



Practicum Requirement

Students are required to have a minimum of 1000 practicum hours and are encouraged to have at least two different practicum placements during their time in the doctoral program.

Practicum Readiness Packet –*due Fall Quarter in First Year Professional Seminar*

- Practicum Readiness Form
- Student CV
- Student Statement of Training Goals
- Site Proposal Form (*This form is needed for sites that are new to Pacifica*)
- Practicum Readiness Approval Letter** (*issued by the Clinical Training Office*)

Practicum Site Approval Packet – *Submitted following the Practicum Readiness Approval letter*

- Practicum Training Agreement
- Supervisor's CV and License information
- Student Liability Insurance Certificate (*annual renewal required by student*)
- Institutional Agreement (*if necessary*)
- Affiliation Agreement for Off-Site Supervisor (*if necessary*)
- Petition for Exception form (*if necessary*)

Prerequisite to Start Practicum

- Student has received Practicum Readiness Approval letter
- Annual Assessment for Program Advancement Passed
- The Practicum Site Approval Packet has been approved by the DCT

Documentation of Practicum Experience

- Supervisor Evaluation of Student form (*submitted bi-annually, December 31 and June 30*)
- Practicum Hourly Logs (*submitted bi-annually, December 31 and June 30*)
- Notification to Change Supervisor form (*if necessary*)
- Site Completion Packet (*upon completion of each practicum placement*)

Completion of Practicum

- Practicum Completion Letter (*upon completion of all practicum hours*)

Master of Arts Degree Requirements

- Practicum Hours: Minimum of 100 Hours Completed
- Personal Therapy: Minimum of 30 Hours Completed
- PhD Program Application for Master of Arts Degree Eligibility Form



Internship Requirement

Students are required to have a minimum of 1500 doctoral internship hours. Students seeking licensure outside of California may need to accrue more than 1500 hours and need to review the licensing requirements within their state.

Prerequisite to Apply For Internship

- At least 500 hours of practicum accrued and presently accruing the remaining 500 hours
- Annual Assessment for Program Advancement Passed

Internship Readiness Packet

- Internship Readiness form
- Student CV
- Student Statement of Internship Goals
- Site Proposal form (*For sites that are not APPIC, CAPIC, or APA*)
- Internship Readiness Approval Letter** (*issued by the Clinical Training Office*)

Internship Site Approval Packet – *Submitted following the Internship Readiness Approval letter*

- Internship Training Agreement
- Supervisor's CV and license information
- Official Letter of Acceptance from Internship Site (*for CAPIC and APPIC sites*)
- Psychological Associate Certificate from BoP (*For psych associateship -CA only*)
- Application for Registration as a Psychological Associate form (*For psych associateship - CA only*)
- Psychological Associate Registration Renewal Application and Annual Report (Students are responsible for submitting this to the Board at the time of their annual renewal)*
- Copy of Supervision Agreement Form (*BoP form-for CA internships only*)
- Student Liability Insurance Certificate (*annual renewal required by student*)
- Institutional Agreement (*if necessary*)
- Petition for Exception form (*if necessary*)
- PsyD Internship Enrollment Form (*for PsyD students who are in internship training only*)



Prerequisite to Start Internship - Please refer to the *Internship Application Memo* for internship specific requirements

- All 1000 hours of practicum training completed
- Student has received Internship Readiness Approval letter
- Annual Assessment for Program Advancement Passed
- The Internship Site Approval Packet has been approved by the DCT
- All courses completed with passing grades
- Comprehensive Exam & Annual Assessment for Program Advancement Passed
- For PsyD – Dissertation Completed (*or Dissertation Proposal approved*)
- Student is actively enrolled and in good training and academic standing

Documentation of Internship Experience

- Supervisor Evaluation of Student form and Hourly Logs
 - For PhD students, submitted bi-annually on December 31 and June 30
 - For PsyD students, submitted quarterly on December 31, March 30, June 30, and September 30
- Notification to Change Supervisor form (*if necessary*)
- Site Completion Packet (*upon completion of each internship placement*)
- Verification of Experience Form (CA BoP form that is required for students seeking licensure in CA.)
 - Verification of Experience Form: Out of State (only for students completing internships outside of California)

Completion of Internship

- Internship Completion Letter (*upon completion of all internship hours*)

Personal Therapy Requirement

Students are required to have a minimum of 60 personal therapy hours during their time in the doctoral program.

- Personal Therapy Documentation
- Personal Therapy Completion Letter (*issued by the Clinical Training Office, upon completion of hours*)