

PACIFICA
GRADUATE INSTITUTE

SUPERVISED PRACTICUM
GUIDELINES



**M.A. Counseling Psychology
Program**

**Class of
2013-2016**

ANIMAE MUNDI COLENDAE GRATIA

One of the primary purposes of Pacifica Graduate Institute is to provide advanced education in counseling psychology, within the depth psychological traditions. The Pacifica motto, *animae mundi colendae gratia*, for the sake of tending soul in the world, emphasizes a foundational idea within this tradition.

Students in the M.A. Counseling Psychology Program are required to be engaged in a supervised practicum experience within their community as part of the Clinical Practice sequence of courses. This culminates in the Comprehensive Oral Examination and the Written Clinical Vignette Examination. Upon successful completion of the examinations, practicum, coursework, and thesis, students become eligible to graduate.

It is Pacifica's belief that human experience is diverse and multi-faceted. We are dedicated to cultivating the gifts of the human imagination so that these insights may be brought to bear upon the personal and cultural concerns of our era. While this handbook focuses on the necessary details of fulfilling your clinical requirements, we encourage your vision to include the broader context while reading these pages, and to let it extend beyond the personal and beyond the consulting room.

We see psychological life as an evolutionary development within nature, alive in all the phenomena and systems of our world. In these constant exchanges among the psyches of the individual, the culture, the collective human imagination, and the living planet lies our understanding of depth psychology. We invite you to share and explore this philosophy as you begin your clinical training.

PACIFICA GRADUATE INSTITUTE

SUPERVISED PRACTICUM GUIDELINES

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In order to access and print the forms mentioned in these guidelines, please visit the practicum forms website at:

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

INTRODUCTION

To support your professional development as you learn to become an effective psychotherapist, a practicum in a fieldwork setting is required. The supervised practicum is an integral part of the six quarter Clinical Practice sequence of courses. **You are required to be in a practicum from September 1, 2014 to March 15, 2016 concurrent with the six course Clinical Practice sequence of classes.** Course lectures, experiential exercises, and assignments are grounded in the practicum experience.

In your supervised practicum you will have the opportunity to work with a variety of supervisory styles and therapeutic techniques. You will have the opportunity to work with individuals, couples, families, and/or groups.

You must begin your search for a supervised practicum site no later than winter quarter of your first year of study, though the end of fall is recommended. Some sites make their final decisions about selecting students as early as January or February prior to the beginning of the practicum.

All paperwork for approval of your site must be submitted to the practicum office by the third session of your spring quarter CP 567 Professional Skills Development I.C. course during your first year of study. All students are expected to complete supervised practicum trainings and have direct client contact prior to the time courses begin in fall quarter 2014. There is a complex paperwork process required for the approval of the practicum site. Paperwork for site approval will be available electronically for downloading and printing at:

General Practicum Website:

www.pacifica.edu/practicum_resources.aspx

Link to Practicum Forms:

www.pacifica.edu/counseling_practicum_forms.aspx

Note: the spaces in the links are _ underscores

You may begin your supervised practicum after you have successfully completed spring quarter 2014 classes, and after all site documentation has been submitted and approved by the Clinical Practicum Associate. Occasionally site settings require an extensive training period before allowing students to work with clients. **It is the responsibility of the student to acquire a supervised practicum in time to allow for any such training period.**

This manual provides you with valuable information about practicum requirements and resources, including ideas about how to find a practicum site. The Pacifica Graduate Institute Practicum Website offers a site directory called the “Practicum Site Search Map” that contains the practicum sites that Pacifica students have been placed at for the past five academic years. The direct link to the map is: <http://www.pacifica.edu/innercontent-m.aspx?id=2970>. In addition, it may be helpful to speak with second year students from your geographical area.

Students are responsible for determining and remaining informed of licensure requirements in their own state. If you require additional courses to meet licensing requirements in your state, you may arrange to do a total of 8 units of independent studies at Pacifica to meet those requirements while you are enrolled here. Practicum hours and licensure only independent studies are available at Pacifica *prior* to obtaining your degree; no additional practicum hours or course units can be added post-degree at Pacifica (see Pre-Degree Licensing Requirement Disclaimer on page 17).

