



PACIFICA
GRADUATE INSTITUTE

PH.D. CLINICAL PSYCHOLOGY PROGRAM

CLINICAL TRAINING HANDBOOK

2009-10 Academic Year

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Overview of the Process of Licensure as a Psychologist

In the United States, there are generally six primary requirements for licensure as a clinical psychologist:

- A doctoral degree in the field (generally a Ph.D., Psy.D., or Ed.D.)
- Pre-doctoral practicum experience
- Pre-doctoral internship
- Post-doctoral supervision (or “post-doc”)
- A standardized nationwide exam called the EPPP
- A state specific supplemental exam

The office of the Director of Clinical Training (DCT) is intended to coordinate and facilitate students’ efforts to complete the second and third requirement, i.e., practicum and internship. The DCT also plays a lesser role in assisting students with other licensure requirements, such as documentation of completion of the above requirements, and other means of student support as appropriate. Although the DCT supports and educates students about requirements for licensure, it is ultimately the student’s responsibility to remain educated about, and comply with, the requirements in the jurisdiction in which they plan to become licensed.

There follows a brief overview of each of the above requirements for licensure as they concern the Pacifica student. Please note that the given examples are derived from the current requirements of the state of California, and will vary in other jurisdictions.

Doctoral Degree

All states in the U.S. except West Virginia (and Puerto Rico) require a doctorate for clinical psychology. Some Canadian provinces award the title for masters level degrees (Alberta, Nova Scotia, and others...check your local requirements). Psychology licensing boards generally require a doctorate degree in psychology, educational psychology, or in education with a field of specialization in counseling psychology or educational psychology from an acceptable accredited or approved educational institution. Applicants with doctorate degrees from accredited Canadian schools need only submit their official transcripts, provided that the transcripts are in English. If the transcripts are in any other language than English, they must be translated in English by an accredited agency. Pacifica Graduate Institute is accredited by the Western Association of Schools & Colleges (WASC) to award the Ph.D.



Some states require applicants to have a doctoral degree in psychology from an APA-accredited doctoral program. If the applicant in these states does not hold a degree from an APA-accredited school, some boards may examine the applicant’s transcript for equivalency. These states, according to the Association of State and Provincial Psychology Boards as of 7/09, include Colorado, Florida, Georgia, Mississippi, Oklahoma, Oregon, Tennessee (which also accepts schools listed in "Designated Doctoral Programs in Psychology" compiled by ASPPB), and Utah. Pacifica is currently engaged in the application procedure for APA accreditation.

Among the strictest states:

- Florida accepts only APA-accredited doctoral programs for those who graduated after 1999 and requires internships to meet APA standards.
- Mississippi requires internships to be accredited by APA or the Canadian Psychological Association (CPA).
- Oklahoma accepts only APA-accredited doctoral programs for those who graduated after 1997.
- Utah accepts only doctoral programs and internships that are APA- or CPA-accredited.

Practicum Experience

Practicum training is an organized, sequential series of supervised field placements of increasing complexity, designed to prepare the student for internship. Training experiences follow appropriate academic preparation and are overseen by office of the DCT. The purpose of practicum is to supplement and enhance the student's academic coursework with practical, clinical work in a real-world service delivery setting. On-campus practicum seminars parallel the field training experience and the student's academic coursework, and are designed to assist the student in applying knowledge, skills, ethics, and clinical sensibilities between both sides of their graduate training experience.

The details and specifics of practicum training will be covered in more detail later in this manual, but in general, Pacifica requires 1000 hours of training under the supervision of a clinical psychologist licensed in the jurisdiction of the training site. Obtaining additional hours beyond the required 1000 may enhance a student's chances of landing a more desirable internship training site (see below). Practicum placements are part-time, and many students accrue their 1000 hours in more than one placement, over two or more years.

It is generally understood that students entering practicum are at the "beginner" level of clinical experience in psychology, so prior clinical experience is not expected (although prior experience working in other disciplines, such as social work, may help the individual student to land a particular practicum). However, most practica do require that the student have taken a minimum of coursework prior to starting. The practicum site and the office of the DCT jointly have the responsibility of moving the student from "beginner" to "ready for pre-doctoral internship."

Students should realize that practica are generally unpaid. There are, however, some provisions for deriving practicum credit for a paid job, if the job meets Pacifica's requirements for a practicum training site.

Pre-Doctoral Internship

The internship is intended to be the "crown jewel" of the graduate training experience. Generally, students are ready for internship when they have completed all practicum training and required coursework. Internship is designed to provide a higher level of training, with greater independence for the student. For this reason, internships expect a minimum level of experience, and completion of most of all coursework.

Pacifica requires 1500 hours of internship; this may be completed in one setting for a year on a full-time basis, or two years on a part-time basis. However, it is in the student's interest to accrue as many internship hours as possible, because licensing boards accept internship hours towards licensure, and jurisdictions vary in their required number of hours. For example, California requires 3000 hours for

licensure (of which half can be pre-doctoral), while Michigan requires 6,000! For this reason, many internships actually design their programs for 1900 or more hours. Keep in mind, the balance of the remaining hours of supervised hours must generally be accrued as a post-doc (see below). By the successful completion of internship, students are expected to be ready to function as staff (pre-licensed) psychologists.

Typically, internships are more structured and organized than practicum sites, particularly in their selection mechanisms. It is important for students to recognize that internships are generally accredited by various agencies and organizations, and their level of accreditation may impact the student's ability to become licensed in a given jurisdiction. The highest level of accreditation is bestowed by the American Psychological Association



(APA). Another indication of a well-organized, quality internship is membership in the Association of Psychology Postdoctoral and Internship Centers (APPIC), which operates a nationwide matching system. California also has a state-level accrediting organization, the California Psychology Internship Council (CAPIC). Licensing boards are increasingly requiring accreditation in order to accept an applicant's pre-doctoral internship hours towards licensure.

Also significantly, APPIC internship sites belong to a nationwide matching program with a set schedule during the year and a uniform notification day, at which time all applicants are notified of the results of their internship search. CAPIC also follows a set schedule during the year with a notification day in which internship sites call applicants with offers. It is crucial for students to educate themselves about the APPIC / CAPIC process if they are interviewing with such training sites. More details about internship will be covered later in this manual.

