PACIFICA GRADUATE INSTITUTE

SUPERVISED PRACTICUM GUIDELINES

M.A. Counseling Psychology Program

Class of 2025-2028

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

Michele Wolf, M.A., L.M.F.T.
Director of Clinical Training
The Director of Clinical Training assists 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 out-of-state and California students and alumni with state licensing requirements.
Email: mwolf@pacifica.edu Direct Phone Line: 805-879-7360

Cynthia Fredericksen, M.A., L.M.F.T.
Clinical Practicum Associate II, C & W Tracks
The Clinical Practicum Associate II - oversees pre-degree student practicum requirements in the M.A. Counseling Psychology Program, serves as a liaison between students, sites and site supervisors, and assists alumni with post-degree state licensing requirements.
Email: cfredericksen@pacifica.edu Direct Phone Line: 805-879-7383

Taryn Holvick, M.A., L.M.F.T.
Clinical Practicum Associate II, D & V Tracks
The Clinical Practicum Associate II - oversees pre-degree student practicum requirements in the M.A. Counseling Psychology Program, serves as a liaison between students, sites and site supervisors, and assists alumni with post-degree state licensing requirements.
Email: tholvick@pacifica.edu Direct Phone Line: 805-879-7371

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** during second year from the 1st session of Fall Quarter through the 3rd session of Spring Quarter**, 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 for the following academic year as early as January.

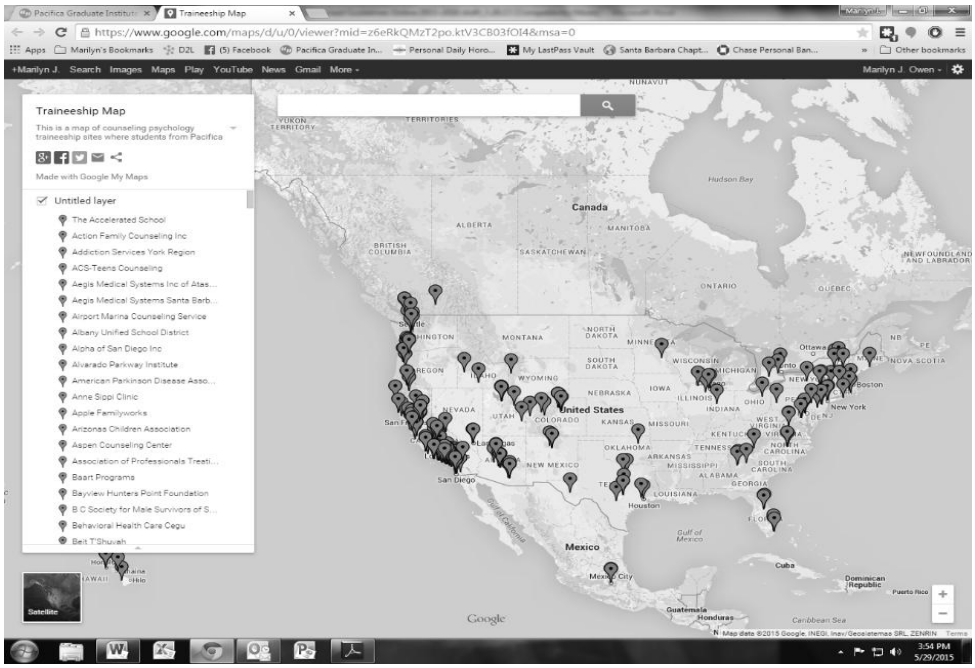
All of your practicum experience and paperwork will be submitted and managed on the Tevera online platform: Pacifica.Tevera.app. You have been asked to register with Tevera as one of your first tasks in CP 565 Professional Skills Development 1A. Every step you take in your practicum will be documented there through file closure. Additionally, Tevera will continue to be available to you if you want to manage your licensing documents there after graduation. There is no additional fee for this service and Tevera will continue to house your licensure paperwork. You may even use Tevera to gather and store documents related to subsequent attempts to license in new states.

A Site Approval Packet is required and must be completed on Tevera for the approval of the practicum site **no later than August 1st, 2026**. You can access and initiate the Site Approval Packet forms in the Site Placements environment on Tevera.

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 approval of your site Affiliation Agreement by your Practicum Associate. 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 1st day of Fall Quarter of second year. Some practicum sites require an extensive training period before allowing students to work with clients**.** Sites may also require Live Scan fingerprinting and background check, which can delay the start date. Please note that prior legal convictions may be flagged by Live Scan and background checks and could interfere with site acquisition and future licensure. **It is the student's responsibility to acquire a practicum site in time to allow for the practicum site training period and approval process.**

Practicum Site Search Map

The Practicum Site Search map identifies practicum sites where Pacifica students have been placed over the past several academic years, from 2012-2025. 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. Please check in with your Practicum Associate to communicate your interest to connect with other students.



