

PACIFICA
GRADUATE INSTITUTE

**SUPERVISED PRACTICUM
GUIDELINES**



**M.A. Counseling Psychology
Program**

**Class of
2016-2019**

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: lwallner@pacific.edu

Direct Phone Line: 805-879-7333

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

Clinical Practicum Associate I, C & W Tracks

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

Email: cfredericksen@pacific.edu

Direct Phone Line: 805-879-7383

Becky Hurst, M.A., L.M.F.T.

Clinical Practicum Associate II, D & L Tracks

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

Email: bhurst@pacific.edu

Direct Phone Line: 805-879-7325

Jena Farrow

Practicum Coordinator

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

Email: jfarrow@pacific.edu

Direct Phone Line: 805-879-7379

INTRODUCTION

To support your professional development as you learn to become an effective Marriage and Family Therapist and Clinical Counselor, a practicum in a community mental health setting is required during the second year of graduate study at Pacifica Graduate Institute. The practicum is an integral part of the Clinical Practice I-III sequence of courses. **You are required to be in practicum from September 1 to June 30 of your second year, concurrent with your Clinical Practice I-III courses.** Course lectures, experiential exercises, and assignments are grounded in the practicum experience.

Your supervised practicum experience has the potential to provide you with a rich introduction to the practice of Marriage and Family Therapy and Clinical Counseling. As a trainee you will be exposed to a variety of supervisory styles and therapeutic and clinical counseling techniques. You will have the opportunity to work with individuals, couples, families, and groups.

You must begin your search for a practicum site no later than winter quarter of your first year of study. Some sites make their final decisions about selecting applicants as early as February or March.

A Site Approval Packet is required to be completed and submitted to your Practicum Coordinator for the approval of the practicum site. Step-by-step instructions for completion of the Site Approval Packet and a Schedule of Practicum Office Due Dates are included in this manual. The Site Approval Packet and all practicum forms are available electronically for downloading and printing at:

M.A. Counseling Psychology Website:

<http://www.pacifica.edu/about-pacifica/pacifica-graduate-institute-student-services/pacifica-graduate-institute-degree-resources/practicum-resources>

Link to Practicum Forms:

<http://www.pacifica.edu/practicum-forms>

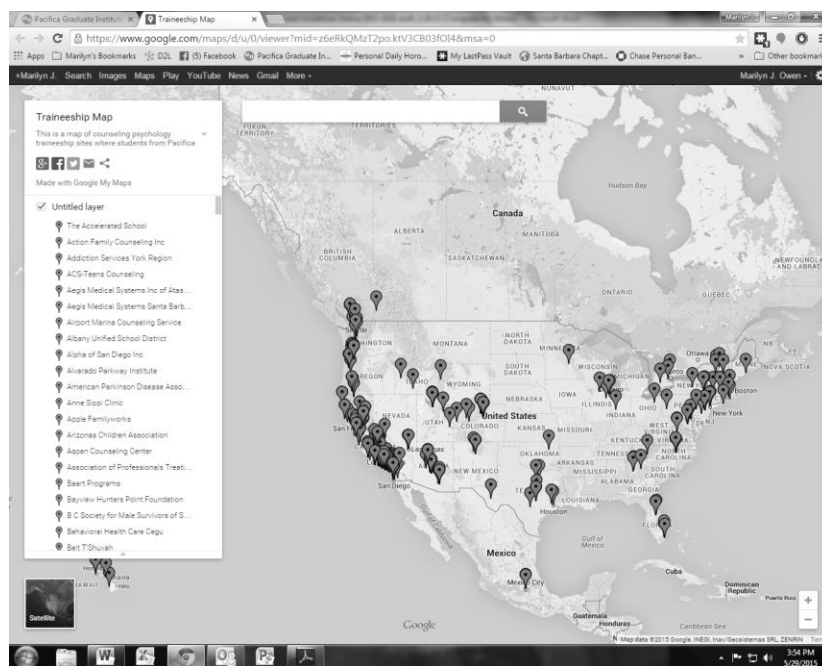
Note: the spaces in the links are _ underscores

You may begin accruing hours at your approved practicum site after you have completed 18 quarter units of study. The starting date is contingent upon the submittal of all practicum documentation to your Practicum Coordinator for site approval. The practicum starting date can commence on the day following the last day of your 1st year spring quarter classes, and no later than the first day of the 2nd year fall quarter. Occasionally practicum settings require an extensive training period before allowing students to work with clients. **It is the responsibility of the student to acquire a practicum in time to allow for any such training period.**

Practicum Site Search Map:

The Practicum Site Search map identifies sites that 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.