It is reasonable to expect to be paid for internship, although Pacifica does not require it. APPIC requires its members to pay interns, and CAPIC strongly encourages it. Naturally, there will be more competition for the higher-paid internships.

Post-Doc

“Post-doc” refers to the period of time between graduation with the doctorate, and the time of licensure. This is often a time of real vulnerability and uncertainty for the new graduates, because they are no longer in school, but are not yet licensed. It is difficult to command the salary and range of job opportunities of a licensed clinical psychologist without making the final sprint towards licensure. The office of the DCT recommends that students indeed make this period of time as much of a “sprint” as possible...this is the time to take your exams (see below), apply for licensure, and above all, arrange to get the final number of supervised experience. It is in the student's interest to get licensed as soon as practical.

There are two general pathways through the post-doctoral period. One way is to secure a formal post-doctoral fellowship, which, like the internship, is a formally organized training experience with a definite “start” and “end” point. Graduates interested in either research or academic careers may choose this option. The other path is to simply accrue more supervised experience from a licensed psychologist, in a clinic or hospital or private practice or some other setting. This is the path chosen by many people who just want to work as clinicians or in private practice. Some county and state mental healthcare systems hire “pre-licensed” psychologists because they are able to “waiver” state licensure requirements (for this reason, many county mental health agencies are full of new graduates putting in their hours towards licensure, many of whom leave the position after licensure). Other non-governmental agencies or individuals may hire unlicensed psychologists with some kind of training agreement. Every state and province has its own system for handling this part of the training experience, but in general, the applicant

will have to register with the state to obtain some sort of transitional supervisee status, during which time the applicant may accrue the supervised hours of experience.

Finding a post-doc is more informal than applying to grad school or getting an internship...there are fewer road maps, and recent graduates may feel especially “on their own” during this crucial time. Most third party payers (insurance companies) won't reimburse clinicians in this category for their services. And because there are generally not enough formal post-doctoral programs for the number of students who need supervision, some people in this category end up seeking supervision in ways that can potentially offer lower-quality training. For these reasons, it's best to begin working out a plan for the post-doctoral period while still in school.

Keep in mind that from the point of view of licensure, a primary purpose of the post-doc is to round out the number of supervised hours required by your state, beyond those you may have accrued in internship. For example, in California, a student who logged 1500 hours in internship will have to expect to need another 1500 hours post-doctorally in order to complete the total 3000 hours required in California. Depending on the state, the options for rounding out these remaining hours include, for example, joining a formal post-doctoral fellowship, working under an investigator's clinical research grant, or working on-the-job at a clinic or with a private practitioner.

Students should also keep in mind that it is difficult to earn a professional salary during this unlicensed period. Lack of reimbursement from third-party payers puts a financial pressure on otherwise willing employers, whose liability is heightened because they employ post-docs. In 2001, the average full-time research post-doc stipend was \$29,388; the average for clinical post-docs was \$23,580.

The EPPP

All U.S. states and Canadian provinces (except Quebec and Prince Edward Island) require applicants to pass the Examination for Professional Practice in Psychology (EPPP), which is a 225-item multiple-choice test developed by the Association of State and Provincial Psychology Boards on core areas of psychology. In other words, virtually all psychologists seeking licensure in North America take this standardized test. Passing scores for the EPPP are set by each state; most states require at least a 70 percent or a score of 500. However, there is some variation, and it is possible to receive a score passing in one state and failing in another. Applicants who take the EPPP soon after completing their doctoral degree tend to do better on the test than those who wait. However, each licensing jurisdiction sets its time-table for the EPPP, including the point at which applicants are approved to take the test.



The EPPP is comprised of eight core areas, listed here with approximate percentage of the total test devoted to each area:

- Biological bases of behavior (11%)
- Cognitive and affective bases of behavior (13%)
- Social and Multi-cultural Bases of Behavior (12%)
- Growth and life span development (13%)
- Assessment and diagnosis (14%)
- Treatment, intervention, and prevention (15%)
- Research methods and statistics (7%)
- Ethical, legal, and professional issues (15%)

Many applicants avail themselves of professionally-prepared preparatory materials to study for the EPPP. Also, the ASPPB offers online practice tests and even a full-scale mock-up at a testing location. It is not uncommon for applicants to study for several months prior to taking the test. If an applicant fails the test, there is a waiting period before taking it again, delaying the process of licensure.

Most applicants take the EPPP in the office of a professional testing provider, usually held in larger cities. The format is usually computer-generated; however, scores are not immediately available. Applicants must get approval by the state licensing board to take the test, make the appointment, and then wait to receive scores. The ASPPB Score Transfer Service maintains a permanent record of EPPP scores and, at a candidate's request, the service will report the candidate's EPPP score to the licensing board of another state or province in which the candidate seeks licensure or certification.

The state supplemental exam

Most jurisdictions require, in addition to the EPPP, a state-specific exam. In 21 states and provinces, these exams include an oral interview component. Of the jurisdictions requiring oral assessment, some provide a theoretical case for you to review in detail in order to demonstrate your clinical competence. Others ask questions related to professional ethics and your state's mental health laws. Some cover both clinical, legal, and ethical matters, and other states' exams are unstructured.

Jurisdictions requiring oral exams (reported by ASPPB 7/09)		
United States		Canada
Alaska	North Dakota	Alberta
Arkansas	Ohio	British Columbia
Georgia	Oklahoma	Manitoba
Kentucky	Rhode Island	New Brunswick
Louisiana	South Carolina	Nova Scotia
Mississippi	South Dakota	Ontario
Missouri	Tennessee	Saskatchewan
Montana	Texas	Quebec
Nebraska	Virgin Islands	
Nevada	West Virginia	
New Jersey		
New Hampshire		

Among the states requiring only written supplemental exams, the content similarly varies. Most include some element of state jurisprudence as it relates to the practice of psychology. California recently switched from a primarily “law and ethics” state examination to a more broadly clinical one. As with the EPPP, applicants take the test in a site determined by the state. In California, the supplemental exam is computerized, and results are available immediately after completion of the test.