How to Access Site Map:

http://www.pacifica.edu/
Click Current Students
Click Counseling Psychology Practicum Forms
Click Counseling Practicum Sites

Link to Site Map

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 meaningful journey as you enter this new stage of your professional development.

PERSONAL THERAPY and FINDING A PRACTICUM SITE

I. Documentation of Personal Therapy

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

A. Students may begin accruing personal therapy hours after the first day of Residential Session I of the 2025 Fall Quarter.

B. **Students are required to complete a minimum of 5 hours of personal therapy each quarter until the 50 hour requirement is fulfilled.** Your personal therapy hours will be documented through Tevera and will be assigned as part of your Professional Skills Development Courses and the final two Clinical Practice courses.

C. To meet Pacifica's Personal Therapy requirement, your therapist must be a fully 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 Psychiatrist certified by the American Board of Psychiatry and Neurology, or a Certified Analyst). The clinician must be licensed in the state where you reside and may not be an Associate or trainee. Additionally, the clinician may <u>not</u> be a contributing faculty or staff member in Pacifica's Counseling Department or a current student in another department. Please contact your Clinical Practicum Associate if you have questions about the personal therapy licensure requirement.

D. The personal therapy requirement is met by engaging in individual, group, couple, or family therapy. Individual sessions are to be at least 45 minutes in length (to count as one hour), and group therapy sessions are to be at least 90 minutes in length (to count as 1.5 hours).

E. Please log personal therapy hours via Tevera. You will find the Personal Therapy Log (Form 1033) as an assignment in each of your Professional Skills Development classes. Your hours will not be accepted until your therapist has signed your form and uploaded their current license on Tevera.

F. Late or insufficient submission of personal therapy hours in two quarters will result in a student being placed on clinical probation until the backlog in personal therapy hours is met.

Your 50 hour Personal Therapy requirement must be completed by Winter Quarter of your Third Year.

II. Types of Acceptable Practicum Settings

A. Practicum site criteria per CA MFT and PCC Business & Professions Codes:

1. The practicum 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.

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.

C. Additional parameters for practicum site approval:

1. The Director of Clinical Training, on behalf of the MA Counseling Program, may disqualify a site that meets all of the criteria presented in this document if the site is found to have insufficient training or supervision for the specific training needs of the student(s) or is in any other way deemed inappropriate for the student(s).
2. While students may engage in telehealth practices, they may NOT engage in telephone only sessions.

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, 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. Consider whether you prefer a site that is in-person, remote or hybrid. Most supervisors believe that a student who is trained for in-person therapy can easily

adapt to remote therapy practices, but that training in remote therapy practices does not adequately prepare students to work in-person. Please take this into consideration as you are choosing your site.

3. 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.
4. The 1st year online Professional Skills Development in I. A., B., C., and D. courses (.25 units) guide you through the following areas:
    i. **CP 565: Learn about practicum requirements and complete resume in 2025 Fall quarter**
    ii. **CP 566: Become familiar with the process of securing a practicum site**
    iii. **CP 567: Purchase your Professional Liability Insurance and submit proof of purchase in the 2026 Spring quarter**
    iv. **CP 568: Learn how to track practicum hours.**

B. Resume

Preparing a resume for potential practicum sites requires a different strategy than resumes for seeking other kinds of job. Practicum sites are generally only interested in your work history if it applies to the helping professions. Your resume should not exceed two pages in length. Here are some additional tips:

1. Many students have found success by redesigning their resume to include the (27.5 units) of coursework completed in the first year of the M.A. Counseling Psychology Program.

2. It may prove beneficial to highlight your volunteer/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 and may be shortened to suit the resume format.
3. A sample resume is posted on the D2L Practicum Resource Center to assist you in reorganizing your resume. Be sure to personalize your resume so that you stand out from other candidates.
4. Your resume is due as the final assignment in the 2025 Fall Quarter online course CP 565, Professional Skills Development I.A.

C. Resources for Getting Started

1. Locate the Site Map on the Pacifica webpage, and contact practicum sites in your area. You may also search online for counseling centers near you.
2. Other resources include contact with regional chapters of AAMFT, ACA, CAMFT, CALPCC, and other community adjunct 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 at least 5 sites in your local community that are of interest to you.**
    i. Apply and schedule an interview with each site.
        a. Please note that some practicum sites close their application process as early as January of your First Year.
    ii. It is your responsibility to inquire about each site's process for selecting students.
        a. When do they interview? What are the application deadlines? What is required for application? Resume? Letters of Recommendation? When do students begin work at the site? How long is the practicum?
    iii. Be prepared to convey that are you 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**
    i. Included on the D2L Practicum Resource Center is a Letter of Introduction from the Director of Clinical Training, Michele Wolf, L.M.F.T. This letter summarizes the practicum requirements and can be provided to potential sites. If your potential site would like more information about Pacifica, provide them with the 2025-2028 Pacifica Course Catalog, and the home page link: https://www.pacifica.edu/
3. **Letters of Recommendation**
    i. 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**
    i. 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?

