

PACIFICA
GRADUATE INSTITUTE

**SUPERVISED PRACTICUM
GUIDELINES**



**M.A. Counseling Psychology
Program**

**Class of
2014-2017**

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.

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 these guidelines focus 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.

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PRACTICUM OFFICE CONTACT INFORMATION

M.A. Counseling Psychology Program

Practicum Office

249 Lambert Rd.
Carpinteria, CA 93013

Fax Number: 805-879-7388

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

Director of Clinical Training

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

Email: llwallner@pacific.edu

Direct Phone Line: 805-879-7333

Marilyn Owen, M.A., L.M.F.T.

Clinical Practicum Associate I, D & L Tracks

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

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Direct Phone Line: 805-879-7325

Clinical Practicum Associate II, C & W Tracks

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

Cassy Marcum, M.S.

Practicum Coordinator, D & L Tracks

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

Email: cmarcum@pacific.edu

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Cynthia Fredericksen, M.A., M.F.T.I.

Practicum Coordinator, C & W Tracks

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

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INTRODUCTION

Welcome to the M.A. Counseling Psychology Program at Pacifica Graduate Institute. This rigorous (93.0 unit) academic program emphasizes theoretical understanding and experiential training in clinical counseling skills. Coursework includes professional clinical counseling, marriage and family therapy, theory and praxis, and humanities and the depth traditions. There are two Capstone Projects required in this program: the Comprehensive Oral Examination and Written Clinical Vignette Examination, and a Master's Thesis.

Pacifica's M.A. Counseling Psychology curriculum provides a knowledge base and foundation that shapes and fosters your identity as a Marriage and Family Therapist (MFT) and Professional Clinical Counselor (PCC). To support professional development as you learn to become an effective psychotherapist and clinical counselor, a practicum in a supervised setting is required during the second year of graduate study. The practicum is an integral part of the Clinical Practice sequence of courses. Enrollment in Clinical Practice I is contingent upon the completion of first year course work (18.0 units) and approval of a practicum site. Course lectures, experiential exercises, and assignments are grounded in the practicum experience.

Our students are required to complete 50 hours of personal psychotherapy (5 hours per quarter), as well as a minimum of 300 cumulative hours, and a minimum of 280 direct service hours working with clients as a MFT trainee, and LPC graduate student at an approved supervised practicum site. The Supervised Practicum Guidelines 2014-17 provide you with valuable information about first, second, and third year practicum requirements and resources.

The Practicum Team encourages you to explore the **practicum website**: http://www.pacifica.edu/Trainee_Resources.aspx which serves as a resource for our M.A. Counseling Psychology students. Feel free to browse this site to become familiar with the procedures for completing the practicum requirements. Please note that the **Practicum Site Search Map** has been updated for students searching for a practicum site: <http://www.pacifica.edu/innercontent-m.aspx?id=2970>.

The **Practicum Site Search Map** identifies all of the practicum sites where Pacifica students have worked in practicum over the past five academic years. In addition, it may be helpful to speak with second and third year students who are located in your geographical area.

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 an opportunity for professional growth and development. It is also important to remember that you will be offering a valuable mental health service to your community through your time, compassion, and commitment. We wish you a productive and challenging journey as you enter this new stage of your professional development.