If you are from out-of-state, it is critical that you research your state licensing board regulations to educate yourself about curriculum and practicum requirements in your state. You can find a directory of all MFT state licensing boards at www.aamft.org, and LPC/LPCC licensing boards at <http://counseling.org/Counselors/LicensureAndCert.aspx>.

Entering into your supervised practicum experience can be an exciting, challenging, and affirming process. Your practicum will provide you with feedback about your current level of counseling skills, and will provide the opportunity for professional growth and development. It is also important to remember that you will be offering a valuable service to your community through your practicum site in your time, compassion, and commitment. We wish you a productive and challenging journey as you enter this new stage of your professional development.

CONTACT INFORMATION FOR THE PRACTICUM OFFICE

Lou Ann Wallner, M.A., L.M.F.T.

Director of Clinical Training

Email: llwallner@pacifica.edu Direct Phone Line: 805-879-7333

Director of Clinical Training is available to assist all students and Pacifica Counseling Psychology graduates on practicum and state licensure issues.

Nicole Botaitis, M.S., L.M.F.T., L.P.C.C.

Clinical Practicum Associate II, W & C Tracks

Email: nbotaitis@pacifica.edu Direct Phone Line: 805-879-7376

The Clinical Practicum Associate oversees students' practicum requirements for Pacifica Graduate Institute and state licensing boards, and acts as a liaison between students and site supervisors.

Karla Kim, M.A.

Clinical Practicum Associate I, L & D Tracks

Email: kkim@pacifica.edu Direct Phone Line: 805-879-7325

The Clinical Practicum Associate oversees students' practicum requirements for Pacifica Graduate Institute and state licensing boards, and acts as a liaison between students and site supervisors.

Justin Burdine

Practicum Coordinator

Email: jburdine@pacifica.edu Direct Phone Line: 805-879-7379

The Practicum Coordinator is available to assist students with any paperwork related issues and general inquiries about the practicum.

Cynthia Fredericksen

Practicum Coordinator

Email: cfredericksen@pacifica.edu Direct Phone Line: 805-879-7383

The Practicum Coordinator is available to assist students with any paperwork related issues and general inquiries about the practicum.

Practicum Office Fax Number: 805-879-7388

Practicum Office Mailing Address:

249 Lambert Rd., Carpinteria, CA 93013

PACIFICA GRADUATE INSTITUTE

SUPERVISED PRACTICUM REQUIREMENTS

I. Pacifica Graduate Institute Supervised Practicum Requirements

A. Hourly Requirements

1. A minimum of 280 direct service hours are required during Practicum (this includes telemedicine counseling and face-to-face experience counseling individuals, couples, families, and groups).
2. Each student must complete a minimum amount of direct service hours per quarter (see chart below) while enrolled in the six course Clinical Practice sequence. **No student may progress through the Clinical Practice sequence of courses without completing the minimum requirement each quarter.**

Summer '14 Quarter	Fall '14 Quarter	Winter '15 Quarter	Spring '15 Quarter	Summer '15 Quarter	Fall '15 Quarter	Winter '16 Quarter
0 hour minimum to advance	30 hour minimum to advance	45 hour minimum to advance	45 hour minimum to advance	25 hour minimum to advance	45 hour minimum to advance	45 hour minimum to advance
15 hours suggested	50 hours required	50 hours required	50 hours required	30 hours required*	50 hours required*	50 hours required*

Note: if the 280 direct service requirement is met in advance of completing the Clinical Practice sequence, the minimum quarterly requirement drops to 20 hours per quarter.

3. Each student must also provide counseling to at least six (6) individual clients for a minimum of six (6) sessions each, a total of 36 individual hours, over the entire six quarter Clinical Practice sequence of courses. All students are also encouraged to provide services to couples, families, and groups.

