

**PACIFICA**  
**GRADUATE INSTITUTE**

**SUPERVISED PRACTICUM  
GUIDELINES**



**M.A. Counseling Psychology  
Program**

**Class of  
2017-2020**

## ***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**

The Director of Clinical Training is available to assist current students in the M.A. Counseling Psychology Program with pre-degree practicum requirements, the Clinical Practice I – VI courses, Capstones I.A., and I.B., as well as assisting alumnus with post-degree state licensing board requirements.

Email: [llwallner@pacifica.edu](mailto:llwallner@pacifica.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 pre-degree student practicum requirements in the M.A. Counseling Psychology Program and serves as a liaison between students and site supervisors, and assists alumnus with post-degree state licensing board requirements.

Email: [cfredericksen@pacifica.edu](mailto:cfredericksen@pacifica.edu)

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**Becky Buerger, M.A., L.M.F.T.  
Clinical Practicum Associate II, L, V, & D Tracks**

The Clinical Practicum Associate II - oversees pre-degree student practicum requirements in the M.A. Counseling Psychology Program and serves as a liaison between students and site supervisors, and assists alumnus with post-degree state licensing board requirements.

Email: [bbuerger@pacifica.edu](mailto:bbuerger@pacifica.edu)

Direct Phone Line: 805-879-7360

**Jena Farrow  
Practicum Coordinator C, L, V, D, & W Tracks**

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

Email: [jfarrow@pacifica.edu](mailto:jfarrow@pacifica.edu)

Direct Phone Line: 805-879-7379

## INTRODUCTION

To support your professional and vocational development as you learn how to become an effective Marriage and Family Therapist or Professional 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 Professional 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:

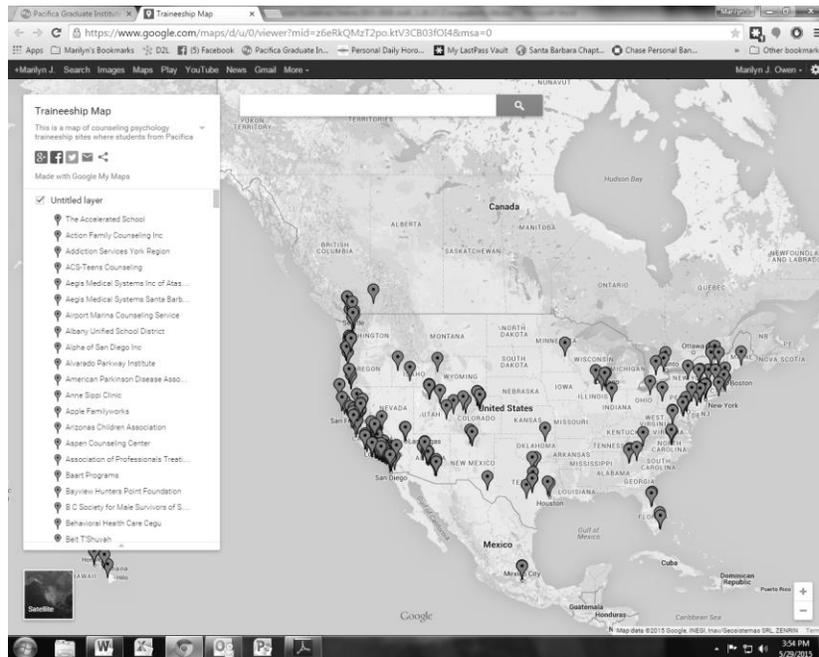
<p><b>M.A. Counseling Psychology Website:</b> <a href="https://www.pacifica.edu/">https://www.pacifica.edu/</a></p> <p><b>Links to Practicum Forms:</b> <a href="#">Click on Current Students</a> <a href="#">Click on Counseling Psychology Practicum Forms</a></p>
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You may begin accruing hours at your approved practicum site after you have completed 18 quarter units of study. The starting date is contingent upon submitting all signed practicum paperwork to your Practicum Coordinator for site approval. The practicum starting date can commence on the day following the last day of your 1<sup>st</sup> year spring quarter classes, and no later than the first day of the 2<sup>nd</sup> year fall quarter start date. Occasionally practicum sites require an extensive training period before allowing students to work with clients. **It is the student's responsibility to acquire a practicum site in time to allow for the practicum site training period.**

## Practicum Site Search Map

The Practicum Site Search map identifies practicum sites in which Pacifica students have been placed over the past five academic years, from 2012-2017. In addition, it may be helpful to speak with second and third year students who are located in your geographical area and discuss local practicum sites.