ii. 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. What is the expected hourly commitment per week at this site?
c. How do you conduct supervision? (e.g., focus on intrapersonal and counter-transference issues; teaching or educational style; group vs. individual/triadic, in-person or videoconference).
d. What type of training does the site provide?
e. When is supervision and training provided?
f. Does your site have a specific theoretical orientation?
g. 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?
h. How many students does the agency accept?
i. Is there a stipend associated with this practicum? Or, what is the monthly training fee for the training received at the site?
j. How is the supervisor available to assist with a client in crisis? In person, via phone, videoconference or email?
k. Is it likely that I will be able to fulfill 30 direct service hours for my fall quarter requirement?
l. When does the site make the decision to take on new trainees?

E. Importance of Commitment to Site

Once you are offered a position, it is unprofessional to delay responding to the offer or to change your mind once you have accepted the offer. Please note that sites make offers to students as early as Winter and as late as Summer. It is your responsibility to respond to offers in an appropriate timeframe. In addition, it is important to honor the conditions of the agreement you make with a site, outlined in the Affiliation Agreement and any additional documents presented by the site. While there is a 30-day termination clause in the Affiliation Agreement, this only happens in rare circumstances. **DO NOT terminate an Affiliation Agreement with a site without first consulting your Clinical Practicum Associate, as being without a site may impact your ability to continue in the Clinical Practice sequence of classes and delay your fulfillment of the practicum portion of your curriculum requirements.** It is the responsibility of the student to be aware of the

expiration date of the Affiliation Agreement and to complete the Site Extension process in Tevera.

IV. Professional Liability Insurance

A. Prior to commencing your practicum, all students are required to procure their own Professional Liability Insurance in the 2026 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 on Tevera **prior to accruing any hours at your practicum site**. The Affiliation Agreement cannot be approved without proof of your insurance. If your policy expires before the termination of your practicum, you will need to renew your insurance policy in order to continue to accrue hours of experience.

Practicum hours will not be accepted without an active Professional Liability Insurance policy.

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

American Association for Marriage and Family Therapy
www.aamft.org
*AAMFT student membership *includes* insurance with CPH and Associates

American Counseling Association
www.counseling.org *ACA student membership *includes* liability insurance

American Professional Agency
www.americanprofessional.com
(800) 421-6694

California Association of Marriage and Family Therapists
www.camft.org
*CAMFT student membership *includes* liability insurance with CPH and Associates
(858) 292-2638

CPH and Associates
www.cphins.com
(800) 875-1911

Trust Risk Management Services, Inc.
www.trustrms.com
(855) 655-1801

V. Approval of Supervised Practicum Site

A. Prior to beginning a practicum, you must submit the Site Approval forms on Tevera and wait for final approval from your Practicum Associate. Once your Practicum Associate has approved your site, you will be informed on Tevera and you can begin to accrue hours providing you have completed the final session of Spring Quarter of your 1st year. Hours accrued at an unapproved site or at a site that is still waiting for approval will not be accepted.

B. The effective date of your Affiliation Agreement with the practicum site should be no later than the first day of Fall Quarter 2026, extending through March 31, 2028. If you wish to terminate earlier, please see p. 18 for further guidance and parameters.

FREQUENTLY ASKED QUESTIONS
1st Year Students

1. **What is a practicum, and what is required?**
    - 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 may also be known as a traineeship, or supervised field experience.
    - You may begin accruing direct service hours on the day following the last day of your 1st year Spring Quarter classes, and no later than the 1st day of Fall Quarter of 2nd year, while working under the supervision of a licensed clinician and provided you have an approved Affiliation Agreement with your site.
    - Pacifica students are required to accrue a **minimum** of 300 cumulative hours, of which 280 must be direct service (counseling) hours. Students must have a minimum of 56 units of weekly supervision to count 280 direct service hours (see p. 17 for more information).
    - For MFT licensure in California, students are permitted to accrue and apply a maximum of 1,300 hours of experience overall through Winter Quarter of 3rd year. Up to 750 hours of direct service and supervision combined may be counted toward the 1,300-hour maximum. The remaining 550 hours may only consist of non-clinical experience.
    - Pre-degree hours do not count toward the 3,000 hour requirement for PCC licensure.
    - For students who might want to license in other states as an LPCC or LMHC in the future, many states require a minimum of 700 cumulative pre-degree hours. We recommend accruing a minimum of 700 cumulative pre-degree hours if you are considering licensing in other states in the future.
    - Pre-degree practicum requirements must be completed by Winter Quarter of 3rd Year:
        - March 15th, 2028 for C and W Tracks
        - March 31st, 2028 for D and V Tracks

2. **How do I find a practicum site?**
    - **It is the student's responsibility** to research and explore opportunities in your community. In the event that you are having a hard time obtaining a site please contact your Practicum Associate for more support.
    - 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. For students living in small communities, it is recommended that you begin investigating your practicum options as early as possible.
    - To secure a practicum site by the assigned deadline, it is wise to make contact with potential sites as soon as possible in order to learn their interview schedules. Please note it is the student's responsibility to research potential site interview schedules.

