please e-mail completed forms to  
Shannon Jensen at [sjensen@STEP2Reno.org](mailto:sjensen@STEP2Reno.org).