If you are from out-of-state, it is your responsibility to 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](http://www.aamft.org).



**M.A. Counseling Psychology Website:**

**<https://www.pacifica.edu/>**

**Links to Practicum Site Search Map**

**Click on Current Students**

**Click on Counseling Practicum Sites**

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 and knowledge that must be developed to ensure the quality of services delivered by MFTs and PCCs. 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

M.A. Counseling Psychology students are required to complete (50) hours of personal therapy which are necessary for degree completion.

1. Students may begin accruing personal therapy hours after the first day of Residential Session I of the 2017 fall quarter.
2. **Students must complete a minimum of (5) hours of therapy each quarter until the (50) hour requirement is fulfilled.**
3. To meet Pacifica's Personal Therapy requirement, 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 requirement.
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.
6. Here are the deadline dates for form submittal per quarter: fall quarter, December 15<sup>th</sup>; winter quarter, March 15<sup>th</sup>; spring quarter, June 15<sup>th</sup>; summer quarter, August 15<sup>th</sup>. Please use a separate form for each therapist and each quarter.

**M.A. Counseling Psychology Website:**

<https://www.pacifica.edu/>

**Links to Personal Therapy Documentation Form:**

[Click on Current Students](#)

[Click on Counseling Psychology Practicum Forms](#)

**Your 50 hour Personal Therapy requirement must be completed  
by December 15, 2019**

## II. Types of Acceptable Settings

### A. Site criteria per CA MFT and PCC Business & Professions Codes:

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 a LMFT, LPCC, LCSW, licensed psychologist, a licensed physician or 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. Think about a specific population you might be interested in working with, for example 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 create a resume and identify (5) sites in your community. 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.
3. The 1st year online Professional Skills Development I.A., B.,C. and D. courses (.25 units) require you to fulfill the following assignments:
  - a) **CP 565:** Complete a resume during the 2017 fall quarter;
  - b) **CP 566:** Identify (5) practicum sites and obtain site interview dates during the 2018 winter quarter;
  - c) **CP 567:** Purchase your Professional Liability Insurance and submit proof of purchase in the 2018 spring quarter;
  - d) **CP 568:** Understand the 2017 Weekly Log of Hours form during the 2018 summer quarter. (See syllabi in the Student Resource Center on D2L)

#### **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 include the (18.0 units) of coursework completed in the first year of the M.A. Counseling Psychology Program.

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 Graduate Institute course catalog.
2. A sample resume has been posted on the M.A. Counseling Psychology website to assist you in reorganizing your resume.
3. Your Resume is due as the Final Assignment in the 2017 fall quarter online course CP 565, Professional Skills Development I.A.

#### **C. Resources for Getting Started**

1. Your Clinical Practicum Associate will email notification of practicum site openings as they become available through communication received from Site Directors.
2. Other resources include contact with 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.

#### **D. Initiating Contact with (5) Supervised Practicum Sites**

1. Identify (5) sites in your local community that are of interest to you. Name each site, include the address, and contact information. Find out the interview dates and schedule an interview with each site. This assignment is due in the 2018 winter quarter online course CP 566, Professional Skills Development I.B.

- a. Inquire about each site's process for selecting students. When do they interview? When are the application deadlines? What documents are required for the 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 a minimum of three quarters (9.0 units), and a maximum of six quarters (12 units), in which you will provide direct client contact hours in field experience as a trainee.