Overview of Clinical Training at Pacifica

Practicum and internship involve supervised field placements in a health care delivery environment, in which the students have contact with clinical populations. The purpose of practicum and internship training is to provide the opportunity for students to apply theoretical knowledge, develop and implement clinical methodologies, and to encourage the development of professional and personal attitudes relevant to the identity of a professional psychologist. Practicum and internship are sequential, graded applied learning experiences designed to supplement and parallel the content of their academic work. As a rule, a student's supervised practicum or internship experience should never out-pace or exceed their academic training.

Clinical training at Pacifica Graduate Institute is based on understanding of human problems through clinical psychology, informed and elaborated by depth approaches. Such a clinical understanding comprises the basis for the recommendation and implementation of effective intervention for the alleviation or resolution of human problems, within a climate of absolute respect for the client(s). The ethical standards for professional psychologists as developed by the American Psychological Association are incorporated into student training at all levels. The clinical training program also aspires to conform to practicum and internship training guidelines established by the Association of State and Provincial Psychology Boards and the American Psychological Association.

Pacifica's clinical training program is intended to facilitate the development, through supervised direct client contact, of competent clinical psychologists who are able to develop basic, effective, culturally competent intervention and assessment services. Pacifica requires two levels of clinical training prior to graduation: practicum placement, and pre-doctoral internship. These two clinical training experiences should total at least 2500 hours of "SEP" (supervised experience). Each are described below; see also the pathway to licensure overview in this manual.

The Office of the Director of Clinical Training (DCT)

The office of the Director of Clinical Training, in conjunction with the faculty, monitors academic and clinical development of students throughout the graduate program. Students are assessed for clinical skills and interpersonal behavior as well as for academic achievement. Therefore, aspects of students' behavior, interpersonal relationships, and emotional adjustment are all relevant to their successful progress through the training program. The main contact information for the office of the DCT is:

Dr. Matthew Bennett
Director of Clinical Training
mbennett@pacific.edu

Phone: (805) 679-6139

Dr. Chris Peterson
Practicum Coordinator
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Breeanna Dixon
Internship Assistant
bdixon@pacific.edu

Phone: (805) 679-6191

The Fax number for Clinical Training is: (805) 565-5796

Requirements for practicum and internship hours:

A minimum of 2500 hours of combined practicum and internship hours is required. Students must earn 1000 of these hours in a practicum setting prior to commencing the 1500 internship hours. Additionally, students must receive and document 60 hours of personal therapy before their internship requirements are complete. Please refer to the student handbook for more information.

Students begin their practicum field placements at the beginning of second year. It is generally expected that students will complete their two years of practicum training on a part-time basis during years 2 and 3. After year 3, students will go on to internship and dissertation status. It is noted that successful completion of practicum, internship, and dissertation are requirements for graduation from the program.

Policy Updates for 09/10 Academic Year

Three substantive policy changes have been made from the previous handbook:

1. Students will now only be placed in practicum field training from second year on, effective 9/11/09. This policy change only affects incoming first year students.
2. All practicum and internship sites must be approved before accruing hours (this effectively cancels a previous “waiver” policy which allowed students to apply for approval for training which occurred in the past. The waiver will be cancelled as of January 1, 2010, which gives students time to report in to the office of the DCT to obtain credit for hours they have logged.
3. Requirements have been clarified and tightened for approval of current worksites for practicum and internship, effective 1/1/10. See below for requirements expected of worksites used as a practicum. Pre-existing employment will not be approved for internship.

Form Updates for 09/10 Academic Year

1. The old Site Proposal and Site Description forms have been consolidated into one Training Site Proposal Form, which should be submitted for approval of practicum and internship sites.
2. The Field Supervisor’s Quarterly Report has been replaced by a Supervisor Evaluation of Student form, which is used for both practicum and internship. The evaluation should be submitted quarterly on practicum and semi-annually on internship.
3. HIPAA acknowledgement form is required for approval of internship

PRACTICUM REQUIREMENTS AND SETTINGS

Prerequisites and Qualifications for Practicum Field Placement

Students may begin practicum at the beginning of the second year. This means beginning to identify and interview for practicum placements by end of first. Practicum credit will not be awarded during the first year. New practicum sites must be approved by the DCT prior to interview with the site. Please refer to the site proposal procedures below.

Practicum setting offers introductory training in clinical practice. It allows students the opportunity to master the fundamental skills, areas of competency, and knowledge that are being taught in the introductory clinical courses. The practicum student must secure a licensed clinical psychologist as a primary supervisor. The primary supervisor has general oversight over the course of the student’s supervision and ultimate responsibility in assessing the student’s progress and performance.

In general, practicum sites should provide training consistent with the practitioner model of training graduate level students of clinical psychology. These characteristics should include:

- Emphasis on the acquisition of clinical skills
- Clinically relevant treatment population
- Appropriate credentialing of staff and site (i.e., licensure of supervisors, accreditation or licensure of the agency as a whole, etc)
- Emphasis on training

There is a clear distinction between the practicum and internship phases of training. Internship training is expected at a higher level with enhanced responsibility on the part of the student.

Private practice settings are not allowed for practicum placements.

Supervision

Students must undertake practica under the guidance of a primary supervisor who is a licensed clinical psychologist, in either individual or group modality. The total supervision requirement is one hour of supervision per 10 on the practicum site (1/10 ratio) with a primary supervisor. One hour per week minimum must come from the primary supervisor; additional supervision may be provided by a delegated supervisor (social worker, MFCC, psychiatrist, etc).

Supervision should include, but not be limited to, the following content areas:

- Discussion of services provided by the supervisee
- Selection, service plan, and review of each case or work unit of the supervisee
- Discussion of and instruction in theoretical conceptions underlying the supervised work
- Discussion of the management of professional practice or other administrative or business issues
- Evaluation of the supervisory process, supervisee, and supervisor
- Discussion of the coordination of services among other professionals involved in particular work units
- Review of relevant laws and rules and regulations
- Discussion of ethical principles including principles that apply to current work
- Review of standards for providers of psychological services
- Discussion of other relevant reading materials specific to cases, ethical issues, and the supervisory process

The nature of supervision will vary depending on the theoretical orientation of the supervisor, the training and experience of the supervisee, and the duration of the supervisory relationship. Audio tapes, video tapes, client supplied information such as behavioral ratings, and one-way mirror observations are also appropriate when deemed useful. However accomplished, supervision shall include some direct observation of the supervisee's work. The preferred mode of supervision is face-to-face discussion between supervisor and supervisee. Primary supervision should be set at a regular, uninterrupted time each week.