3. **When do I need to start looking for a practicum site?**
    - In Fall Quarter of 1st year students should begin researching practicum sites in their local communities and reflecting on the clinical population(s) they are most drawn to working with.
    - First year students should begin interviewing and securing practicum positions during the 2026 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 1, 2026. If you have not secured a site by this date you may have to defer Clinical Practice for one academic year.

4. **Am I permitted to advertise my services as a trainee?**
    - If your site requires it (and only if they require it), you may have a Psychology Today or other online profile, or a profile on the site's own website providing that:
        i. The profile clearly states that the student is a trainee ("Marriage and Family Therapist Trainee" or "Professional Clinical Counselor Trainee"). No abbreviations may be used.
        ii. The primary supervisor's full name and license # must be included in the profile, along with the site at which the student is being supervised. The supervisor's digital badge is not sufficient.
        iii. The student trainee's scope of competence must not exceed that of their supervisor.
        iv. The profile must direct prospective clients to the practicum site and not the student's email or communication device. The site is expected to screen and assign clients to student trainees according to their abilities and suitability and to supervise the student trainee accordingly.

5. **Do I have to decide which license to pursue right away?**
    - In California, since Pacifica's curriculum satisfies both the MFT and PCC pre-degree licensure requirements, students make this decision post-degree, students may also pursue both the MFT and PCC license if they choose.

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 a LMFT practice 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 CA Business and Professions Code defines a LPCC practice 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."

- The LPCC license is more consistent across state lines, and our curriculum is more likely to be accepted for LPCC licensure in other states. Additionally, there is a Counseling Compact between numerous states in which they recognize licensees from member states (https://counselingcompact.gov/map/). If you wish to become licensed in states outside of California, you may wish to consider pursuing the LPCC license.

7. Do I register with the BBS as a trainee?

- No. In California, you will not register with the BBS until your degree confers and you are applying for your Associate Marriage and Family Therapy (AMFT) license or your Associate Processional Clinical Counselor (APCC) license. While you are enrolled in school, Pacifica is overseeing your practicum hours.

8. How many hours of personal therapy are required?

- Students need to accrue a total of 50 Personal Therapy hours with a licensed clinician (LMFT, LCSW, LPCC/LMHC, Licensed Psychologist, board certified Psychiatrist) or certified analyst.
- Students are required to accrue a minimum of 5 personal therapy hours per quarter until the 50 hours are accrued. If this quarterly requirement is not met for two quarters or more, you will be placed on Clinical Probation until the shortfall is remediated (see 2025-2026 Student Handbook). If more than 5 hours of personal therapy are accrued in a quarter, the additional hours will apply to the following quarter until the 50 hours are completed.

9. 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 provided your site has been approved by your Practicum Associate.
    - C Track: June 22, 2026
    - W Track: June 25, 2026
    - D Track: June 29, 2026
    - V Track: July 6, 2026

PRACTICUM REQUIREMENTS

A minimum of 280 direct service hours and a minimum of 56 units of supervision are required during Practicum. This includes videoconference 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. In California, student trainees are NOT permitted to conduct services by telephone. They must be videoconference only with the video on.

Pacifica permits students to gain experience in approved sites through telehealth. However, we recognize that the quality of experience is quite different between in-person and telehealth. We strongly recommend that students seek out in-person experience if at all possible.

Pacifica's 6x6 requirement: Each student must also provide counseling to at least 6 clients (individuals, couples or families) for a minimum of 6 sessions each, a total of 36 individual hours, over the entire six quarter Clinical Practice sequence of courses.

I. Clinical Supervision

A. Your practicum hours must be supervised by a Licensed Marriage and Family Therapist, a Licensed Professional Clinical Counselor, a Licensed Psychologist, a Psychiatrist certified by the American Board of Psychiatry and Neurology or a Licensed Clinical Social Worker. Additionally, your supervisor must meet the requirements to supervise a MFT/LPC trainee in California and must be designated by the facility or site to have authority over your clinical work.

1. Supervisors must meet and comply with the supervisory requirements outlined in the Board of Behavioral Sciences (BBS) Supervision Agreement. The current requirements are listed below and commenced in January 2022. Current supervisor requirements:

    i. Possess a current and valid license for at least two years prior to the commencement of supervision;

    ii. If the supervisor began supervising for the first time on or after January 1, 2022, the supervisor must complete a 15-hour supervision training within 60 days of commencing supervision and must complete a 6-hour supervision training in each renewal period as part of the supervisor's ongoing CEUs.

    iii. 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.