## 2. Letter of Introduction

Included on the M.A. Counseling Psychology website is a Letter of Introduction from the Director of Clinical Training, Lou Ann Wallner, L.M.F.T.

This letter summarizes the 1<sup>st</sup> year practicum requirements and can be provided to potential sites. If your potential site would like more information about Pacifica, provide them with the 2017-2020 Pacifica Course Catalog, and the home page link <https://www.pacifica.edu/>

## 3. Letters of Recommendation

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

## 4. Interview Process

Many sites conduct individual and/or group interviews which may include role playing when selecting students. Be prepared to answer a few basic 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. 1 year, 2 years, 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 are your goals for this practicum?

Remember that you are also interviewing your potential supervisor and assessing the “fit” between you and 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 quarterly among several supervisors at the agency.

**5. Questions to consider asking in your interview:**

- a. What are the supervisor’s 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 does the site make the decision to take on new trainees?

**E. Importance of Commitment to Site**

It is important when you sign the Affiliation Agreement with a practicum site that it is your intention to honor the conditions of 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 Affiliation Agreement with a site without first consulting your Clinical Practicum Associate. It is the responsibility of the student to be aware of the expiration date of the Affiliation Agreement.

**IV. Professional Liability Insurance**

- A.** Prior to commencing your practicum, all students are required to procure their own Professional Liability Insurance in the 2018 spring quarter as the Final Assignment in **CP 567**, Professional Skills Development I.C. All students are required to secure 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.** The Affiliation Agreement cannot be approved without proof of your insurance.

**Hours accrued without Professional Liability Insurance cannot be accepted.**

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

**American Psychology Association Insurance Trust**

Visit: [www.apait.org](http://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](http://www.apa.org)

**American Counseling Association**

Visit: [www.counseling.org](http://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](http://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](http://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](http://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

- 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 other options.
- 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.
- 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.

## **V. Approval of Supervised Practicum Site**

- A. Prior to beginning a practicum, your site must be approved by your Practicum Coordinator. Follow the M.A. Practicum Approval Checklist available on the Practicum Forms website in the Site Approval Packet. Hours accrued at any unapproved site cannot be accepted.

<p><b>M.A. Counseling Psychology Website:</b> <a href="https://www.pacifica.edu/">https://www.pacifica.edu/</a></p> <p><b>Links to Practicum Forms:</b> <a href="#">Click on Current Students</a> <a href="#">Click on Counseling Psychology Practicum Forms</a></p>
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- B. **Submit these forms for site approval:**
- a. M.A. Practicum Proposal Form (original required)
  - b. Affiliation Agreement (original required)
  - c. Professional Liability Insurance Statement and a copy of your Certificate of Insurance
  - d. Copy of all Clinical Supervisors' Licenses - <http://www.bbs.ca.gov/>
  - e. Responsibility Statement(s) for Supervisors of MFT and PCC Trainees:
    - **California residents** or those seeking licensure in California (submit copies and keep originals for licensure).
    - **Out-of-state residents** or those seeking licensure in another state (submit Copies and keep originals)

- f. **Letter of Agreement for Off-Site Supervision** is only required if the site does not provide supervision and you must arrange for your own supervision off-site; see **Sample Letter** on Practicum Forms website.
- C. The effective date of your Affiliation Agreement with the practicum site should be no later than September 1, 2018, extending through March 15, 2020. You may terminate the Affiliation Agreement prior to the ending date if you have completed the minimum pre-degree hourly requirements of 50 hours of Personal Therapy, 280 Direct Service hours, 300 Cumulative hours, and the 6X6 Requirement (seeing 6 individuals X 6 hours each).

## ***FREQUENTLY ASKED QUESTIONS*** **1<sup>st</sup> 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 students who have completed 18.0 units of curriculum (1st 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 **may** earn a **combined maximum** of 750 direct service hours plus supervision hours in practicum.
- Pacifica students are required to accrue a **minimum** of 300 cumulative hours, and may earn a **maximum** of 1,300 cumulative hours in practicum.

### **2. How do I find a practicum site?**

- It is the student's responsibility to research and explore 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 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.