B. Clinical Supervision

1. Your clinical work must be supervised by a Licensed Marriage and Family Therapist, a Licensed Clinical Social Worker, a Licensed Psychologist, a Psychiatrist certified by the American Board of Psychiatry and Neurology, Licensed Professional Clinical Counselor, or a Licensed Mental Health Counselor (each with at least **two years of licensed** experience). Any out of state licensing exceptions will be considered case by case.

The license must be granted in the state in which the supervisor is practicing. The supervisor must be designated by the facility or site to have authority over your clinical work. Supervisors must meet and comply with the supervisory requirements outlined in the Board of Behavioral Sciences (BBS) Responsibility Statement for Supervisors.

In most cases your supervisor will be on site at your practicum. In the rare event that your site does not provide supervision, you may arrange and pay for supervision with an off-site supervisor. In such cases, an off-site supervisor letter of agreement must be signed between the agency, the student, and the proposed supervisor. See the practicum forms website for a sample Letter of Agreement for an Off-Site Supervisor (www.pacifica.edu/counseling_practicum_forms.aspx).

2. Each student must receive a minimum of one hour of individual supervision or two hours of group supervision within each calendar week that services are provided in order for any practicum hours to be counted. Group supervision can occur in one hour segments, but must be in the same week and recorded in two hour increments. **No hours of experience will be approved if the required amount of supervision is not received during each calendar week in which services were provided.**

Additionally, all students must receive a *minimum* of one hour of individual supervision or two hours of group supervision for every five client contact hours (two hours of group supervision are equal to one hour of individual). This minimum requirement is referred to as the 5:1 ratio. Additionally, no more than five hours of supervision, whether individual or group, may be accrued during a single week.

C. Types of Acceptable Settings

Site Criteria per California Business & Professions Codes for MFT and LPCC licensure:

1. The site must be one that lawfully and regularly provides mental health counseling or psychotherapy;
2. The site must provide oversight to ensure that the student's work at the setting meets the experience and supervision required by law and is within the scope of practice for the profession; and
3. **The site must not be a "private practice"** owned by an LMFT, LPCC, LCSW, a licensed psychologist, a licensed physician and surgeon, or a professional corporation of any of these licensed professions unless a copy of the Articles of incorporation for a Professional Corporation AND a copy of the state license to operate a health facility are provided.

Students may accrue hours at any of the following:

1. A nonprofit and charitable organization that has received a determination letter from the IRS pursuant to section 501(c) (3) of the Internal Revenue Code, or has an application for such determination on file with the Internal Revenue Service.
2. Hospitals and other licensed health facilities, whether for-profit or non-profit.
3. Governmental entities, whether city, county, state, or federal.
4. Alcohol and drug treatment programs, whether for-profit or non-profit, that are licensed by the state's Alcohol and Drug Treatment Division.
5. Schools, colleges, or universities, whether for-profit or non-profit.
6. Pediatric day health and respite care facilities.
7. Churches, either tax-exempt or capable of being tax-exempt.
8. Skilled nursing facilities licensed by the State.
9. Intermediate care facilities licensed by the State.
10. Residential care facilities licensed by the State.

11. State correctional treatment centers.
12. Social rehabilitation facilities licensed by the State.
13. Community treatment facilities licensed by the State.

II. Selection of a Supervised Practicum Site

A. Beginning

Reflect on the kinds of practicum site experiences you would like to have, and think about the specific population you would be interested in working with, for example, with the elderly, young children, pregnant teens, homeless individuals or families, people with HIV or AIDS, or substance use/abuse and addiction issues. If this is not clear to you, spend some time thinking about your interests. Your next step is to identify the sites available in your community. Another resource available to you is the second year students. If you know mental health professionals from your community, they may be able to help you identify a suitable site, or you can inquire about their process in locating a practicum site. This process can range from being quite arduous and long lasting to a very easy acquisition after just one phone call and interview. For this reason, it is important to explore practicum site options in the fall quarter.