Supervision should be immediate enough that the student receives the feedback and training necessary not only to review past psychotherapy sessions, but to prepare for future sessions.

Supervisors are expected to communicate clear expectations to students at the beginning of the practicum, and to provide clear feedback regarding progress throughout the year. Students should inform the office of the DCT immediately of any difficulties encountered at the practicum, or of any substantive changes in the practicum experience (including change of supervision).

\Professional Liability Insurance

All students enrolled in practicum must be covered by professional liability insurance. The minimum requirement for student insurance coverage must be \$1,000,000 per individual incident and \$3,000,000 aggregate. Pacifica does not carry liability insurance for students. Students are advised to arrange for their liability coverage. Information for low-cost liability insurance through the American Psychology Association Insurance Trust (APAIT) may be obtained from the DCT. It is desired but not required that the site carry professional liability insurance for the student.

Worksites as Practicum

Students may request that a current work site be evaluated as a practicum site, but only upon approval of the DCT. Such sites must have a clear training component which will (to the DCT's satisfaction) materially contribute to the student's ongoing, stage-appropriate education, and must otherwise meet practicum training site requirements. Only up to 500 hours will be approved, and no hours will be credited prior to approval of the DCT. Students requesting work site approval should approach the DCT with the request as soon as possible upon entering the Ph.D. program or obtaining the position. Note that because practicum hours are not awarded during first year, such paid employment will only count towards practicum if it continues into 2nd year and beyond. Under no circumstances should a student enroll in the Ph.D. program assuming that a current job will qualify as a practicum site. A long-standing job held under a different level of licensure (i.e., clinical social worker credential) would not ordinarily represent a doctoral level training experience, unless substantially new training elements are undertaken for the purpose of practicum training, under appropriate supervision.

Practicum Application Procedures:

Students are strongly urged to take initiative in their own training process, be prepared before deadlines arrive, and to educate themselves about their training milestones as it relates to completing a degree at Pacifica, obtaining post-doctoral training, and becoming licensed in their chosen jurisdiction. Students are reminded that choices made at one level of training often have significant impact on the later development of their careers. For this reason and others, students are encouraged to pursue the highest-quality training opportunities available to them, rather than to look at practicum training as something to "check off the list." Students who live in rural or underserved areas are urged to begin the process of obtaining placements early.

As they begin the search process, students are encouraged to contact the office of the DCT for suggestions and feedback. A "letter of introduction" will be made available to students to help manage the application process.

The practicum application forms include:

- Completed Site Proposal form
- Proof of student liability insurance (*Please note that the insurance application takes from 4-8 weeks to complete and proof of insurance must be in place prior to accruing hours at a site. Send a copy of the policy face-sheet as soon as it is available. Site insurance is optional, mail proof of site insurance if applicable.*)
- Curriculum Vitae of primary supervisor
- Practicum or Internship Supervision Agreement signed by the student, the primary supervisor, the training agency's administrator, and Pacifica's Director of Training.
- HIPAA Acknowledgement Form

Once all documents are on file and the practicum or internship site has been approved by the Director of Training, the student will receive a Site Acceptance form, which states the date the student may begin accruing hours.

Students are expected to represent Pacifica in a professional and ethical manner throughout the application procedures. Many students will represent their training site's first impressions of Pacifica, and an individual student's professional conduct (and subsequent performance on the practicum) may factor into the availability of the site for future Pacifica students.

It is a student's responsibility to select and apply for a practicum placement, although the DCT will assist in attempting to organize the student's approach with scheduled meetings and trainings during the academic year. All practicum placements must be approved by the DCT prior to interview. Students should consult with the Practicum Coordinator prior to applying for a practicum to ensure that the practicum placement will be approved. Approval is contingent on the practicum placement meeting program requirements, especially with regard to clinical supervision and to the appropriateness of the training for the student's background and level in the Clinical Psychology program.

Students have the primary responsibility for initiating the investigation of and finding potential practicum sites; however, the Director of Clinical Training and the Internship Assistant are available to advise and provide information. Students may utilize the database of practicum sites by contacting the internship office. Agencies that offer formal practicum training are listed in the CAPIC, APPIC, and APA websites. However, CAPIC, APPIC, and APA directories and websites do not always list practicum openings. Each student is encouraged to contact the site directly to inquire if the site has practicum opportunities. Application times for practicum placements vary. Application procedures for both CAPIC practicum and internship placements are outlined in the CAPIC section of this handbook. Application procedures can also be obtained at the CAPIC website.

There are hard copy directories of CAPIC, APPIC, and APA agencies available in the library and are available online at the CAPIC, APPIC and APA websites, and links to each of these websites are posted on the internship website: http://www.pacifica.edu/clinical_psychology_internship.aspx

If the proposed practicum site meets Pacifica's requirements, the Director of Training corresponds directly with the site and with the proposed supervisor and a Supervision Agreement is sent to the student and supervisor to obtain their signatures. Once the site is approved, the signed Supervision Agreement is returned to Pacifica, and the student has provided proof of liability insurance, the DCT will send the student a site acceptance form which states the date the student may begin accruing hours. No practicum hours may be accrued by a student until each of these steps have been taken and the Director of Clinical Training has formally approved (in writing) the site, supervisor, and has assigned a start date. Students track their accrued practicum hours by documenting them on the Weekly Log Form. These weekly logs must be kept by the student, but need not be sent to Pacifica.

Definitions of types of sites:

Practicum training sites vary widely and include:

- Community Mental Health Center
- Health Maintenance Organization
- Medical Center
- Military Medical Center
- Private General Hospital
- General Hospital

- Veterans Affairs Medical Center
- Private Psychiatric Hospital
- State/County Hospital
- Correctional Facility
- School District/System
- University Counseling Center
- Medical School
- Consortium

Hospitals or residential treatment centers are those in which patients live at the institutional facility during treatment. Examples of a hospital or residential treatment center would include a psychiatric division of a general hospital, a residential treatment facility for mentally ill adults or adolescents, and a substance abuse treatment facility for dual-diagnosis patients.

Mental health clinics are those that offer a wide range of psychological services to a wide range of clients. Examples of mental health clinics include a county mental health clinic, a university counseling center, and a private outpatient clinic offering individual and group counseling.