## Pacifica's Site Search Map and Directory

M.A. Counseling Psychology Website:  
<https://www.pacifica.edu/>

[Click on Current Students](#)  
[Click on Counseling Practicum Sites](#)

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

- In the 1<sup>st</sup> year (fall and winter quarters) students begin researching practicum sites in their local communities and reflecting on the clinical population(s) they are most drawn to working with.
- 1<sup>st</sup> year students begin interviewing and securing practicum positions during the 2018 winter quarter, and conclude interviews by the end of the spring quarter.
- Students are required to secure an approved practicum site no later than August 15, 2018.

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

- It is the out-of-state student's responsibility to find out if their home state's re-degree licensing requirements. Students should navigate their state's licensing board website to review the educational requirements for licensure.
- It is the student's responsibility to identify how many direct service and cumulative hours are required in your home state pre-degree, for the license you are pursuing.
- It is the student's responsibility to identify which licensed mental health professionals are qualified to provide supervision, 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 out-of- state it is **the student's responsibility** to identify the minimum direct service hours, and minimum cumulative hours required pre-degree by your state licensing board.

### 6. What is the difference between MFT and PCC licensure?

- Generally speaking, the MFT focuses on relationships, while the PCC focuses more on the individual. However, both clinicians treat mental health problems and mental illness.
- [The CA Board of Behavioral Sciences defines "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 pre-marriage counseling."

- [The California Business and Professions Code defines “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 \(CAMFT\)](#)

**7. How many hours of personal therapy are required?**

- Students need to accrue a total of 50 Personal Therapy hours with a licensed clinician or certified Jungian analyst.
- Students are advised to acquire (5) hours per quarter in order to meet the graduation requirement.
- The **Personal Therapy Documentation Form** is located on the M.A. Counseling Psychology website:

**M.A. Counseling Psychology Website:**

<https://www.pacifica.edu/>

**Links to Practicum Forms:**

[Click on Current Students](#)

[Click on Counseling Psychology 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).
- 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, which includes the following:
  - possess a current and valid California license for at least two years prior to the commencement of supervision;
  - 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
  - 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.

- 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.
- 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

**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 can be approved if the required amount of supervision is not received during each calendar week in which services were provided.**

- Additionally, all students must receive a minimum of one hour of individual supervision or two hours of group supervision for every five client contact hours (two hours of group supervision are equal to one hour of individual). This minimum requirement is referred to as the 5:1 ratio. Additionally, no more than 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 M.A. Counseling Psychology website.

1. **Terminating Supervision with a Clinical Supervisor**

When terminating supervision with a clinical supervisor you must submit the following forms (available on the Practicum website):

- 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. You keep the original.**

2. **Beginning Supervision with a new Clinical Supervisor**

When commencing supervision with a new clinical supervisor you must submit the following forms (available on the Practicum website):

- a. Notification of New Supervisor and/or Supervisor Termination Form
- b. Affiliation Agreement (pages 3 & 6) (**originals submitted**)
- 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 (280 hours) and cumulative hours (300 hours) required, or when moving to another site. 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:
  - 1. Notification of Site Termination Form
  - 2. Student Evaluation of Practicum Site
  - 3. Final Quarterly Supervisor's Evaluation
  - 4. Final Log of Hours

**M.A. Counseling Psychology Website:**

<https://www.pacifica.edu/>

**Links to Practicum Forms:**

[Click on Current Students](#)

[Click on Counseling Psychology Practicum Forms](#)

### III. Evaluation and Verification of Practicum Experience

The Pacifica Graduate Institute **Weekly Summary of Hours of Experience/ 2017 - New Streamlined Method Form and Personal Therapy Documentation Form** must be submitted each quarter you are in a practicum. All forms are available online on the M.A. Counseling Psychology website:

<p style="text-align: center;"><b>M.A. Counseling Psychology Website:</b> <a href="https://www.pacifica.edu/">https://www.pacifica.edu/</a></p> <p style="text-align: center;"><b>Links to Practicum Forms:</b> <a href="#">Click on Current Students</a> <a href="#">Click on Counseling Psychology Practicum Forms</a></p>
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A. **Pacifica Graduate Institute Weekly Summary of Hours of Experience/ 2017 – New Streamlined Method.** Please use this form to track the hours you accrue in practicum each quarter.