B. Resources for Getting Started

1. The Practicum Site Search Map/Directory is available on the Practicum Resources Website. The direct link is: <http://www.pacifica.edu/innercontent-m.aspx?id=2970>. This map shows all of the practicum sites that students have been in for the past five academic years.
2. Practicum Postings: Supervised practicum sites with openings are posted on the Counseling Psychology Announcement Board near reception at the Ladera Campus.
3. Other Resources: Regional chapters of AAMFT, ACA, CAMFT, CALPCC, and other community resource information services. These services provide names of mental health or social service agencies. You may also confer with your Clinical Practicum Associate about potential supervised practicum sites.
4. As a support to assist you in finding a practicum site, you are required to submit a list of 5 potential sites in your CP 566 Professional Skills Development I.B. course (refer to online course for track specific due dates).

C. Resume

If you are new to the field of counseling, you may find that your resume needs to be refined. For the purpose of the supervised practicum, many students have found success by redesigning their resume to reflect their current and anticipated coursework.

It may prove beneficial to highlight your volunteer or paid experiences within the helping professions, in addition to listing your first year courses. Course titles and descriptions are located in the Pacifica course catalog. A sample resume has been posted on the

practicum forms website to assist you in reorganizing your resume. As a support to assist you in finding a practicum site, you are required to submit a resume in your CP 566 Professional Skills Development I.B. course.

D. Initiating Contact with Supervised Practicum Sites

1. Once you have identified potential sites:
 - a. Inquire about the site's protocol for selecting students. When do they interview? When are application deadlines? What documents are required for application? Resume? Letters of recommendation? When do students begin work at the site? How long is the practicum?
 - b. Be prepared to convey that you are a first year student in a graduate degree program of counseling psychology, which meets the curriculum requirements for LMFT and LPCC licensure in California. Explain that you are required to do a counseling practicum for six quarters, in which you will provide direct client contact.
2. Letter of Introduction: Included on the practicum forms website is a letter of introduction from Pacifica. This summarizes practicum requirements and can be provided to potential sites. If your potential site would like more information about Pacifica, provide them with the 2013-2014 Pacifica Course Catalog and the 2013-2016 Supervised Practicum Guidelines.

E. Letters of Recommendation

Sources for letters of recommendation can be academic, professional, or personal. Process of Psychotherapy instructors, who are familiar with your clinical work, are optimal choices for letters of recommendation. Please allow adequate time when requesting letters from instructors.

F. Interview Process

Many sites conduct individual and/or group interviews when selecting students. Be prepared to answer some common questions, including:

1. What interests you about becoming a psychotherapist?
2. Why are you interested in this particular supervised practicum site?
3. How much time can you commit to (e.g. 5 hours, 10 hours, 15 hours per week, etc.) and for how long (e.g. 6 months, 1 year, etc.)?
4. What population do you want to work with?
5. What are your specific clinical interests?
6. What kind of experience do you bring to this work?
7. What are your strengths/weaknesses as a clinician?
8. What are the personal attributes you bring to this work?
9. What are you looking for in a supervisor?
10. What are your current growing edges or deficits in skill or knowledge?
11. How might someone close to you describe you?
12. What is your theoretical orientation?
13. What are your goals for this practicum? What are your future goals?

Remember that you are also interviewing your potential supervisor and assessing the “fit” with the supervised practicum site. The supervisor will be an individual you will likely work with for the duration of the year on a weekly basis, or you will rotate among several supervisors at the agency. Questions to consider are:

1. What are your expectations of a student?
2. How do you conduct supervision? (e.g., focus on intrapersonal and counter-transferential issues; teaching or educational style; group vs. individual mode).
3. What type of training does the site provide?
4. When is supervision and training provided?
5. Does your site have a specific theoretical orientation?
6. Will I be able to see individual clients and meet the 6x6 requirement to see six individual clients six times over the course of the practicum?
7. How many students does the agency accept?
8. Is there any stipend associated with this practicum? Or, what is the monthly training fee for the training received at the site?
9. When will you make your decision?