Community agencies are those that offer specialized psychological services or are designed to serve a specialized client population. Examples of a community agency include a rape crisis center, a hospice organization, a "safe house" for battered women which offers counseling, and a senior citizen's counseling service.

In California, formal internships (CAPIC or CAPIC eligible) frequently have practicum placements. It is up to the student to inquire at the site of its practicum opportunities. A list of CAPIC sites is available on the CAPIC website: <http://www.capic.net/>. A "CAPIC eligible" site meets all the requirements as set forth by CAPIC. Please review the specific requirements in the CAPIC section of this handbook.

APPIC and APA internship sites frequently have practicum placements. It is up to the student to inquire at the site of its practicum opportunities.

Lists of both APPIC and APA sites are available on the APPIC and APA websites:

APA - <http://www.apa.org/ed/accreditation/intern.html>

APPIC - <http://www.appic.org/>.

Field Supervisor Evaluation of Practicum Students

A Supervisor Evaluation Student form is available on the website for students to download and print. These forms should be presented to field supervisors for completion on a quarterly basis until the practicum is complete. In this report, the student's work is evaluated and the hours are documented and signed off by the supervisor. If the report reflects an unsatisfactory evaluation, the DCT will contact the student for review. Steps are then taken to remedy the deficiencies. A student may be asked to accrue additional practicum hours or placed on clinical probation if satisfactory progress is not made. If the student is put on clinical probation and the deficiencies are not remedied within 6 months' time, the student may be disqualified.

Faculty Supervision of Practicum Seminar Students:

In addition to the supervision offered at each practicum site, there are four venues in which practicum students must observe the clinical supervision of others and present clinical case material to clinical psychology faculty members in order to fulfill their practicum requirement, as described below. Pacifica

faculty do not directly supervise the clinical work of practicum students, but rather guide organized learning experiences around the clinical material presented in class.

1. Pacifica's Clinical Psychology Program's faculty hosts open clinical practicum supervision sessions during lunch breaks. First year practicum students are required to attend these clinical forum sessions where, in small group settings, they will observe and discuss the presentation of cases by second and third year practicum students. Occasionally, first year practicum students will sign up to present case material if they are already seeing clients in their private practice or practicum placements. Attendance at the open clinical practicum supervision sessions is mandatory for first year students and culminates in the skills learned in the summer practicum class CP760 [Process of Psychotherapeutic Process].

2. All first year practicum students will present case material in CP760 [Process of Psychotherapeutic Process]. Students are expected to have begun their Practicum placement by the Summer of their first year or the Fall of their second year. Those first year practicum students who have not yet begun their Practicum by the Summer of their first year can observe and role-play possible scenarios of client/patient interactions in CP760 in order to facilitate the development of fundamental skills and competencies required of the beginning psychotherapist.

3. Second and third year students are required to present (in either their second or third year) case material from their practicum placements in the open clinical forum practicum sessions, hosted by a clinical faculty member.

4. All third year practicum students will present a formal case formulation in CP910 [Advanced Clinical Practicum]. Students are required to complete a minimum of 500 hours of practicum prior to the Spring quarter of the third year as a prerequisite for CP910 [Advanced Clinical Practicum]. The CP910 course instructor(s) must approve any exceptions to this requirement.

Completion of Practicum:

When all practicum work is completed, students notify the DCT. The DCT will then calculate the total hours accrued and submit a Practicum Completion form, which remains in the student's permanent file. The student will be sent verification that his/her practicum is complete.

INTERNSHIP REQUIREMENTS AND SETTINGS

Pacifica requires 1500 total hours on pre-doctoral internship as a requirement for graduation. The internship represents the final defining clinical training experience prior to receiving the doctorate. Therefore, coursework and comprehensive exams must be completed prior to beginning internship. The clinical training obtained at internship should represent a significantly higher level of training than obtained on practicum. During internship, therefore, the student should expect increased responsibility and to begin to approximate the full range of professional functions of a psychologist operating in that training setting. All 1000 required practicum hours must be logged prior to starting internship. It is noted that taken together, total hour requirements for clinical training placement come to 2500 hours.

Ideally, Pacifica students will undertake internship during the fourth or fifth year of doctoral training, depending on the relative sequence of the dissertation process. Students may find it advantageous to complete dissertation prior to internship. Some internships prefer applicants who have completed the dissertation. However, students may decide for themselves how to sequence internship and dissertation requirements.

Internship programs are often accredited by agencies which uphold universal training standards. Students are strongly encouraged to seek an internship which is accredited at a level acceptable to state licensure. Nationwide internship status is indicated by APA accreditation, or a listing with APPIC (see below). In California, the state-level accrediting body CAPIC also certifies internships. Internships accredited by these agencies follow a strict application. Students are strongly urged to familiarize themselves with this schedule and to follow its milestones.

Internship experience is an organized sequence of supervised training experiences that build upon the skills and competencies acquired during the pre-doctoral coursework and practicum placement and must include the five following components:

1. Formal training in advanced clinical practice, including diagnosis, treatment planning, case management, intervention, clinical case review and, preferably, psychological assessment.
2. Direct client contact and responsibility for independently managing a caseload.
3. Ongoing supervision by a licensed clinical psychologist (see criteria below).
4. A formal, didactic training program as an ongoing aspect of the program.
5. A variety of direct client contact.

An internship setting must be a “formal internship” setting in an agency that is a member of CAPIC, APPIC, or is accredited by APA. In addition to a “formal internship” placement, an internship may be completed in an agency setting where the student is a registered psychological assistant working under a licensed clinical psychologist or board certified psychiatrist’s direct supervision. (A psychiatrist may only supervise up to 750 of the required 1500 hours of internship). Psychological assistantship placements must be approved by the Director of Training.

Students must inform their clients that all their clinical work during the internship period is subject to supervision and students must provide each client with their supervisor's name and qualifications.

Only hours accrued as a “psychological intern” or as a “psychological assistant” may be counted toward Pacifica’s internship hours. Students may not accrue psychology internship hours while functioning under another mental health license or while simultaneously accruing hours for a master’s level license.