- Weekly Summary of Hours of Experience/ 2017 - New Streamlined Method**  
The BBS *revised* the “Weekly Summary of Hours of Experience” becoming effective January 2017. The correct form to use in keeping track of the hours you log each quarter is the “**Pacifica Graduate Institute Weekly Summary of Hours of Experience / 2017 – New Streamlined Method.**”

Please total your hours at the end of each quarter and submit the form to Jena Farrow, Practicum Coordinator by the ending date of each quarter.

- Personal Therapy** (50 hours minimum, a Pacifica Graduate Institute requirement). Accrue a minimum of 5 hours of Personal Therapy each quarter. Please submit your Personal Therapy Form to the Practicum Coordinator by the ending date of each quarter.

<b>Practicum Office Quarterly Dates Calendar</b>		
<b>4 Quarters</b>	<b>Beginning Date</b>	<b>Ending Date</b>
Fall quarter	September 1	December 15
Winter quarter	December 16	March 15
Spring quarter	March 16	June 15
Summer quarter	June 16	August 31

- Refer to the Sample **PGI Weekly Summary of Hours of Experience Log** and the **Log Corrections Checklist** located on the Practicum Forms website.

- Keep the original **Weekly Summary of Hours of Experience** for your records and send in a complete and legible photocopy.
- Begin a new **Weekly Summary of Hours of Experience** log each quarter.

#### **Quarterly Supervisor's Evaluation**

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, 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.

#### **IV. Clinical Probation and Disqualification**

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.

- A. 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
- B. 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.
- C. 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.
- E. If evidence of this behavior is substantiated, the student's probation may be extended or the student may be placed on academic disqualification.
- E. **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***

### **2nd Year**

- 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 501(c)(3) 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 March 15, 2020.
  - 30 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* Residential Session III of the spring quarter:

  - V- June 04, 2018
  - C- June 11, 2018
  - W- June 18, 2018
  - L- June 21, 2018
  - D- June 28, 2018
  
- 4. Where do I get a copy of the Weekly Summary of Hours of Experience/ 2017 - New Streamlined Method Form?**

**M.A. Counseling Psychology Website:**

<https://www.pacifica.edu/>

**Links to Practicum Forms:**

[Click on Current Students](#)

[Click on Counseling Psychology Practicum Forms](#)

**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 PGI 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 is the Weekly Summary of Hours of Experience/ 2017 - New Streamlined Method Form due?**

- Quarterly logs are due two weeks before the end of each quarter. Failing to turn in logs or log corrections by these dates will result in a transcript “J grade hold” of your Clinical Practice course. The “J grade hold” will be released upon submittal to the Practicum Coordinator of the **Weekly Summary of Hours of Experience/ 2017 - New Streamlined Method Form** (free of all errors).

<b>Weekly Summary of Hours of Experience Log</b>	
<b><u>Beginning Date</u></b>	<b><u>End &amp; Due Date</u></b>
Fall quarter, September 1	December 15
Winter quarter, December 16	March 15
Spring quarter, March 16	June 15
Summer quarter, June 16	August 15

**7. Can I record hours without recording supervision?**

- Yes, however, the only hours that are allowed to be recorded and counted 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 2<sup>nd</sup> 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 once you become an “Associate Marriage and Family Therapist,” or a Registered Associate Professional Clinical Counselor.” At that time, you must follow the 10:1 ratio every single week you provide client 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 students have more than one site to be able to receive diverse types of experience.

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

- The Practicum Office meets with students in the Dining Hall 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 online. It is your responsibility to make sure all of the following documentation has been received by the Counseling Psychology Practicum Office by March 15, 2020.