**SUPERVISED PRACTICUM
GUIDELINES
2014-17**

**A. FIRST YEAR STUDENTS
2014-15**

**M.A. COUNSELING PSYCHOLOGY PROGRAM
PACIFICA GRADUATE INSTITUTE**

Practicum Timeline: 1st Year Students				
Quarter	Fall 14	Winter 15	Spring 15	Summer 15
	<input type="checkbox"/> Read Practicum Guidelines	<input type="checkbox"/> Identify 5 practicum sites, and begin the interview process	<input type="checkbox"/> Secure a practicum site	<input type="checkbox"/> Finalize site paperwork
	<input type="checkbox"/> Look for a practicum site and think about populations	<input type="checkbox"/> Revise your Resume	<input type="checkbox"/> Print out Approval Packet and complete all documents	<input type="checkbox"/> Begin accruing practicum hours if you can
	<input type="checkbox"/> Find a therapist Begin therapy	<input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue therapy
	<input type="checkbox"/> Complete CP 515 Process of Psychotherapy I	<input type="checkbox"/> Complete CP 516 Process of Psychotherapy II	<input type="checkbox"/> Complete CP 517 Process of Psychotherapy III	<input type="checkbox"/> Complete CP 609 Clinical Practicum
	<input type="checkbox"/> Complete CP 565 Professional Skills Development IA	<input type="checkbox"/> Complete CP 566 Professional Skills Development IB	<input type="checkbox"/> Complete CP 567 Professional Skills Development IC	<input type="checkbox"/> Complete CP 568 Professional Skills Development ID
Work Due:	<input type="checkbox"/> Signed Receipt Form for Supervised Practicum Guidelines	<input type="checkbox"/> 5 Sites Assignment <input type="checkbox"/> Submit Resume	<input type="checkbox"/> Approval Packet with completed paperwork <input type="checkbox"/> Submit your Certificate of Liability Insurance	<input type="checkbox"/> Summer Log of Hours due 8/30/15 <input type="checkbox"/> Complete first year coursework 18.0 units
PERSONAL THERAPY	<input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> 5 hours of personal therapy	<input type="checkbox"/> 5 hours of personal therapy
DUE DATE:	12/15/14	3/15/15	6/15/15	8/15/15

PRACTICUM REQUIREMENTS ~ 1ST YEAR

I. Documentation of Personal Therapy

- A. All M.A. students are required to complete 50 hours of personal therapy as part of the Clinical Practicum requirements necessary for degree completion.
- Students may begin accruing personal therapy hours following the first day of fall quarter and must meet the requirements outlined above.
 - 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 end of the winter 2017 quarter.**
Note: Pacifica will accept a maximum of 100 personal therapy hours.
- B. To meet Pacifica's Personal Therapy 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.
- C. The personal therapy requirement may be met by engaging in individual, group, couple, or family therapy.
- D. Personal therapy shall be documented on the **Personal Therapy Documentation Form** (Copies of the Documentation Form and your therapist's current license must be submitted to the Practicum Coordinator by the quarterly deadlines above. Please use a separate form for each therapist and each quarter.

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

II. Types of Acceptable Settings

A. Site Criteria per California Business & Professions Codes for MFT and PCC 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.

B. Students may accrue hours at the following practicum sites:

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, federal, and certain Veteran's Administration sites.
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.

III. Selection of a Supervised Practicum Site

A. Beginning

1. Reflect on the kinds of clinical experiences you would like to have. Think about the specific population you would be interested in working with, for example with young children, adolescents, the elderly, the homeless, individuals 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.

2. Your next step is to identify the sites available in your community. Other resources available to you are the second and third 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 begin 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>.
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. online course in the winter quarter.

C. Resume

1. 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.
2. 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.

D. Initiating Contact with Supervised Practicum Sites

1. Once you have identified potential sites:
 - a. Inquire about the site's process 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 (93.0 unit) graduate degree program in 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 up to 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 the Director of Clinical Training, Lou Ann Wallner, L.M.F.T. This letter summarizes your practicum requirements and can be provided to potential sites. If your potential site would like more information about Pacifica, provide them with the 2014-2015 Pacifica Course Catalog, and the 2014-2017 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

1. Many sites conduct individual and/or group interviews when selecting students. Be prepared to answer some common questions, including:
 - a. What interests you about becoming a psychotherapist?
 - b. Why are you interested in this particular supervised practicum site?
 - c. 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.)?
 - d. What population do you want to work with?
 - e. What are your specific clinical interests?
 - f. What kind of experience do you bring to this work?
 - g. What are your strengths/weaknesses as a clinician?
 - h. What are the personal attributes you bring to this work?
 - i. What are you looking for in a supervisor?
 - j. What are your current growing edges or deficits in skill or knowledge?
 - k. How might someone close to you describe you?
 - l. What is your theoretical orientation?
 - m. What are your goals for this practicum? What are your future goals?
2. 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:

- a. What are your expectations of a student?
- b. How do you conduct supervision? (e.g., focus on intrapersonal and counter-transference issues; teaching or educational style; group vs. individual mode).
- c. What type of training does the site provide?
- d. When is supervision and training provided?
- e. Does your site have a specific theoretical orientation?
- f. 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?

- g. How many students does the agency accept?
- h. Is there any stipend associated with this practicum? Or, what is the monthly training fee for the training received at the site?
- i. How is the Supervisor available to assist with a client in crisis, in person, via phone, or email?
- j. Is it likely that I will be able to fulfill my 30 direct service hours in the fall quarter requirement?
- k. 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.