2. In most cases your supervisor will be provided by 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, a written agreement must be signed between the agency and the proposed supervisor. This agreement is located on the Practicum Resource Center on D2L.

B. Each student must receive 1 unit of supervision within each calendar week that services are provided in order for the practicum hours to be counted. One unit is defined as 1 hour of individual/triadic supervision or 2 hours of group supervision. Triadic supervision is 2 students/associates per supervisor, and group is no more than 8 students/associates per supervisor. Group supervision can occur in 1 hour segments but must be in the same week and recorded in 2+ hour increments. Supervision can be provided via videoconference for student trainees in California. **No hours of direct experience can be approved if the 1 unit of supervision is not received during <u>each calendar week per site</u> in which services were provided.**

1. Additionally, all students must receive a minimum of 1 hour of individual/triadic supervision or 2 hours of group supervision for every 5 client contact hours at each site. This minimum requirement is referred to as the 5:1 ratio and is applied by averaging the supervision units and client contact hours over the time the trainee is working at each site pre-degree. In order to count 280 direct service hours, students must have a minimum of 56 units of weekly supervision. Additionally, no more than 6 hours of supervision, whether individual/triadic or group, may be accrued during a single week. (For more information, please see www.bbs.ca.gov.)

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 or commencing supervision with a secondary or new primary supervisor. **Additional paperwork is required whenever you have a change in supervision at your site** and is available on Tevera. **Please note, each supervisor must sign separate logs for your weekly hours of experience.**

Changing Supervisors

i. When terminating supervision with a clinical supervisor you must submit/collect the following forms on Tevera:

   a. Final Quarterly Supervisor Evaluation

   b. Comprehensive summary of all hours accrued with your supervisor generated and signed on the Multi-Week General Hours Progress (Report 502)

   c. BBS MFT Weekly Hours Summary if planning to license as an LMFT (Report 508)

   d. BBS LMFT Experience Verification Form if planning to license as an LMFT (Report 528)**.** See p. 27 for more details.

ii. When beginning supervision with a new clinical supervisor, you must submit the following forms on Tevera:

   a. Upload your Supervisor's Current License

   b. Confirm Supervisor and Placement Dates

   c. Supervisor Form

   d. California Only: BBS Supervision Agreement

   e. Out-of-State Supervisor Form (Students outside of California only)

   f. Written Oversight 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. Online Marketing Profiles for Student Trainees

Some practicum sites may ask that you as the student trainee have your own marketing profile, such as through Psychology Today or Open Path. In order to have an online profile at Psychology Today or elsewhere, you and your site will need to meet all of the following requirements, both BBS and Pacifica policies:

Per the BBS:

1. Student trainees must state explicitly in the public profile that they are a trainee ("Marriage and Family Therapist Trainee" or "Professional Clinical Counselor Trainee"). No abbreviations.
2. The primary supervisor's full name and license # must be included in the profile, along with the site at which they are supervising you. The supervisor's digital badge is not sufficient to meet this requirement.
3. The student trainee's stated scope of competence must not exceed that of their supervisor. For example, if you have taken a training in EMDR, but your supervisor hasn't, you may not list EMDR on your profile.

Per Pacifica:

1. Your Psychology Today or other online profile must direct clients to the site and not to your personal email or communication devices. That is, it should use the site's intake email and/or the site's phone number to route prospective clients. Communications that follow after the site's assignment of a client to you should be carried out according to the site's policy regarding appropriate secure client communication.
2. As the student, you are not responsible for getting your own clients or for deciding which clients are best served by you. This decision is made by clinicians at the site and students are provided with adequate supervision prior to meeting with clients who may be outside the experience level expected for your training thus far. As an example, you should not be getting clients who are actively suicidal or just out of a hospitalization without prior supervision unless you have already established experience with these types of clients and the protocols required at your site.

III. Evaluation and Verification of Practicum Experience

Practicum experience hours are tracked and submitted on Tevera in the Timesheets function. There you will record your hours each week. Additionally, you will be assigned a quarterly Multi-Week General Hours Progress (Report 502) in Tevera for your supervisor to sign.

Students pursing the LMFT in California should additionally collect signed hours on the BBS MFT Weekly Hours Summary (Report 508 in Tevera). The BBS accepts hand-drawn electronic or ink signatures.

- **Quarterly Supervisor's Evaluation**
  Your supervisor is required to fill out an evaluation form for you each quarter you are in practicum at the site. The Quarterly Supervisor Evaluation is assigned in Tevera and is initiated by the student and completed by the supervisor. It will then be available for your review in Tevera. This is an opportunity to obtain feedback from your site supervisor in regard to your clinical experience. It is your responsibility to ensure that it is submitted at the end of each quarter. Please note the Practicum Office may share the evaluation with the Clinical Practice instructors as needed.