- 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 minimum hours) and copies of your therapists' licenses.
- Request for File Closure form.

**M.A. Counseling Psychology Website:**

<https://www.pacifica.edu/>

**Links to Practicum Forms:**

[Click on Current Students](#)

[Click on Counseling Psychology Practicum Forms](#)

## 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, 2020**:
  1. Request for File Closure Form
  2. Student Evaluation of Practicum Site(s)
  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 3<sup>rd</sup> year student to “Associate Marriage and Family Therapist” or “Registered Associate Professional Clinical Counselor”**
  - A. You begin your transition by submitting the Request for File Closure Form to your Clinical Practicum Associate, specifying the preferred 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 log is the “Weekly Summary of Hours of Experience / 2017- New Streamlined Method” available at [www.bbs.ca.gov](http://www.bbs.ca.gov).
  - C. Upon your degree posting, you should (in states where applicable) apply for your “Associate Marriage and Family Therapist” number or “Registered Associate Professional Clinical Counselor” number. Please see your state licensing board website for application forms and guidelines.
    1. Steps for applying for “Associate Marriage and Family Therapist” or “Registered Associate Professional Clinical Counselor” number(s) with CA BBS:
      - a. Go to the BBS website ([bbs.ca.gov](http://bbs.ca.gov)) and download the “Associate Marriage and Family Therapist” application or “Registered Associate Professional Clinical Counselor” application.
      - b. At the top of the home page, click on the “Forms/ Pubs” tab, then on “AMFT/ RAPPC Related” forms. Here you will be able to find the Associate application packets as well as the BBS log and experience verification form which you will need.

- D. Be aware of time limits and parameters in your state.
- E. Many state Associate applications, including California's, require students to submit a Marriage and Family Therapist / or Professional Clinical Counselor Program Verification "Form B" and an Official Transcript. Both items can be requested through the Registrar's Office at Pacifica Graduate Institute.
- F. For current California Associate Marriage and Family Therapist or Registered Associate Professional Clinical Counselor requirements please refer to the application packets at [www.bbs.ca.gov](http://www.bbs.ca.gov). If you choose to accrue hours toward MFT and/or PCC licensure after obtaining your master's degree, you must register as an Associate with the BBS.

**Students pursuing LMFT or LPCC licensure in California**

Upon completion of your degree, you must register for your Associate Marriage and Family Therapist number or Registered Associate Professional Clinical Counselor number with the BBS within **90 days of your 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 number within 90 days of your degree posting. During this transition your status with the BBS is "Post-Degree with Application Pending for Associative Registration."

**II. Forms Required for California licensure:**

Please refer to the BBS website at [www.bbs.ca.gov](http://www.bbs.ca.gov) for current forms and licensure information as well as details regarding how to fill out the forms below.

<b>LMFT Licensure Forms</b>	<b>LPCC Licensure Forms</b>
Associate Marriage and Family Therapist Weekly Summary of Hours of Experience	Registered Associate Professional Clinical Counselor 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 and submit them to the BBS with their licensure application.**

### **III. OVERVIEW**

A minimum of 3,000 supervised hours of experience are required for CA MFT or PCC licensure:

#### **Pre-degree - M.A. Counseling Psychology students are referred to as Trainees:**

Trainees may accrue a maximum of **1, 300 hours** of pre-degree-experience, which includes a combined maximum of **750** direct service + supervision hours.

On the average, a ratio of 1 unit of supervision to 5 client hours must be achieved;

- For every 5 hours of counseling provided, a trainee must receive a minimum of 1 unit of supervision, (5:1 ratio)
- Either 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
- Maximum 40 hours total each week

#### **Post-degree – Associate Marriage and Family Therapist**

On the average, a ratio of 1 unit of supervision to 10 client hours must be achieved:

- For every ten hours of counseling provided, an Associate Marriage and Family Therapist shall receive a minimum of 1 unit of supervision
- Either 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).