IV. 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:

American Psychology Association Insurance Trust

Visit: 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

American Counseling Association

Visit: 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

CPH and Associates

Visit: www.cphins.com

CAMFT (California Association of Marriage and Family Therapist)

*CAMFT members receive a discount on CPH insurance

711 So. Dearborn, Ste. 205

Chicago, IL 60605

Toll-free 1-800-875-1911

American Association for Marriage and Family Therapy

Visit www.aamft.org

*AAMFT student membership *includes* insurance with CPH and Associates;

Insurance may also be obtained directly from:

American Professional Agency

Visit: americanprofessional.com

Toll-free: 1-800-421-6694

(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

1. If you reside outside of the United States in a country other than Canada, please contact the Director of Clinical Training or your Clinical Practicum Associate for your options.
2. 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.
3. 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:
- a. M.A. Practicum Proposal Form (original required)
 - b. Affiliation Agreement (original required)
 - c. Professional Mal-Practice Insurance Statement and a copy of your Certificate of Insurance
 - d. Copy of all Clinical Supervisors' Licenses
 - e. Responsibility Statement(s) for Supervisors of MFT Trainees are required **for California residents only** or those seeking licensure in California (submit copies and keep originals for licensure).
 - f. LPCC Responsibility Statements are not required for pre-degree hours.
 - g. 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 are due to your Professional Skills Instructor on the third session of spring quarter for approval of the practicum site 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, 2015, extending through March 15, 2017.

FREQUENTLY ASKED QUESTIONS

1st year students

1. What is a practicum?

- ✚ A practicum is a community mental health site that provides clinical supervision and training to M.A. Counseling Psychology Program graduate students who have completed 18.0 units of curriculum (first year coursework).
- ✚ A practicum is also known as a traineeship, or supervised field experience.
- ✚ You begin accruing direct service and cumulative hours as a trainee in the fall quarter of your second year, working under the supervision of a licensed clinician.
- ✚ Pacifica students are required to accrue a minimum of 280 direct service hours, and a minimum of 300 cumulative hours in practicum.
- ✚ The maximum number of cumulative hours that you can count pre-degree is 1,300.
- ✚ The maximum number of direct service hours that you count pre-degree is 750.

2. How do I find a practicum site?

- ✚ It is ultimately your responsibility to research and explore the opportunities in your community. However, the practicum office is here to support, assist, and guide you every step of the way.
- ✚ If you live in a large city, you may be able to select sites based on the clinical population you are drawn to.
- ✚ If you live in a small, remote area, it is possible you will need to travel a long distance or even temporarily relocate in order to get the practicum experience and supervision required. So, it is wise to start planning and making contact with potential sites as soon as possible.
- ✚ To help you locate practicum opportunities in your community, you can review Pacifica's **Site Search Map/ Directory**: <http://www.pacifica.edu/innercontent-m.aspx?id=2970> . This google map indicates all of the practicum sites where Pacifica students have worked in practicum over the last five years.

3. When do I need to start looking for a practicum site?

- ✚ It is never too soon to start exploring practicum sites in your community and reflecting on the clinical population(s) you feel most drawn to working with.
- ✚ 1st year students will begin interviewing and securing practicum positions during the 2015 winter quarter, and conclude interviews by the spring and/ or summer.

- ✚ You are required to begin accruing hours as a trainee at an approved practicum site no later than September 2015.

4. How will I be prepared to see clients for the first time?

- ✚ The M.A. Counseling Psychology curriculum has been carefully planned to provide a solid theoretical foundation that will assist your professional development as a clinician. In the beginning, you will practice each month with students in your cohort during the Process of Psychotherapy I-III courses. You will make mistakes and grow from them, before you see your first real client. However, few students feel completely READY...you just have to start!

5. What if I plan to pursue licensure outside of California?

- ✚ It is VERY IMPORTANT that you understand if/how your state's requirements differ from CA. You cannot go back and make-up pre-degree requirements after you graduate! Explore your state's licensing board website for educational requirements. You can find links for these boards on the Pacifica Practicum Resources website page: http://www.pacifica.edu/Practicum_Resources.aspx Your Practicum Associate will provide you with a worksheet that compares Pacifica's curriculum with your state's requirements. You will learn whether or not you need to take additional courses, and how many direct service/cumulative hours are required by your state pre-degree. You will also come to understand which licensed mental health professionals can supervise you, and whether or not group supervision is required.