IV. Supervised Practicum Site Termination

A. You are required to be at a practicum site for the duration of CP 610, CP 611 and CP 612. You may terminate your practicum on the final date of your Affiliation Agreement. You may discuss early termination with your Practicum Associate if you have completed 3 quarters of Clinical Practice (CP 610, 611, 612), your site agrees, you have engaged in an ethical termination practice with your clients, and you have completed the minimum pre-degree hourly requirements of 280 Direct Service hours, 300 Cumulative hours, and the 6X6 Requirement (seeing 6 clients, 6 hours each). However, the student is asked to respect any agreement made with the site and to come to a mutual agreement with the site about when termination is appropriate.

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 prior to termination 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, run a final Multi-Week General Hours Progress (report 502) in Tevera from your start date through your termination date per each supervisor to ensure all accrued hours are signed by your supervisor(s) prior to withdrawing from the site on Tevera. Additionally, you must submit the following paperwork through the Site Placement environment on Tevera by selecting the site and clicking on the Withdraw button:

1. Notification of Practicum Site Termination Form

2. Student Evaluation of Site
3. Final Quarterly Supervisor's Evaluation

D. If you plan to license as an LMFT in California, you will also need to run a BBS LMFT In-State Experience Verification Form (Report 528). You should also have BBS MFT Weekly Hours Summary reports (Report 508) for each ten-week period beginning with the date you began your practicum through your termination date with ink or electronic signatures.

Do not terminate your site without first contacting your Clinical Practicum Associate.

V. Clinical Probation and Disqualification

Students can be placed on clinical probation based on unsatisfactory reports from the clinical supervisor, substantiated charges of legal or ethical violations in regard to the practice of psychotherapy or failure to submit correct practicum paperwork in a timely manner.

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
4. Take and pass additional coursework in law and ethics
5. Follow a Remediation Plan to ensure resolution of deficiencies

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.

F. 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 Students

1. **What forms should I keep for my records?**
    - If you are pursuing LMFT in California, you should keep originals of the following:
        - Signed BBS MFT Weekly Hours Summaries (Report 508 in Tevera)
        - Original signed BBS Supervision Agreements
        - Signed BBS LMFT In-State Experience Verification Form (Report 528 in Tevera)
    - It is recommended that students download and save all practicum-related documents from Tevera upon graduation (except for Personal Therapy forms).

2. **Where can I find my signed BBS MFT Weekly Hours Summaries?**
    - All forms signed or uploaded in Tevera can be found by going to Assignments -> Other Documents tab.

3. **How many direct service hours must I accrue per quarter?**
    - 5 hours minimum of direct service are suggested each week to reach the minimum requirement of 280 hours by March 2028.
    - 50 hours per quarter are recommended to keep you on track, but your hours may vary from quarter to quarter.
    - A minimum of 280 hours of direct service are required to complete your practicum (along with a minimum of 56 units of supervision).

4. **Do I need to complete the BBS MFT Weekly Hours Summary each quarter?**
    - If you are pursing LMFT in California, all of your hours must be signed on the BBS MFT Weekly Hours Summary (Report 508 in Tevera).
    - The BBS accepts ink or hand-drawn electronic signatures, not typed.
    - Pacifica must approve all pre-degree practicum hours.

5. **Can I record hours without recording supervision?**
    - The only hours that are allowed to be recorded and counted without recording at least one unit of supervision in the same week are workshop and training hours, and this is at the discretion of your supervisor.

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

- You must receive 1 unit of supervision at each site for every week you record direct service hours. However, any units of supervision for direct service hours over 5 can be averaged over the course of your experience at a particular site. (See p. 17). **These hours can only be averaged as a student/trainee.**
    - Student example A: During week one student accrued 2 client hours and 1 unit of supervision, and during week two accrued 8 client hours and 1 unit of supervision. Student has perfectly met the 5:1 ratio, since they "banked" supervision in week one. They have a total of 10 direct service hours and 2 units of supervision.
    - Student example B: During week one student accrued 15 client hours and 1 unit of supervision. During week two student accrued 1 unit of supervision and then quit their practicum site. Student may only count 10 direct service hours with the 2 units of supervision.
- 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 will need 1 unit of supervision for the first 10 direct service hours in any week and an additional unit of supervision for all hours over 10.

7. If I have two supervisors at my site, which supervisor should sign my logs?

- Each supervisor must sign for their own supervision hours on separate logs. You may count all direct service experience on the log that your primary supervisor signs. See the "Two or More Supervisors" document on the D2L Practicum Resource Center.
- **NOTE:** To add or change a supervisor, please follow the process in Tevera in the Site Placement area.