#### **Total Cumulative Hours**

Of the 3,000 total hours of MFT experience earned pre-degree + post-degree:

##### **Bucket A. Direct Counseling Hours**

- Requires a minimum of 1, 250 hours with Individuals, Groups, Couples or Families
- A1. Requires a minimum of 500 hours of Diagnosis and Treatment of Couples, Families, Children

##### **Bucket B. Non-Clinical Experience Hours**

- Requires a maximum of 1, 250 hours which include
- B1. Supervision, Individual
- B2. Supervision, Group
- Hours accruing Psychological testing, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions or conferences.

### **Total Hours Per Week**

- **Bucket A + Bucket B = C** Total Hours Per Week
- Maximum of 40 total hours per week

### **Supervisor's Responsibility Statement:**

Marriage and Family Therapist licensure requires a Responsibility Statement form from each Supervisor of a MFT trainee/ associate be completed and filed with the Board of Behavioral Sciences. 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 MFT 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 a form and get your supervisor's signature. This form is required when applying for licensure in California.

### **Post-degree - Registered Associate Professional Clinical Counselor**

On the average, a ratio of 1 unit of supervision to 10 client hours must be achieved:

- For every ten hours of counseling provided, a Registered Associate Professional Clinical Counselor shall receive a minimum of 1 unit of supervision
- Either 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).

### **Total Cumulative Hours**

Of the 3,000 total hours of PCC experience earned post-degree:

#### **Experience Information:**

- 1.) How many weeks of supervised experience are being claimed?
- 2.) **Hours of Experience:**
  - a.) **Total Direct Counseling Experience** (minimum of 1,750 hours)
    - Of the hours recorded on line "a" how many were gained while working with Couples, Families or Children?
    - Minimum of 150 hours of clinical experience in a hospital, or Community Mental Health setting.
  - b.) **Total Non-Clinical Experience** (maximum of 1,250 hours)
    - Of the above hours, how many were Face-to-Face Supervision
    - Individual hours per week
    - Group hours per week

- Hours accruing Psychological testing, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions or conferences.

3.) Total Direct Counseling Experience Hours + Total Non-Clinical Experience

- Maximum of 40 hours / a week

**Supervisor’s Responsibility Statement:**

LPCC Responsibility Statement Forms are not required for hours accrued pre-degree because the hours do not count toward licensure.

**BBS Experience Verification Form:**

While not submitted to Pacifica, a Registered Associate Professional Clinical Counselor seeking licensure in California should complete the BBS LPCC In-State Experience Verification Form securing the signature of each post-degree supervisor. At the conclusion of supervision with each supervisor, complete a form and get your supervisor’s signature. This form is required when applying for licensure in California.

**IV. Regarding Out-of-State Pre-Degree Licensing Requirements**

Each state’s licensing, academic, and practicum requirements may differ from California. 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 courses. Students may also take 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](http://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>**

**Disclaimer to Out-of-State Students**

1. Each State's license/s, academic and practicum licensing requirements may differ.
2. It is the student's responsibility, prior to beginning coursework at Pacifica Graduate Institute, to contact their home State's licensing board regarding curriculum pre-degree licensing requirements in order to determine whether any additional coursework is required.
3. 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.

4. No more than (8.0 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. Counseling Psychology degree.

**A Directory of State Marriage and Family Therapists (MFT), Mental Health Counselors (MHC) and Licensed Professional Clinical Counselors (LPCC) Licensing and Certification Boards is available at this link:**  
[http://www.aamft.org/resources/Online\\_Directories/boardcontacts.asp](http://www.aamft.org/resources/Online_Directories/boardcontacts.asp)

## ***FREQUENTLY ASKED QUESTIONS*** 3<sup>rd</sup> Year

- 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 the hours do not count toward licensure.
- 2. Does Pacifica keep the BBS Verification of Hours forms or do I retain them for my records?**
  - You keep the Verification of Hours form(s) which you submit to the BBS when you apply for licensure in California.
- 3. 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.
- 4. 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.

#### **5. 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
  - Met the 6X6 requirement
  - Completed the Comprehensive Oral Exam Capstone IA.
  - 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.