6. Do I have to decide which license to pursue right away?

- ✚ In California, this is not an issue, since Pacifica's curriculum satisfies both the MFT and PCC pre-degree licensure requirements.
- ✚ If you are pursuing licensure in another state it is important to look at the minimum direct service, and cumulative hourly requirements for each license you are interested in pursuing to ensure that you meet the pre-degree requirements.

7. What is the difference between the LMFT and the LPCC?

- ✚ Generally speaking, the LMFT focuses on relationships, while the LPCC focuses more on the individual. However, both types of clinician treat mental health problems and mental illness.
- ✚ [The CA Board of Behavioral Sciences defines the MFT](#) as “*service performed with individuals, couples, or groups wherein interpersonal relationships are examined for the purpose of achieving more adequate, satisfying, and productive marriage and family adjustments. This practice includes relationship and premarriage counseling.*”

- ✦ [The California Business and Professions Code defines the LPCC](#) as “*the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention, and psychosocial and environmental problems... [and] includes conducting assessments for the purpose of establishing counseling goals and objectives to empower individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed, rational decisions. Professional clinical counseling does not include the assessment or treatment of couples or families unless the professional clinical counselor has completed [the required] training and education.*”

- ✦ See the [Guide to Dual Licensure, published by the California Association of Marriage and Family Therapists\(CAMFT\)](#) for more details.

8. How many hours of personal therapy are required?

- ✦ You need to accrue a total of 50 Personal Therapy hours with a *licensed clinician or certified Jungian analyst*.
- ✦ You are required to acquire 5 hours per quarter in order to meet the graduation requirement.
- ✦ You can find the **Personal Therapy Documentation Form** under “Practicum Forms” on the Practicum Resources web page:
http://www.pacifica.edu/Practicum_Resources.aspx

**SUPERVISED PRACTICUM
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2014-17**

**B. Second Year Students
2015-16**

**M.A. COUNSELING PSYCHOLOGY PROGRAM
PACIFICA GRADUATE INSTITUTE**

Practicum Timeline: 2nd Year Students				
Quarter	Fall 15	Winter 16	Spring 16	Summer 16
To Do:	<input type="checkbox"/> Begin to accrue practicum hours (30 direct service hours required) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (50+ direct service recommended) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (50+ direct service recommended) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Continue accruing hours (50+ direct service recommended) <input type="checkbox"/> Continue therapy
Work Due:	<input type="checkbox"/> Fall Log of Hours (due 12/15/15) <input type="checkbox"/> Complete CP 610 Clinical Practice I <input type="checkbox"/> Complete CP 665 Professional Skills Development IIA	<input type="checkbox"/> Winter Log of Hours (due 3/15/16) <input type="checkbox"/> Complete CP 611 Clinical Practice II <input type="checkbox"/> Complete CP 666 Professional Skills Development IIB	<input type="checkbox"/> Spring Log of Hours (due 6/15/16) <input type="checkbox"/> Complete CP 612 Clinical Practice III <input type="checkbox"/> Pass the Comprehensive Oral Examination <input type="checkbox"/> Complete CP 667 Professional Skills Development IIC	<input type="checkbox"/> Summer Log of Hours (due 8/15/16) <input type="checkbox"/> Complete CP 613 Clinical Practice IV <input type="checkbox"/> Complete CP 668 Professional Skills Development IID
PERSONAL THERAPY DUE DATE:	<input type="checkbox"/> 5 hours of personal therapy 12/15/15	<input type="checkbox"/> 5 hours of personal therapy 3/15/16	<input type="checkbox"/> 5 hours of personal therapy 6/15/16	<input type="checkbox"/> 5 hours of personal therapy 8/15/16

PRACTICUM REQUIREMENTS ~ 2nd YEAR

A minimum of 280 direct service hours are required during Practicum (this includes telehealth and face-to-face experience counseling individuals, couples, families, and groups).

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.

I. Clinical Supervision

- A. Your practicum 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.
1. 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.
 2. 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).
- B. 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 direct experience will be approved if the required amount of supervision is not received during each calendar week in which services were provided.**
- a. 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. **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** and is available on the practicum website.

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)

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)

II. **Supervised Practicum Site Termination**

- A. Students may terminate a site when they have reached the minimum number of direct service and total hours, or when they have decided they need to move to a different site.
- B. If you decide to terminate prior to the agreed upon end date identified in your Affiliation Agreement, you will need to provide a 30 day notice to the site and your clients to ensure that you fulfill your ethical responsibilities to both.
- C. 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

III. Evaluation and Verification of Practicum Experience

The following forms must be submitted at the end of **each quarter** in the six quarter Clinical Practice sequence and are available on the Practicum Forms Website:

www.pacifica.edu/Counseling_Practicum_Forms.aspx;

A. Quarterly Log of Hours

This log documents the hours you accrue quarterly at your practicum site. 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. Begin a new log each quarter.