8. 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.

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

- The Practicum team is available Monday-Friday by email or by telephone. Contact information: p. 3 of these guidelines.
- Clinical Practicum Associates hold weekly office hours on Zoom. You can find the day, time, and Zoom link on the D2L MA Counseling Psychology Practicum Resource Center homepage.

COMPLETING YOUR PRACTICUM

I. Supervised Practicum Requirements: Degree Completion Checklist

Prior to closing your practicum file in preparation for graduation, you must have withdrawn from each site in your Tevera Site Placement environment (p. 18). The following is a list of clinical requirements necessary for degree completion. All forms are available in Tevera. If you are planning on participating in Commencement with your cohort in Spring 2028, it is your responsibility to make sure all of the following documents have been submitted/completed on Tevera by **March 15th, 2028 (C and W Tracks) or March 31st, 2028 (D and V Tracks)**. After receiving the following documents, your Clinical Practicum Associate will close your practicum file within 6 weeks (prior to your degree posting).

- ❑ Final, comprehensive 502 Report (Multi-Week General Hours Progress) signed by your supervisor(s) on Tevera documenting all practicum hours for each site and supervisor.
    - In order to ensure all pre-degree hours are signed and counted, please generate 502 Reports with the date range that spans the entire timeframe you met with each supervisor. Select one supervisor at a time and check the box that says "Filter hours by Site Supervisor selected above". Run separate reports for each supervisor to sign.

- ❑ Quarterly Supervisor's Evaluations, one for each quarter of practicum work at each site (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 Log (50 minimum hours) and copies of your therapists' licenses.

- ❑ Notification of Supervised Practicum Site Termination Form (required for **each** supervised practicum site).

- ❑ Request for File Closure form.

- ❑ Download all practicum documents from Tevera for your records.

FREQUENTLY ASKED QUESTIONS
3rd Year Students

1. **Am I supposed to keep the original BBS Supervision Agreement?**
    - Yes, you keep the original BBS Supervision Agreement.

2. **Does Pacifica keep the BBS LMFT In-State Experience Verification forms or do I retain the forms for my records?**
    - You keep the LMFT In-State Experience Verification form(s), which you submit to the BBS when you apply for licensure in California.

3. **Do I need to collect BBS LPCC In-State Experience Verification form(s) pre-degree?**
    - No, if you are pursuing LPCC in California, you only collect LPCC In-State Experience Verification form(s) post-degree.

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. **Once I have reached the minimum 280 direct service hours, do I still have to submit hours in Tevera?**
    - Yes, you must turn in all hours accrued while enrolled at Pacifica in order for them to be reflected on your transcript and counted toward licensure.
    - All hours must be signed by your supervisor(s).

6. **My Practicum Site disappeared from Timesheets! What do I do?**
    - This is likely because your Affiliation Agreement expired. Email your Clinical Practicum Associate to request that the Affiliation Agreement Site Extension Form be assigned to you in Tevera. You must generate this form for your site supervisor to sign.

7. **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 Site Approval paperwork required for each new practicum site on Tevera and it is approved by your Clinical Practicum Associate.

8. **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 (including supervision).
- Met the 6X6 requirement
- Completed the Comprehensive Oral Exam Capstone IA
- Completed the Comprehensive Written Exam Capstone IB
- Personal Therapy: 50 minimum

- You must submit a Request for File Closure form on Tevera in order to begin the file closure process.

LICENSING RESOURCES AND INFORMATION

I. Transitioning from third year student to Associate Marriage and Family Therapist and/or Associate Professional Clinical Counselor

A. After Winter Quarter of your third year (March 15th for C and W Tracks, or March 31st for D and V Tracks), if you choose to continue accruing hours at your practicum site you will log these hours on your state's experience log form.

1. You can find the BBS MFT Weekly Hours Summary on Tevera (Report 508), the BBS PCC Weekly Hours Summary on Tevera (Report 511), or at www.bbs.ca.gov.

   i. Once your degree posts, you may transition from the 5:1 (5 client hours per 1 unit of supervision) to the 10:1 ratio (10 client hours per 1 unit of supervision).

   ii. You must be at a registered Live Scan site in order to accrue post-degree hours between March of your third year and receiving your Associate registration number. Please see p. 26 for more details.

B. Upon your degree posting, you may apply for your Associate Marriage and Family Therapist number or Registered Associate Professional Clinical Counselor number. (bbs.ca.gov)

C. California, requires students to submit a Marriage and Family Therapist or Professional Clinical Counselor Program Verification "Form B" or equivalent and an Official Transcript. Both items can be requested through the Registrar's Office at Pacifica Graduate Institute.

LICENSURE IN CALIFORNIA

I. The 90-Day Rule

a. The 90-Day rule refers to the time between when your degree confers and the day you receive your Associate registration number. In order to continue to accrue hours toward licensure during this time, you must be gaining hours at a registered Live Scan site, and you must apply for your Associate registration number within 90 days of your degree posting.