If you are from out-of-state, it is critical that you contact your state licensing board to educate yourself about curriculum and practicum requirements in your state. You can find a directory of all state licensing boards at www.aamft.org.



Entering into clinical practicum can be a challenging and affirming process. Your practicum, combined with Pacifica's curriculum, will provide you with the types of skills or knowledge that must be developed to ensure the quality of services delivered by MFTs and LPCCs. You will be learning behaviors, skills, attitudes, and policies that promote awareness, acceptance, and respect for differences, which will enhance services that meet the needs of diverse populations, and promote resiliency and recovery. We wish you a productive and challenging journey as you enter this new stage of your professional development.

FINDING A PRACTICUM SITE

I. Documentation of Personal Therapy

- A. All M.A. Counseling Psychology students are required to complete 50 hours of personal therapy as part of the educational requirements necessary for degree completion.
 - 1. Students may begin accruing personal therapy hours following the first day of fall quarter and must meet the requirements outlined below.
 - 2. **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 fall 2018 quarter.** Note: Pacifica will accept a maximum of 100 personal therapy hours.
 - 3. 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.
 - 4. The personal therapy requirement may be met by engaging in individual, group, couple, or family therapy.
 - 5. 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.

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
 - 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. The First Steps

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, and 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. 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.

1. 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.

2. As a support to assist you in this process, you are required to submit a resume as your final assignment in CP 565 Professional Skills Development I.A. (online course) in the fall quarter.

C. Resources for Getting Started

1. The Practicum Site Search Map/Directory is available on the Practicum Resources Website. The direct link is:
<https://www.google.com/maps/d/u/0/viewer?mid=z6eRkQMzT2po.ktV3CB03fOI4&msa=0>
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.

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 2016-2019 Pacifica Course Catalog, and the 2016-2019 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 which may include role plays 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 Malpractice Liability Insurance will not be accepted.
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- 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 Practicum Coordinators. Follow the M.A. Practicum Approval Checklist available at the Practicum Forms website (<http://www.pacifica.edu/practicum-forms>) 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:
 - **California residents** 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. The effective date of your Affiliation Agreement with the practicum site should be no later than September 1, 2017, extending through September 1, 2018. You may continue to be in practicum until March 15, 2019.

FREQUENTLY ASKED QUESTIONS

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 combined maximum of 750 direct service hours and supervision hours in practicum.
- ✚ Pacifica students are required to accrue a minimum of 300 cumulative hours, and a maximum of 1,300 cumulative hours in practicum.

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**:
<https://www.google.com/maps/d/u/0/viewer?mid=z6eRkQMzT2po.ktV3CB03fOl4&msa=0> .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 2017 winter quarter, and conclude interviews by the spring and/ or summer.
- ✚ You are required to secure an approved practicum site no later than August 15, 2017.

4. 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/about-pacifica/pacifica-graduate-institute-student-services/pacifica-graduate-institute-degree-resources/practicum-resources>. 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.

5. 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.

6. 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.

7. 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-forms>

PRACTICUM REQUIREMENTS

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

Telehealth refers to the mode of delivering health care services and public health via information and communication technologies to facilitate the diagnosis, consultation, treatment, education, care management, and self-management of a patient’s health care while the patient is at the originating site and the health care provider is at a distant site.

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 hours 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.
 2. Supervisors must meet and comply with the supervisory requirements outlined in the Board of Behavioral Sciences (BBS) Responsibility Statement for Supervisors, which includes the following:
 - a. possess a current and valid California license for at least two years prior to the commencement of supervision;
 - b. complete a 6-hour supervision training within the two-year period immediately preceding supervision and every renewal period when supervising, **NOTE: If the supervisor has never taken this course, it must be taken within 60 days of commencement of supervision;** and
 - c. have practiced psychotherapy or directly supervised trainees, interns, or associate clinical social workers who perform psychotherapy as part of their clinical practice in two of the past five years immediately preceding the commencement of supervision.
 - d. Supervisors who are licensed as a Professional Counselor or Mental Health Counselor and are supervising students who will be pursuing an MFT license, must also complete the following:
 - i. Six semester units or nine quarter units specifically focused on the theory and application of marriage and family therapy;
OR
A named specialization or emphasis area on the qualifying degree in marriage and family therapy; marital and family therapy; marriage, family, and child counseling; or couple and family therapy.
 - ii. No less than 500 hours of documented supervised experience working directly with couples, families, or children.
 - iii. A minimum of six hours of continuing education specific to marriage and family therapy, completed in each license renewal cycle.
 3. 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 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 (<http://www.pacifica.edu/practicum-forms>).