Each state has different requirements for licensing. Pacifica’s internship requirements may not meet your state’s requirement for licensing. It is each student's responsibility to know his or her state's credentialing requirements. Links to State Licensing Boards may be found online at http://www.pacifica.edu/clinical_psychology_internship.aspx

Definitions of types of internship sites:

In California, a “formal internship” is identified as a placement that is accredited by APA or is a member of APPIC or CAPIC. In California, psychological assistantships are allowed as internship placements. Psychological assistantships are either private practice settings or agency settings in which the student has applied for and been registered as a psychological assistant of a licensed psychologist or board certified psychiatrist. (A psychiatrist may only supervise up to 750 of the required 1500 hours of internship).

- The Association of Psychology Post Doctoral and Internship Centers (APPIC) is a national membership organization that promotes and develops standards for internship programs.

- The California Psychology Internship Council (CAPIC) is a California based membership organization that promotes and develops standards for internship programs in California.
- APA internship sites are internship placements that are accredited by the American Psychological Association.

If the student wishes to engage in an internship that does not bear these qualifications, the student must document to the DCT that the internship meets the following criteria:

- 1) It must be an organized training program, in contrast to on-the-job training, which is designed to provide the intern with a planned, programmed sequence of training experiences.
- 2) The internship has an identifiable staff psychologist licensed in that jurisdiction who is responsible for the integrity and quality of the training program.
- 3) The internship has, in addition to the primary supervisor above, at least two additional psychologists, at least one of who is licensed in that jurisdiction, who are routinely available for supervision and consultation.
- 4) The internship provides training in a range of assessment and treatment activities conducted directly with clients seeking services.
- 5) At least 25% of the time is spent in direct client contact.
- 6) The internship includes at minimum two hours per week of regularly scheduled formal supervision, at least one of which must be individual. A licensed psychologist must provide at least half of this supervision.
- 7) In addition to the supervision requirements, the internship provides at least two hours of other learning opportunities per week such as: case conferences, seminars dealing with clinical issues, group supervision, etc.
- 8) The internship must have a minimum of two interns enrolled at the time the Pacifica student begins.

Restrictions

Pre-existing paid professional positions may never serve as internship. The internship should be an organized, self-contained training experience meeting the criteria outlined above.

Normally, students are expected to complete internship hours at an agency different from the site in which they obtained practicum hours. A student may petition the DCT to allow them to continue at a prior placement for internship under the following conditions:

- The training site is large and diverse enough to offer additional training beyond which the student has already received
- The internship training is offered at a higher level of intensity and responsibility than the prior practicum training

Supervision Requirements for Internship:

At least one (1) hour each week must be direct, individual, face-to-face supervision with the primary supervisor. All primary supervisors must be licensed clinical psychologists, except that board certified psychiatrists may be supervisors of registered psychological assistants for a maximum of 750 hours. (All psychological assistantships must be approved by the Director of Training). Primary supervisors may delegate a second or third hour of supervision to a mental health professional licensed at the Masters level and these extra delegated hours of supervision may include either group or individual supervision. All supervised professional experience must include supervision by a qualified supervisor for a minimum of

one (1) hour or ten percent (10%) of the actual time worked each week in the internship setting, whichever is greater.

A core faculty member of Pacifica may not serve as a primary supervisor in a formal internship setting or register any students as his/her psychological assistant for any student enrolled at Pacifica.

When a student may begin the Internship:

Students may begin internship work after meeting ten conditions:

1. Successfully complete 1000 hours of practicum work.
2. Complete with a grade of "B" or better an introductory course on the practice of psychotherapy or clinical psychology.
3. Complete with a grade of "B" or better a course in legal, ethical and professional practice.
4. Complete with a grade of "B" or better two required advanced psychopathology courses.
5. Complete with a grade of "B" or better Psych Assessment 1 and 2.
6. To assess clinical competency, students must both complete a clinical practicum course [Process of Psychotherapeutic Process] with a passing grade and meet the competency benchmarks for "Readiness for Internship."
7. Attendance in the open clinical forum practicum sessions in the first year is mandatory for all first year doctoral students, as is a presentation of a case in the open clinical forum practicum sessions in either the second or third year.
8. Successfully complete all coursework.
9. Successfully pass Comprehensive Exams.
10. Be actively enrolled and in good academic standing.

Guidelines for Completion of Internship Hours:

Students must complete their internships in a minimum of 9 and a maximum of 24 months. This requirement is most easily fulfilled in either two successive half-time internships (20-25 hours per week) spanning two years or in a single one-year fulltime internship (40 hours per week). Students who opt for two successive half-time internships must be placed at different internship sites. Students who anticipate completing their required practicum hours by the Fall of their third year may apply for an internship in the Winter of their third year for a placement that begins in the Fall following their three years of coursework. Students must begin their internship in their fourth year or later, in either a one-year full-time internship or in two half-time internships spanning two years. The timing of the internship is often considered in relation to the writing and completion of the dissertation.

Students applying to internship sites must complete all coursework, practicum requirements and be advanced to candidacy before beginning internship training. Students must complete all coursework, dissertation requirements and all internship requirements within a total of 8 years from the date they entered Pacifica. The timing of beginning and completing an internship can be discussed with the Director

of Training. In some instances the practicum experience and the first internship experience may be accrued at the same site if approved by the Director of Training (DCT).

Fulfillment of Licensing Requirements:

Students who wish to pursue licensing must consider the licensing requirements of the state in which they wish to obtain their license. Basic information on many of the various states' licensing or certifying agencies may be found in the Pacifica library in the file cabinet next to the computers or via links to each state board's website on Pacifica's internship website:

http://www.pacifica.edu/clinical_psychology_internship.aspx.

Students are responsible for directly communicating with their state licensing board to obtain information on licensing regulations and procedures in their state. **Internship hours accrued during the doctoral program will not necessarily be accepted by all states for licensing purposes.** Students interested in obtaining licensure as a psychologist in California should familiarize themselves with the laws and regulations relating to the practice of psychology in California. In California, students have 30 months to complete their pre-doctoral 1500 internship hours. **Students are encouraged to actively manage their licensure process from an early date.**

Internship Application Procedures:

Students have the primary responsibility for initiating the investigation of and finding potential internship sites. For internship sites, hard directories of CAPIC, APPIC, and APA agencies are available in the library and are available online at the CAPIC, APPIC and APA websites, links to each of these websites are posted on the internship website: http://www.pacifica.edu/clinical_psychology_internship.aspx

There are formal application procedures for APPIC internship placements.