G. Importance of Commitment to Site

It is important when you sign an agreement with a practicum site that it is your intention to honor the agreement by remaining at this site for the agreed upon time. While there is a 30-day termination clause in the Affiliation Agreement, this only happens in rare circumstances. Please do not terminate an agreement with a site without first consulting with your Clinical Practicum Associate. It is the responsibility of the student to be aware of the expiration date of the Affiliation Agreement and to renew the Affiliation Agreement in a timely manner.

III. Professional Liability Insurance

- A. Prior to commencing your practicum, all students are required to procure their own professional liability insurance with a minimum coverage of \$1,000,000 per occurrence, and \$3,000,000 aggregate, **even if the agency in which you work provides you with insurance coverage.** You must submit your Certificate of Insurance as proof of coverage to the Practicum Coordinator **prior to accruing any hours at your practicum site.** No site paperwork will be approved without proof of your insurance.

Hours accrued without Mal-practice Liability Insurance will not be accepted.

- B. Here is a list of commonly used insurance agencies:

1. American Psychology Association Insurance Trust <www.apait.org>
Trust Risk Management Services
135 So. La Salle Street, Dept. 1791
Chicago, Illinois 60674-1791 1-877-637-9700 Fax 1-877-251-5111
*Individual must be in the application process or a student member of the American Psychological Association (APA): 1-800-374-2721 www.apa.org

2. American Counseling Association www.counseling.org
ACA student membership *includes* liability insurance
ACA Insurance Trust, Inc.
5999 Stevenson Avenue
Alexandria, Virginia 22304-3300 Toll-free: 1-800-347-6647
 3. CPH and Associates www.cphins.com
CAMFT (California Association of Marriage and Family Therapist) members receive a discount on CPH insurance
711 SO. DEARBORN AVE., STE. 205
Chicago, IL 60605 Toll-free 1-800-875-1911
 4. American Association for Marriage and Family Therapy
AAMFT student membership *includes* insurance with CPH and Associates; Visit www.aamft.org
 5. Insurance may also be obtained directly from:
American Professional Agency <americanprofessional.com>
Toll-free: 1-800-421-6694
 6. **(For Canadian Residents)**
*Individuals must be a student member of the Canadian Counselling and Psychotherapy Association, the Canadian Psychological Association, or the Provincial Association of Psychologists. They can then receive student-rate insurance with: Marsh Insurance OR McFarlan Rowlands Insurance
- C. If you reside outside of the United States in a country other than Canada, please contact the Director of Clinical Training or the Clinical Practicum Associate for your options.
- D. The annual premium cost for \$1 million/\$3 million aggregate liability coverage ranges from approximately \$35 through CPH to higher premiums through the other organizations listed.
- E. Student membership in CAMFT, CALPCC, AAMFT, or the ACA is encouraged but not required. CAMFT and CALPCC student membership offers **discounted** insurance and AAMFT and ACA student membership **includes** insurance.

IV. Approval of Supervised Practicum Site

- A. Prior to beginning a practicum, your site must be approved by your Clinical Practicum Associate. Follow the M.A. Practicum Approval Checklist available at the Practicum Forms website (www.pacifica.edu/Counseling_Practicum_Forms.aspx) in the Approval Packet. Hours accrued at any unapproved site will not be accepted.
- B. Submit all of the following forms for approval:
 1. MA Practicum Proposal Form (original required)
 2. Affiliation Agreement (original required)

3. Professional Mal-Practice Insurance Statement and a copy of your Certificate of Insurance
5. Copy of all Clinical Supervisors' Licenses
6. Responsibility Statement(s) for Supervisors of MFT Trainees or Interns are required **for California residents only** or those seeking licensure in California (submit copies and keep originals for licensure). LPCC Responsibility Statements are not required for pre-degree hours.
7. Letter of Agreement for Off-Site Supervision is **only required in the event that the site does not provide supervision** and you must arrange for your own supervision off-site; see sample letter on Practicum Forms website.