B. Quarterly Supervisor's Evaluation

This evaluation is requested quarterly. Your 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.

IV. 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.

FREQUENTLY ASKED QUESTIONS

2nd year students

- 1. What documentation is needed to accompany the addendum page 7 of the affiliation agreement, showing the site is appropriate for a practicum?**
 - ✚ Ask your site to provide either a tax document from the IRS showing the 501c3 non-profit status, or articles of incorporation directly from the state with the state seal stamp on it.

- 2. How many direct service hours must I accrue per quarter?**
 - ✚ 30 hours are required by the end of the fall quarter.
 - ✚ 50 hours per quarter are recommended to keep you on track, but your hours may vary from quarter to quarter.
 - ✚ 280 hours of direct service are required to complete your practicum.
 - ✚ NOTE: Out of state students may have higher direct service and cumulative requirements, so do the math to determine how many hours you will need to accrue per quarter in order to meet your minimum number of total hours.

- 3. When can I start accruing hours at my practicum site?**
 - ✚ You may start accruing hours at your practicum site the day after the third session of the spring quarter.

- 4. Where do I get a copy of the Pacifica Log of Hours?**
 - ✚ Go to the [Pacifica Website](#) and click on M.A. Counseling Psychology Program.
 - ✚ Click on Current Students, then [Degree Program Resources](#)
 - ✚ Click on [Counseling Psychology, Practicum Forms](#)
 - ✚ You will see Log Directions and Tools, and Practicum Logs. There are two formats: [a pdf you can edit electronically with an auto-add feature](#), and [a conventional pdf that cannot be edited](#). The auto-add pdf cannot be saved with data, so you must complete the entire log at one time, then print for supervisor signatures. Or, you can print out the conventional log and add hours and signatures weekly by hand.

- 5. Can I record my hours on BBS logs instead of Pacifica logs?**
 - ✚ No. You must record pre-degree hours on Pacifica Graduate Institute logs. The Pacifica logs are preferred by the BBS and accepted, based upon a longstanding agreement between the clinical programs at the Institute and the BBS.

6. When are logs due?

- ✚ Quarterly logs are due no later than the last day of the quarter month end. Failing to turn in logs or log corrections by these dates will result in a grade hold of your Clinical Practice course.

7. Can I record hours without recording supervision?

- ✚ Yes, however, the only hours that are allowed to be recorded without recording supervision in the same week are workshop and training hours.

8. Can I average my supervision hours, or do I have to exactly meet the 1:5 ratio ever week?

- ✚ Yes and No. You must receive 1 unit of supervision every week your record direct service hours. However, the 2nd unit of supervision, for direct service hours over 5, can be averaged over the course of your practicum.
- ✚ NOTE: This is not true after graduation when you are an intern. At that time, you must follow the 1:10 ratio every single week you provide claim hours.

9. Can I have more than one practicum site?

- ✚ Yes. As long as each site is approved, you may have more than one. Many of our students have more than one site to be able to receive diverse types of experience over different populations.

10. When can I meet with someone to discuss questions or concerns I may have?

- ✚ The Practicum Office has a table in the dining hall that is set up at lunch for the first two days of every session. If you have questions or forms to turn in come to the dining hall at lunch and stop by the Practicum Office table.

11. When do we get our syllabus packets?

- ✚ Syllabi are available about a month prior to the first day of class. Please direct syllabi questions to the Program Administrators:
Joanne Hayden (C & D tracks) jhayden@pacifica.edu
Sybille Wesner-Salperto (L & W Tracks) swesner-salperto@pacifica.edu

12. When will we receive our Clinical Practice I, II, & III Workbooks?

- ✚ You can purchase your Clinical Practice I, II, & III Workbook in the Pacifica Book Store on the first day of class in the fall quarter 2014.