Application information material for APPIC internships can be obtained through the internship office or online on the APPIC website. A directory of APA internships are available in the library or online through the APA website. Application for CAPIC, APPIC and APA internships generally take place in the late Fall and the Winter quarters for placements beginning the following Summer or Fall. For the internship: Every student must apply to CAPIC, APPIC or APA sites, he or she must consult with the DCT to choose an appropriate site. The Director of Training is available to assist in the application procedures for practicum and internship placement.

Completion of Internship:

When all internship work is completed and once the student has sent in documentation that he/she has fulfilled the 60-hour personal therapy requirement, the DCT will then calculate the total hours accrued and submit an Internship Completion form, which remains in the student's permanent file. The student will be sent verification that his/her internship requirement is complete.

60 hours of personal therapy are required and must be completed prior to completion of internship. Refer to the student handbook for more information.

Scope of Practice While in Clinical Training:

Students should not offer psychological services that are beyond the scope of their professional expertise. Students who engage in any form of psychotherapy or healing practice outside of an approved practicum or internship may not represent this work as being affiliated with the instructional programs of Pacifica Graduate Institute.

Students may not have their personal therapist or a Pacifica faculty member as a clinical supervisor for internship work.

Clinical Probation and Academic Disqualification:

Students may be placed on clinical probation upon failure to make satisfactory progress in their clinical work. This includes unsatisfactory reports from the clinical supervisor, unsubstantiated charges of legal or ethical violations in regard to the practice of psychotherapy or poor performance in the clinical methodology/clinical applications courses. The Education Council will conduct an independent investigation before any student is placed on clinical probation. Students on clinical probation may be required to undertake one or more of the following remedial steps:

1. Obtain additional clinical supervision.
2. Engage in further personal psychotherapy.
3. Enroll in an independent study program to attend to areas needing improvement.
4. Set up an additional internship site, which must be approved by the Director of Training, for independent assessment of the student's clinical competence.
5. Suspend their internship activity. A review of the student's progress to remedy this situation will take place within six months of being placed on probation.

Students who do not make satisfactory progress during the six-month remedial work period of clinical probation may be placed on academic disqualification status. Students in this situation have the opportunity to make a written and oral presentation to show cause for remaining in the program. Students who engage in additional unethical or illegal behavior in regard to the practice of psychotherapy while on clinical probation will undergo an immediate review. If the Education Council substantiates evidence of this behavior through investigation, the student may have his or her probation extended or may be placed on academic disqualification status. Students who take a leave of absence may not accrue internship hours. However, they may accrue personal therapy hours.

Internship Only Enrollment:

Ph.D. Clinical Psychology students who have completed all coursework and passed the comprehensive exams may enroll for an internship-only status. This status enables students to accrue internship hours during those periods when they are not enrolled in the dissertation period or in any other coursework.

The Internship Only status requires quarterly enrollment and a \$300 fee. An enrollment form and payment will need to be submitted for each quarter a student wishes to be enrolled. During this time you are not considered enrolled for financial aid purposes.

Pacifica is required to notify your lender that you are no longer enrolled, therefore your six-month grace period will begin and if Internship Only status extends beyond one quarter, you may be required to begin repayment on your loans.

Internship Forms and Materials are available in the Internship office, Pacifica Graduate Research Library and online at: http://www.pacifica.edu/clinical_psychology_internship.asp

Appendix A: Hints and Resources

The process of applying for a practicum

Students may choose to apply with an existing practicum where other Pacifica students have been trained before (a list is available online at http://www.pacifica.edu/clinical_psychology_internship.aspx), or they may “trail blaze” with a new training site. If approaching a new training site, students should follow these steps:

- 1) Be ready for the process by having a professional-looking C.V., three letters of recommendation, and a Letter of Introduction from the DCT.
- 2) Have your malpractice insurance lined up. This often takes some time to do. Go ahead and send it in when you have the proof of coverage.
- 3) Identify appropriate sites where you would like to work. Make sure the site qualifies as a practicum site according to the regulations specified in this manual. Contact the DCT’s office if there is any doubt.
- 4) Identify the training officer, if one is present (they usually have titles like Director of Training). If the organization is not big enough to have one, identify a psychologist in the organization.
- 5) Call or email the individual you have identified. Say something like:

“My name is _____. I am a ___-year doctoral student in clinical psychology at Pacifica Graduate Institute. I am seeking practicum training in an applied setting. I would like to work 16-20 hours a week with your treatment population under the supervision of a psychologist. Please contact me to discuss how we might be able to work something out. If you have any questions, please contact Pacifica’s Director of Clinical Training, Dr. Matthew Bennett, at 805-679-6139, or email him at MBennett@pacifica.edu.”

- 6) If emailing the contact, include a copy of your C.V. and the letter of introduction from the DCT. If calling, offer to email, fax, or mail them.
- 7) Attempt to negotiate an interview time. As soon as you have the information, send in your Site Proposal/Site Description form to the DCT. It is preferable to do this prior to the interview, to make sure the site meets criteria.
- 8) On the day of your interview, dress professionally. Follow the interview advice described below. Be polite and professional, and focus on how you might help and fit in with the organization’s goals and methodologies. During the interview, bring a copy of Pacifica’s Practicum or Internship Supervision Agreement for the organization to review. If organizational questions remain, refer them to the DCT.
- 9) If offered a position, ensure you have submitted the following *prior to beginning work*:
 - Completed Site Proposal form
 - Proof of student liability insurance

- Curriculum Vitae of primary supervisor
- Practicum or Internship Supervision Agreement signed by the student, the primary

10) Enjoy your practicum!