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 six 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 <http://www.pacifica.edu/practicum-forms>):

- a. Notification of New Supervisor and/or Supervisor Termination
- b. Form 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 <http://www.pacifica.edu/practicum-forms>):

- 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).

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 moving to another site is necessary. Please discuss this with your Practicum Associate prior to making any changes.
- B. If you decide to terminate prior to the agreed upon end date identified in your Affiliation Agreement, you will need to notify your Clinical Practicum Associate and 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/practicum-forms>):
 - 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 in **each quarter** you are in a practicum. All forms are available on the Practicum Forms Website: <http://www.pacifica.edu/practicum-forms>;

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.

Practicum Office Quarterly Dates Calendar:

Fall- Sept. 1-Dec. 15
Winter- Dec. 16- March 15
Spring-March 16-June 15
Summer June 16-August 31

B. Quarterly Supervisor's Evaluation

This evaluation is requested quarterly. Your Clinical Practicum Associate will request this evaluation electronically from your supervisor at the end of each quarter. Please remind your supervisor to complete this evaluation and ask that they share it with you, as this is an opportunity to obtain feedback from your site supervisor in regard to your clinical experience. Even though this evaluation is requested from your supervisor at the end of each quarter by your Clinical Practicum Associate it is **your** responsibility to ensure that it is submitted at the end of each quarter. Please note the Practicum Office does not share the evaluation with the student or the Clinical Practice instructors.

General Practicum Website:

<http://www.pacifica.edu/about-pacifica/pacifica-graduate-institute-student-services/pacifica-graduate-institute-degree-resources/practicum-resources>

Link to Practicum Forms:

<http://www.pacifica.edu/practicum-forms>

*Note: the spaces in the links are _ underscores

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.
- E. **Pacifica's *Civility Statement***
Students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct while at Pacifica Graduate

Institute. Pacifica expects all students to be professional and respectful in their dealings with colleagues, faculty, staff, and clients and to demonstrate caring and compassionate attitudes.

FREQUENTLY ASKED QUESTIONS

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?

- ✚ 5 hours minimum of direct service are suggested each week to reach 280 hours by graduation
- ✚ 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.
- ✚ C- June 12, 2017
- ✚ L- June 15, 2017
- ✚ W- June 22, 2017
- ✚ D- June 26, 2017

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.

Practicum Office Quarterly Dates Calendar:

Fall quarter: September 1 - December 15
Winter quarter: December 16 - March 15
Spring quarter: March 16 - June 15
Summer quarter: June 16 - August 31

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 5:1 ratio every 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 10:1 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.
- ✚ The Practicum team is also available Monday-Friday by email, or by telephone. Contact information can be found on page 1 of these guidelines.

COMPLETING YOUR PRACTICUM

I. Supervised Practicum Requirements: Degree Completion Checklist

The following is a list of clinical requirements necessary for degree completion. All forms are available at: <http://www.pacifica.edu/practicum-forms> It is your responsibility to make sure all of the following documentation has been received by the Counseling Psychology Practicum Office by March 15, 2019.

- ☐ Quarterly logs of hours confirming a minimum of 280 direct service hours.
- ☐ Quarterly logs of hours confirming a minimum of 300 overall hours.
- ☐ A total of 4 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, 2019:**
 - 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 MFT/ PCC Program Verification “Form B” and/or an Official Transcript. Both 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

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

Regarding Out of State Pre-Degree Licensing Requirements

Each state's licensing, academic, and practicum requirements may differ from Pacifica's. It is the student's responsibility, prior to beginning coursework, to contact their home state's licensing board regarding education requirements in order to determine whether any additional coursework is needed. Students who need to fulfill additional state requirements may register for up to 8.0 units of Independent Study 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>

OVERVIEW

A minimum of 3,000 hours of supervised hours of experience is required for licensure.

Pre-degree students may earn: Trainees may accrue a **maximum of 1,300** hours of pre-degree-experience, which includes: A combined maximum of **750** direct service hours and supervision hours. If you submit your application on or after Jan 1, 2021 you cannot claim personal psychotherapy hours.

A maximum of **250** hours of workshops and training (these hours may be pre or post-degree).

On the average, a ratio of 1 to 5 must be achieved; for every 5 hours of counseling provided, a trainee must receive a minimum of 1 hour of supervision consisting of one hour of individual face-to-face supervision, or two hours of group supervision (the group must not have more than 8 persons). No more than **6** hours of supervision may be accrued each week.