II. The Associate Application

a. As you wait for your degree to post (typically in April of your third year), you may begin completing the Associate application for MFT and/or PCC, found on the BBS website: www.bbs.ca.gov.
b. You will need the following forms from Pacifica, which you can request from the registrar's office *after* your degree posts:
    i. An Official Transcript
    ii. A Program Certification Form (Form B)

c. Please note that you must renew your Associate registration number and take three units of Law & Ethics CEUs every year until you become licensed.

III. The Law and Ethics Examination

a. The California Law and Ethics Examination must be taken prior to the first renewal of your Associate registration number.

IV. Submit 3,000 Hours to the BBS

a. Upon accruing 3,000 hours, see the BBS website for instructions for submitting hours and applying to take the Clinical Examination.
b. Once the BBS approves your 3,000 hours, you will be able to register for the Clinical Examination, which is the final step to becoming licensed.

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
Trainee and AMFT Weekly Log of Experience Hours	APCC Weekly Log of Experience Hours
Supervision Agreements (pre and post-degree)	Supervision Agreements (post-degree)
MFT Experience Verification Forms (pre and post-degree)	PCC Experience Verification Forms (post-degree)
Off Site Supervisor Oversight Agreement (if applicable)	Off Site Supervisor Oversight Agreement (if applicable)

Students must keep the originals of all licensure forms to submit to the BBS with their licensure application. The weekly experience logs are for your records only, unless the BBS requests to see them for auditing purposes.

Overview and Breakdown of the 3,000 Hours

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 average, a ratio of 1 unit of supervision to 5 client hours must be achieved at each site pre-degree:

- For every 5 hours of counseling provided, a trainee must receive a minimum of 1 unit of supervision (5:1 ratio)
    - Either consisting of 1 hour of individual/triadic face-to-face supervision,
    - OR 2 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

1. Marriage and Family Associates are required to have 1 unit of supervision for the first 10 hours of client contact and 1 unit of supervision for any hours of client contact beyond the first 10 hours:

   i. Either consisting of 1 hour of individual/triadic face-to-face supervision

   ii. OR 2 hours of group supervision (the group must not have more than 8 persons).

   iii. Students may begin using the 10:1 ratio once their degree confers.

2. **Total Cumulative Hours**

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

   i. **Bucket A.** Direct Counseling Hours

      a. Requires a minimum of 1,750 hours with Individuals, Groups, Couples or Families

      b. A1. Requires a minimum of 500 hours of Diagnosis and Treatment of Couples, Families, Children

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

      a. Requires a maximum of 1,250 hours which include

      b. B1. Supervision, Individual/Triadic

      c. B2. Supervision, Group

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

   iii. Total Hours Per Week

      a. Bucket A + Bucket B = C Total Hours Per Week

         1) Only add A+B (do not include subcategories) in totals

         2) Maximum of 40 total hours per week

3. **Supervision Agreement and Supervisory Plan:**
   Marriage and Family Therapist licensure requires a Supervision Agreement and Supervisory Plan from each Supervisor of a MFT trainee/ associate be completed and filed with the Board of Behavioral Sciences. Trainees are advised to keep the Supervision Agreement and Supervisory Plan in their records. Currently the **Board of Behavioral Sciences** requires that these forms be submitted when you apply for licensure.

4. **BBS Experience Verification Form:**
   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.

D. Post-degree - Associate Professional Clinical Counselor

1. Professional Clinical Counselor Associates are required to have 1 unit of supervision for the first 10 hours of client contact and 1 unit of supervision for any hours of client contact beyond the first 10 hours:

   i. Either consisting of 1 hour of individual/triadic face-to-face supervision OR 2 hours of group supervision (the group must not have more than 8 persons).

2. **Total Cumulative Hours**

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

   i. **Hours of Experience:**

      a. **Total Direct Counseling Experience** (minimum of 1,750 hours)

      b. **Total Non-Clinical Experience** (maximum of 1,250 hours)

         1) Separate face-to-face supervision in B1 or B2 subcategories

            i) B1 for individual/triadic supervision

            ii) B2 for group supervision

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

      c. Total Direct Counseling Experience Hours + Total Non-Clinical Experience

         1) Maximum of 40 hours per week

3. **Supervision Agreement and Supervisory Plan:**
   LPCC licensure requires a Supervision Agreement and Supervisory Plan from each Supervisor of a MFT trainee/ associate be completed and filed with the Board of Behavioral Sciences. Trainees are advised to keep the Supervision Agreement and Supervisory Plan in their records. Currently the **Board of Behavioral Sciences** requires that these forms be submitted when you apply for licensure.

4. **BBS Experience Verification Form:**
   An 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.