**SUPERVISED PRACTICUM
GUIDELINES
2014-17**

**C. Third Year Students
2016-17**

**M.A. COUNSELING PSYCHOLOGY PROGRAM
PACIFICA GRADUATE INSTITUTE**

Practicum Timeline ~ 3rd Year Students			
Quarter	Fall 16 CP 614	Winter 17 CP 615	Spring 17
To Do:	<input type="checkbox"/> Continue accruing hours (50+ direct service recommended) <input type="checkbox"/> Continue therapy	<input type="checkbox"/> Complete a minimum of 280 direct service hours <input type="checkbox"/> Complete a maximum of 750 direct service hours <input type="checkbox"/> Complete a minimum of 300 cumulative hours <input type="checkbox"/> Complete a maximum of 1,300 cumulative hours <input type="checkbox"/> Complete a minimum of 50 hours of Personal Therapy	COMMENCEMENT! 
Work Due:		<input type="checkbox"/> Pass the Written Vignette Exam – 2 ND session winter quarter 2017 <input type="checkbox"/> Close practicum file by 3/15/17 in preparation for degree posting <input type="checkbox"/> Complete the Thesis by 3/15/17	

PRACTICUM REQUIREMENTS ~ 3RD YEAR

I. Supervised Practicum Requirements: Degree Completion Checklist

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, 2017.

- 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.

II. Practicum File Closure

- A. Refer to the SUPERVISED PRACTICUM REQUIREMENTS: DEGREE COMPLETION CHECKLIST (above) to ensure that you have met all necessary requirements for degree completion.
- B. In preparation for degree completion, the following documentation must be submitted to your Clinical Practicum Associate **no later than March 15, 2017**:
 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)

LICENSING RESOURCES AND INFORMATION

I. Transitioning from Student to Registered Intern

- A. You begin your transition by submitting the Request for File Closure Form to the Practicum Office, specifying a closure date on the form.
- B. 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.
- C. 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.
 1. Steps for applying for Registered Intern number with CA BBS
 - a. Go to the BBS website (bbs.ca.gov) and download the intern application.
 - b. At the top of the home page, click on the “Forms/Pubs” tab, then on “IMF/MFT Related” forms. Here you will be able to find the intern application packet as well as the BBS logs and experience verification forms which you will need.
- D. Be aware of time limits and parameters in your state.

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.”

- E. 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.
- F. 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.

II. 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)	Letter of Agreement for Off-Site Supervision (if applicable)
	Supervisory Plan

*** 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.

Directory of State Marriage and Family Therapists (MFT) licensing boards can be found at www.aamft.org

Directory of State Professional Clinical Counselors (PCC) licensing boards can be found at licensing boards at <http://counseling.org/Counselors/LicensureAndCert.aspx>

FREQUENTLY ASKED QUESTIONS

3rd year students

1. Am I supposed to keep the original BBS Supervisor Responsibility Statements?

✚ Yes, you keep the original **California** Responsibility Statements for Supervisors of MFT Trainees. Submit copies to the Practicum office and you keep the originals for licensure. LPCC Responsibility Statements are not required for pre-degree hours because they do not count toward licensure.

2. Does Pacifica keep the BBS Verification of Hours form or do I retain that for my records?

✚ You keep the BBS Verification of Hours form(s) which you submit to the BBS when you apply for licensure in California.

3. If my verified Log of Hours reflects that I have met the Direct Service requirement of 280 hours, am I able to leave my site?

✚ Yes. Accrual of the minimum pre-degree Practicum requirements allows you the ability to terminate with your site. Site termination requires the following: all fall, winter, spring and summer Log(s) of Hours on file with no corrections needed, and all quarterly Supervisor Evaluations. Minimum requirements: (300 Cumulative Hours/ 280 Direct Service Hours)

✚ You also need to complete the Termination of Site form, and the Student Evaluation of Practicum Site form if you decide to leave your site. These forms are located online:

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

4. If I have completed the minimum hourly requirements can I waive the CP 614 and CP 615 online Clinical Practice (1.0 unit) classes?

✚ No. Accrual of the minimum pre-degree practicum requirements **does not** allow you to waive the pre-degree educational licensing requirement of 12.0 units of Clinical Practice.

5. If I leave my practicum site, can I start a new practicum site?

- ✚ Yes, you may start a new practicum site once you complete and submit the Approval Packet paperwork required for each new practicum site.

6. When will my file close?

- ✚ Your Practicum file will close at the end of the winter quarter upon completion of Pacifica's educational, and practicum pre-degree requirements:
 - Cumulative Hours: 300 minimum / 1,300 maximum
 - Direct Service Hours: 280 minimum / 750 maximum
 - Personal Therapy: 50 minimum
- ✚ You must submit a Request for File Closure form to the Practicum office in order to begin the file closure process.