No more than 40 total hours may be accrued each week.

Post-degree:

On the average, a ratio of 10 to 1 must be achieved: Interns shall receive an average of at least one hour of individual supervision or two hours of group supervision for every ten hours of client contact in each setting.

Total Cumulative Hours:

Of the 3,000 total hours of experience, earned pre-degree and post-degree, a maximum of 100 hours of personal therapy and a maximum of 250 hours of workshops, training sessions, seminars or conferences may be accrued, pre or post-degree

A minimum of 104 weeks of supervised experience is required. (Two calendar years of pre- and post-degree experience)

A minimum of at least one hour of individual face-to-face supervision per week for a minimum of fifty-two weeks pre or post-degree is required. These do not need to be consecutive.

For each week in which experience is claimed, at least one hour of individual supervision or two hours of group supervision for each work setting is required.

No more than 40 hours of experience may be credited for any week.

No more than six (6) hours of supervision, whether individual or group, shall be credited during a single week.

Not less than 500 hours of experience shall have been gained in diagnosing and treating couples, families, and/or children.

No more than 375 hours of experience for telephone counseling or crisis telephone counseling.

No more than 500 hours of experience will be credited for doing group counseling or therapy.

Up to one-third of the experience required under section 4980.40 may include direct supervisor contact.

Up to 250 hours of verified attendance, with the approval of the intern or trainee's supervisor, at workshops, seminars, training sessions or conferences directly related to marriage, family and child counseling will be credited.

Up to 250 hours of experience will be credited for administering and evaluating psychological tests of counselees, writing clinical reports and writing progress and/or process notes.

No more than one-third (1,000) of the total hours of experience (3,000) may be gained in supervision and other professional enrichment activities. Professional enrichment activities include attendance at workshops, seminars, training sessions or conferences directly related to marriage, family and child counseling, and group, marital or conjoint, family or individual psychotherapy received by the intern or trainee.

A log of all hours of experience gained toward licensure shall be maintained.

Supervisor's Responsibility Statement:

The Laws and Regulations for California Marriage and Family Therapist Licensure require that a Responsibility Statement for Supervisors of MFT trainees and interns be completed and filed with the Board of Behavioral Sciences for each clinical supervisor who provides supervision to you. Trainees are advised to keep the supervisor responsibility statements in their records. Currently the **Board of Behavioral Sciences** requires that these forms be submitted when you apply for licensure.

BBS Experience Verification Form:

While not submitted to Pacifica, students seeking licensure in California should complete the BBS Marriage and Family Therapist Experience Verification Form, securing the signature of your supervisor. **At the conclusion of supervision with each supervisor, complete this form and get your supervisor's signature.** This form is required when applying for licensure in California.

Transitioning from Pacifica to your State Licensing Board:

You begin your transition by submitting the Notification of Traineeship File Closure Form to the Traineeship 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 form 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.

Message to Out of State Students:

Disclaimer to Out of State Students

1. Each State's license/s, academic, and practicum licensing requirements may differ.
2. Out of state students should assess whether their home State requires any additional coursework above and beyond Pacifica's degree requirements.
3. 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 in order to determine whether any additional coursework is required. Students who need to fulfill additional state requirements that exceed the number of units that Pacifica offers for a limited number of specific courses may register at Pacifica for Independent Studies for those courses. These courses include Law and Ethics, Clinical Practice, and Lifestyles and Career Development.
4. If the state requires additional coursework beyond the courses listed above, students may take those courses in their home state either concurrent with their Pacifica coursework or post degree. Students are responsible for checking with their state licensing board regarding the individual state's regulations pertaining to concurrent and post degree coursework. If these additional courses are taken concurrently, prior to degree completion, students may be eligible to transfer the credit, subject to meeting Pacifica's transfer credit requirements. No more than eight (8) units will be accepted for transfer credit. Please be advised that the transfer units for this additional coursework will not reduce the total number of units that a student is required to complete at Pacifica for the M.A. degree. Unless issued transfer credit prior to admission, students may not complete courses at other institutions which are part of Pacifica's required curriculum.

A Directory of State Marriage and Family Therapists (MFT), Mental Health Counselors (MHC) and Licensed Professional Counselors (LPC)

Licensing and Certification Boards is available at this link:

http://www.aamft.org/resources/Online_Directories/boardcontacts.asp

FREQUENTLY ASKED QUESTIONS

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

- ✚ Yes, you keep the original 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 Verification of Hours form(s) which you submit to the BBS when you apply for licensure in California. please refer to your state licensing Board

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.