It is important that students keep copies of all forms

- C.** All Practicum forms for approval of the practicum site are due to the Clinical Practicum Associate on the third session of spring quarter during the first year of study as part of the CP 567 Professional Skills Development I.C. course. Refer to the online course for track specific due dates. **Students without an approved Supervised Practicum Site cannot advance to Clinical Practice I.**
- D.** The effective date of your Affiliation Agreement with the practicum site should be no later than September 1, 2014, extending through March 15, 2016.

E. Clinical Supervisor Change or Termination

While participating in an approved practicum site you may experience a change in supervision at your site. This may include concluding supervision with your primary supervisor, concluding supervision with your secondary supervisor, or commencing supervision with a new supervisor. **Additional paperwork is required whenever you have a change in supervision at your site.**

1. Concluding Supervision with a Clinical Supervisor

When terminating supervision with a clinical supervisor you must submit the following forms (available at www.pacifica.edu/counseling_practicum_forms.aspx):

- a. Notification of New Supervisor and/or Supervisor Termination Form
- b. Final Log of Hours (if applicable)
- c. BBS Experience Verification Form (for students seeking licensure in CA). Complete this form, obtain your supervisor's signature and retain for your records. **Do not return this form to Pacifica.**

2. Beginning Supervision with a new Clinical Supervisor

When commencing supervision with a new clinical supervisor you must submit the following forms (available at www.pacifica.edu/counseling_practicum_forms.aspx):

- a. Notification of New Supervisor and/or Supervisor Termination Form
- b. Affiliation Agreement (pages 3 & 6) **original**
- c. Copy of Supervisor's License
- d. Supervisor Responsibility Statement (California residents only or those seeking licensure in California)
- e. Letter of Agreement for Off-Site Supervisors (only in the event that the site does not provide supervision and you must arrange for your own supervision off-site)

F. Supervised Practicum Site Termination

When terminating a site, you must submit the following paperwork (available at http://www.pacifica.edu/Counseling_Practicum_Forms.aspx):

1. Notification of Site Termination Form
2. Student Evaluation of Practicum Site
3. Final Quarterly Supervisor's Evaluation
4. Final Log of Hours

V. Evaluation and Verification of Practicum Experience

The following items, available on the Practicum Forms Website at www.pacifica.edu/Counseling_Practicum_Forms.aspx, must be submitted at the end of **each quarter** in the six quarter Clinical Practice sequence:

A. Quarterly Log of Hours

This log documents the hours you accrue at your practicum site. Begin a new log each quarter. Refer to the Sample Log and the Log Corrections Checklist on the Practicum Forms website. **Keep the original logs for your records and send in a complete and legible photocopy.** Due dates will be posted in the online Professional Skills Development courses.

B. Quarterly Supervisor's Evaluation

This evaluation is requested quarterly. The Clinical Practicum Associates will request this evaluation from your supervisor at the end of each quarter. Please remind your supervisor to complete this report and ask that they share it with you. Even though this report is requested from your supervisor, it is **your** responsibility to ensure that it is submitted at the end of each quarter.

VI. Clinical Probation and Disqualification

- A.** Students can be placed on clinical probation based on unsatisfactory reports from the clinical supervisor or substantiated charges of legal or ethical violations in regard to the practice of psychotherapy.
- B.** 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. Suspend practicum activity
- C.** A review of the student's progress in remedying his or her probationary status 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 their clinical probation may be placed on academic disqualification status.
- D.** 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

evidence of this behavior is substantiated, the student’s probation may be extended or the student may be placed on academic disqualification.

VII. Documentation of Personal Therapy

- A. All M.A. students must complete 50 hours of personal therapy as part of the clinical training requirements necessary for degree completion.

Students may begin accruing personal therapy hours after the first day of class fall quarter and must meet the quarterly requirements outlined below. **All students must complete a minimum of 5 hours of therapy each quarter until the 50 hour requirement is fulfilled. The 50-hour requirement must be fulfilled by the last day of class at the end of the six course Clinical Practice sequence.** Note: Pacifica will accept a maximum of 100 personal therapy hours.