Interview Tips

- Dress professionally. Even if the worksite is casual, it is customary to show respect for the organization by dressing better-than-average. Your look should be professional and tasteful. Keep in mind that until proven otherwise, mental health treatment organizations, like all healthcare settings, tend to be conservative and professional in appearance and attitude.
- Know the organization ahead of time. Familiarize yourself with their treatment methodologies and any underlying principles. Use their language.
- Practice cultural competence. On interview and early in your tenure at your practicum site, listen, learn, and absorb. Be polite and self-contained until you have a fuller sense of what the internal culture of the organization is like.
- Keep in mind that Pacifica's theoretical orientation, Depth Psychology, is little known or appreciated in many settings. That has to be okay. Just as you would not expect the people of another country or culture to understand your own culture or biases, you should not expect the training site to share your own sensibilities. Do not use words or phrases specific to your model which others are not likely to understand. If you encounter any resistance or indifference to your point of view, respond with something like, "Well, I am here to learn, and I would hope that despite our different points of view, we will find common ground in our efforts to help your clients." You are seeking training in a clinical discipline whose ultimate goals (the ethical and professional treatment of human beings with emotional and behavioral problems to have better, safer lives) transcends theoretical orientation. Your mission is not to enlighten your supervisors; your mission is to obtain quality clinical training. You might find that some of your most formative experiences come at the confluence of different points of view. It's a matter of diversity.
- Be courteous at all times and in all situations.
- Also, be self-respectful and appropriately assertive to express your needs.
- If, despite your attempts to be courteous and open-minded, you feel that you will be abused or taken advantage of on a training site, provide this feedback to the DCT and seek a different site.

Pacifica's Online Resources

Pacifica's Department of Clinical Training maintains an internet page at:

http://www.pacifica.edu/clinical_psychology_internship.aspx

This page contains links to all relevant forms and other useful resources. Keep checking back.

Bank Your Credentials

Some graduate student support organizations provide a "credentials bank" program on their websites. Banking or recording information about your postdoc, internship and doctoral degree through

organizations like the National Psychologist Trainee Register (www.nationalregister.org) or ASPPB's Credentials Bank (www.asppb.org) means you won't have to locate transcripts or supervisors for signatures later on. Links to both banking programs are provided on Pacifica's clinical training webpage.

Support on the Web

The National Association of Graduate-Professional Students

<http://www.nagps.org/>

Association for Support of Graduate Students

<http://www.asgs.org/>

Appendix B: Internship Only Status

Pacifica has developed an enrollment category called “Internship-Only Enrollment.” It allows doctoral candidates to accrue internship hours during those periods when they are not enrolled in the two-year dissertation period.

WHO IS ELIGIBLE TO ENROLL UNDER INTERNSHIP-ONLY STATUS?

Students who have achieved doctoral candidacy may enroll on an internship-only basis. Doctoral candidacy is achieved when student has:

- 1) successfully completed all coursework
- 2) passed their written exams
- 3) had a dissertation concept paper approved by the research faculty

UNDER WHAT CIRCUMSTANCES MIGHT A DOCTORAL CANDIDATE ENROLL AS AN INTERNSHIP-ONLY STUDENT?

After defending their dissertations, some students may elect to accrue additional internship hours before graduating. Enrolling as an “internship-only” student would allow them to enter into a formal training agreement with an internship.

Note: Students in this status are not considered enrolled at Pacifica for financial aid purposes. Financial aid recipients are not eligible for financial aid or deferment status during this period of time.

WHAT IS THE TUITION FEE FOR INTERNSHIP-ONLY ENROLLMENT?

The tuition is \$300 per quarter.

HOW DOES A STUDENT ENROLL FOR INTERNSHIP-ONLY?

Complete and send the Internship-Only Enrollment form to the Registrar’s Office. Additional quarters will require enrollment and \$300 per quarter.

IF STUDENTS TAKE A LEAVE OF ABSENCE DURING THEIR COURSEWORK PERIOD, MAY THEY CONTINUE TO ACCRUE INTERNSHIP CREDIT UNDER THE INTERNSHIP-ONLY STATUS?

No. The policy is intended only for students who have advanced to candidacy. Non-candidate students are encouraged to receive as much internship training as possible while taking coursework and participating in personal therapy, since the combination of these experiences creates a strong educational foundation.

IF A STUDENT IS ENROLLED IN THE TWO-YEAR DISSERTATION PERIOD, SHOULD HE OR SHE ALSO SIGN UP FOR INTERNSHIP-ONLY ENROLLMENT?

No. Students enrolled in the two-year dissertation period are already fully enrolled and may do internship work.

Appendix C: Liability Insurance

TO: Ph.D. Clinical Psychology Students

FROM: Dr. Matthew D. Bennett
Director of Training

RE: Student Professional Liability Insurance

Students must submit written proof to the Director of Training that they carry professional liability insurance prior to the approval of a site. The minimum requirement for student insurance coverage must be one million dollars (\$1,000,000.00) per individual incident and three million dollars (\$3,000,000.00) aggregate. Pacifica Graduate Institute does not carry liability insurance for students. Please note that this insurance covers students only for “activities that are required by (your) graduate program.” It will, therefore, provide coverage for you only while working at a Pacifica-approved practicum/internship site and only while you are supervised by a Pacifica-approved supervisor.

Students may obtain a policy with any one of the following:

- American Psychology Association Insurance Trust (APAIT)
Professional Liability Insurance Program, P.O. Box 9324
Des Moines, Iowa 50306
(800) 477-1200 \$35.00 Annual Premium – www.apait.org
*Individual must be a student member of the American Psychological Association (APA) (800) 374-2721

- American Professional Agency
95 Broadway, Amityville, NY 11701
(800) 421-6694 or (516) 691-6400
*Individual must not be receiving compensation at the site to be considered for this student liability insurance policy.
\$35.00 Annual Premium

- CANADIAN RESIDENTS
*Individual must be a student member of The Canadian Psychological Association and the Provincial Association of Psychologists who co-sponsor a professional liability insurance program with:
McFarlan Rowlands Insurance
380 York Street, London, Ontario (519) 679-8880

Appendix D: Open Clinical Forum Transcription Notes

Instructions for preparing open clinical forum supervision sessions are as follows:

Pick one patient with whom you are working now or have worked with in the recent past. Completely camouflage the identity of this patient. Briefly give the following information:

1. Age of patient
2. Length of time seen in therapy
3. Frequency and regularity of sessions
4. Adaptive context – any relevant changes or breaks in the frame that are to be considered (for example: vacations, missed sessions)
5. Presenting problem

After this information is given, present actual transcribed process notes of the actual dialogue in the session. These may be taken from a tape recording of the session, or from your memory of the session. It helps to set aside time immediately after a session to try to capture and recreate the actual dialogue between you and the patient.

For example:

Patient says – “.....”

Therapist says – “.....”