Fall '13	Winter '14	Spring '14	Summer '14	Fall '14	Winter '15	Spring '15	Summer '15	Fall '15	Winter '16
5 hours	5 hours	5 hours	5 hours	5 hours	5 hours	5 hours	5 hours	5 hours	5 hours
Due Dec 15	Due March 15	Due June 15	Due August 31	Due Dec 15	Due March 15	Due June 15	Due August 31	Due Dec 15	Due March 15

To meet Pacifica’s requirements, your therapist must be a licensed mental health clinician (i.e. a Licensed Marriage and Family Therapist, a Licensed Clinical Social Worker, a Licensed Psychologist, a Licensed Professional Counselor/Licensed Professional Clinical Counselor, a Licensed Mental Health Counselor, a Psychiatrist certified by the American Board of Psychiatry and Neurology, or a Certified Jungian Analyst). Please contact your Clinical Practicum Associate if you have questions about the personal therapy licensure requirements. The personal therapy requirement may be met by engaging in individual, group, couple, or family therapy.

- B. Personal therapy shall be documented on the **Personal Therapy Documentation Form** (http://www.pacifica.edu/Counseling_Practicum_Forms.aspx). Original documentation and a copy of your therapist’s license must be submitted to the Practicum Coordinator by the quarterly deadlines above. Please use a separate form for each therapist and each quarter.

VIII. Practicum File Closure

- A. Refer to the Checklist of Supervised Practicum Requirements on page 15 of the Guidelines to ensure that you have met all necessary requirements for degree completion.
- B. In preparation for degree completion, documentation of the following must be submitted to your Clinical Practicum Associate **no later than March 15, 2016:**
 - 1. Request for File Closure Form
 - 2. Student Evaluation of Practicum Site
 - 3. Final Quarterly Supervisor's Evaluation
 - 4. Final Log of Hours
 - 5. Final Personal Therapy Documentation (if applicable)

M.A. Counseling Psychology Practicum Timeline

First Year

	Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
To Do:	<input type="checkbox"/> Read Practicum Guidelines <input type="checkbox"/> Find a therapist <input type="checkbox"/> Look for a practicum site & think about populations	<input type="checkbox"/> Find and apply to practicum sites <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Secure a practicum site and print out the Approval Packet <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Finalize any remaining site paperwork <input type="checkbox"/> Begin accruing practicum hours if you can <input type="checkbox"/> Continue therapy
Paperwork Due*:	<input type="checkbox"/> Signed Receipt of Supervised Practicum Guidelines Form <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> 5 sites assignment <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> Approval Packet with all site paperwork <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> 5 hours of personal therapy <input type="checkbox"/> Summer quarter log of hours (if applicable)

Second Year

	Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
To Do:	<input type="checkbox"/> Accrue practicum hours (30 hour direct service min., 50 required) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (45 hour direct service min., 50 required) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (45 hour direct service min., 50 required) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (25 hour direct service min., 30 required) <input type="checkbox"/> Continue therapy
Paperwork Due*:	<input type="checkbox"/> Log of hours <input type="checkbox"/> Supervisor's Evaluation <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> Log of hours <input type="checkbox"/> Supervisor's Evaluation <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> Log of hours <input type="checkbox"/> Supervisor's Evaluation <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> Log of hours <input type="checkbox"/> Supervisor's Evaluation <input type="checkbox"/> 5 hours of personal therapy

Third Year

	Fall Quarter	Winter Quarter
To Do:	<input type="checkbox"/> Continue accruing hours (45 hour direct service min., 50 required) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (45 hour direct service min., 50 required) <input type="checkbox"/> Continue therapy <input type="checkbox"/> Close practicum file in preparation for degree posting
Paperwork Due*:	<input type="checkbox"/> Log of hours <input type="checkbox"/> Supervisor's Evaluation <input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> Log of hours <input type="checkbox"/> Supervisor's Evaluation <input type="checkbox"/> 5 hours of personal therapy <input type="checkbox"/> File closure paperwork

* Note: Specific due dates are listed in the online Professional Skills Development courses *

PACIFICA GRADUATE INSTITUTE
CHECKLIST OF SUPERVISED PRACTICUM REQUIREMENTS
TOWARD DEGREE COMPLETION

The following is a list of clinical requirements necessary for degree completion. All forms are available at: www.pacifica.edu/Counseling_Practicum_Forms.aspx. It is your responsibility to make sure all of the following documentation has been received by the Counseling Psychology Practicum Office by March 15, 2016.

- Quarterly logs of hours confirming a minimum of 280 direct service hours.
- Quarterly Supervisor's Evaluations (at least one confirming that you have seen six individual clients for a minimum of six sessions each over the course of the Supervised Practicum).
- Student Evaluation of Practicum Site (required for **each** supervised practicum site).
- Personal Therapy Documentation (50 total hours) and copies of your therapists' licenses.
- Request for File Closure form.

XI. LICENSING RESOURCES & INFORMATION

Transitioning from Pacifica to your State Licensing Board:

You begin your transition by submitting the Request for File Closure Form to the Practicum Office, specifying a closure date on the form. From that date forward, record your hours on the log forms provided by your state. In California, the state logs are the Weekly Summary of Hours of Experience forms available at www.bbs.ca.gov. Upon degree posting, you should (in states where applicable) apply for your **Registered Intern number**. Please see the website of your state licensing board for application forms and guidelines. Be aware of time limits and parameters in your state. Many state intern applications, including California's, require students to submit a Program Verification Form and/or an Official Transcript. These items can be requested through the Registrar's Office at Pacifica Graduate Institute. For current California MFT and PCC intern requirements please refer to the intern application packets at www.bbs.ca.gov. If you choose to accrue hours toward LMFT and/or LPCC licensure after obtaining your master's degree, you must register as an intern with the BBS.

Transitioning from Student to Registered Intern:

As a student, all pre-degree student hours must be submitted to Pacifica. Students can begin accruing pre-degree hours if they have completed at least 18 quarter units and are currently enrolled in a master's or doctoral degree program designed to qualify them for licensure. Once you complete your degree, you will apply to become a registered intern—an unlicensed person who has earned his or her degree and is registered with the BBS. As an intern you no longer submit hours to Pacifica and you record hours on the BBS log instead of the Pacifica log.

Students pursuing LMFT and/or LPCC licensure in CA: Upon completion of your degree, you must register for your intern number with the BBS within 90 days of degree posting in order to continue to accrue hours toward licensure. All hours accrued during this transition will count towards licensure *as long as* you apply for your intern number within 90 days of your degree posting. During this transition your status with the BBS is "Post-Degree with Application Pending for Intern Registration."

Forms Required for California licensure:

Please refer to the BBS website at www.bbs.ca.gov for current forms and licensure information as well as details regarding how to fill out the forms below.

LMFT Licensure Forms	LPCC Licensure Forms
MFT Weekly Summary of Hours of Experience	PCCI Weekly Summary of Hours of Experience
MFT Supervisor Responsibility Statements	LPCC Supervisor Responsibility Statements
MFT Experience Verification Forms	LPCC Experience Verification Forms
Letter of Agreement for Off-Site Supervision (if applicable)	Supervisory Plan
	Letter of Agreement for Off-Site Supervision (if applicable)

*** Note: Students will need to keep the originals of all licensure forms above and submit them to the BBS with their licensure application***

Pre-Degree Licensing Requirement Disclaimer to Students

Each State's license/s, academic, and practicum requirements may differ. It is the student's responsibility, prior to beginning coursework at Pacifica Graduate Institute, to contact their home state's licensing board regarding curriculum licensing requirements and regulations pertaining to concurrent and post degree coursework in order to determine whether any additional coursework is required. Students who may need to fulfill additional state requirements may register for up to 8.0 units at Pacifica for Independent Studies for those courses. Students may also take those courses in their home state either concurrently with their Pacifica coursework or post degree.

A Directory of State Marriage and Family Therapists (MFT) licensing boards can be found at www.aamft.org, and LPC/LPCC licensing boards at <http://counseling.org/Counselors/LicensureAndCert.aspx>.