University of San Diego

SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES

Marital and Family Therapy Program

PRACTICUM HANDBOOK

School of Leadership and Education Sciences

Marital and Family Therapy

University of San Diego

FALL 2012

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Important Reminders for Students Beginning Practicum

1. **<u>You will need 500 client contact hours to graduate, of which at least 250 must be relational hours.</u>** Relational hours include time with any relational dyad (couple, parent-child, siblings, etc). Seeing one child by himself/herself is **<u>not</u>** relational. Group therapy hours do **<u>not</u>** count as relational hours unless the group happens to be couples or family group therapy. You also need 100 hours of supervision to graduate. However, this should be no problem since the amount of supervision you receive from your site and Practicum far exceeds the 100 hours you are required to have.

2. To obtain the 500 client contact hours, you will need to average 10 client hours a week over a 12-month period (50 weeks x 10 client contact hours per week = 500). Although it is natural to want to ease into your clinical work as slowly as possible, you need to build up your caseload as quickly as possible (e.g. within a month's time) to avoid falling too far behind. The longer it takes you to build up your caseload in the beginning, the heavier your caseload will need to be in the last few months, in order to make up for lost time.

3. When building up your caseload, you will need to take into account cancellations and no-shows. For example, a therapist who wants 10 hours a week should probably schedule 12-13 hours of therapy a week, since cancellations and no- shows will likely reduce the actual number of therapy hours to about 10.

4. Likewise, you will need to average at least five relational hours a week in order to obtain 250 relational hours within a year's time. Just as with your overall caseload, you need to get your caseload up to at least five relational hours per week as quickly as possible. In the past, some students have gotten their overall caseloads up quickly, but did not get at least five relational hours a week early on. Many of these students were delayed in graduating because they did not have the necessary 250 relational hours, even though they already had more than 500 hours. Therefore, pay attention to both your overall number of client contact hours and number of relational hours.

5. If you find it difficult to obtain relational hours at your site, there are several options you can explore. First, you may consider doing co-therapy with another therapist who has a family or couple. This has worked extremely well at sites that have fewer relational cases. Second, you may want to consider having one and a half hour sessions with relational cases, instead of the typical one-hour session. Third, when doing work with individual clients, you may want to explore the option of inviting into therapy individuals who are significant to the client's life. For example, an adult client might be encouraged to invite his or her parents in for a session or two. Although this strategy is not appropriate for all cases, there are many situations in which it is therapeutically helpful for the therapist to have access to other parts of the client's system.

6. Students who do not complete at least 400 client contact hours or 200 relational hours after three semesters of Practicum will be required to enroll in a one-unit Practicum Extension course (MFTS 598). Students in MFTS 598 are required to participate in group supervision, but are not required to attend the didactic portion of Practicum or to do the individual supervision.

7. The BBS states that the ratio of supervision to clinical hours must be 1 to 5 for trainees. One hour of individual supervision counts as one hour towards the 1 to 5 ratio, while two hours of group supervision is needed to count as one hour towards the 1 to 5 ratio. Each of the sites

should be providing you with enough weekly supervision to cover an average of 10 client hours a week. Assuming you get supervision weekly, this will be enough to cover the 500 hours you are required to obtain. If you anticipate obtaining more than 500 hours from your site, then you will need to negotiate with your site to obtain additional supervision to cover your hours above and beyond the 500. Since some of the sites may be unwilling or unable to provide additional supervision, this needs to be negotiated beforehand so you do not risk losing hours.

Reminder: The BBS allows trainees to count a maximum of 750 hours of client contact hours and supervision toward licensure. Most students will gain around 700 hours in Practicum based on 500 client contact hours and approximately 200 supervision hours. Therefore, students have little incentive to go substantially beyond the 500 clinical hours in terms of counting hours toward licensure.

8. Have each of your site supervisors fill out the Supervisor Responsibility Statement. Keep the original for your files, but turn in a copy to the MFT Executive Program Assistant (Clare Crierie) for your program file.

9. Be sure that you obtain your malpractice liability insurance as soon as possible. You are required to have this if you are in Practicum.

10. Be sure to turn in both your AAMFT and BBS forms on the <u>1st Monday of each month.</u>

11. If problems arise at your site, try to resolve them with your supervisor first. If you feel that is not successful, then talk to your site liaison about your concerns. The sooner a problem is brought to our attention, the easier it will be to resolve it. For example, do not let us know 10 months into your Practicum experience that you are having difficulty getting your hours at your site.

NOTE: These important reminders are intended to highlight some of the key issues discussed in the Practicum Handbook, but it does not include an exhaustive coverage of all your responsibilities. You should read the entire Practicum Handbook and be familiar with its contents.

INTRODUCTION

This document is designed to introduce students in the MFT program at USD to the expectations and requirements of the clinical practicum/traineeship portion of their master's level training in couples and family therapy.

Description of Practicum Experience

The purpose of the practicum experience is to: 1) complement the academic coursework and; 2) prepare the student for professional practice after graduation. Throughout their practicum experiences, students will have the opportunity to integrate clinical and non-clinical knowledge and to acquire the clinical and ethical decision- making skills necessary for their professional lives as therapists. Students are expected to observe the legal and ethical codes defined by the applicable state and national boards and professional organizations (e.g., BBS, AAMFT, and CAMFT).

The clinical practicum experience at USD follows the guidelines established by the Commission on Accreditation for Marriage and Family Therapy Education (the "COAMFTE") (see Exhibit A to the Practicum Site Agreement attached to this handbook as Appendix B). In order to enroll in the practicum series (MFTS 595, MFTS 596, and MFTS 597) students must have completed the following requirements:

a. Completed the program's prerequisite courses.

b. Completed a minimum of 27 academic units that count toward the degree requirements of the master's level MFT program.

c. Received clearance from their academic advisor and the faculty to enroll in the practicum series.

d. Signed a contract for a traineeship with the practicum site, if required by the site.

e. Obtained professional liability insurance.

Practicum consists of a 12-month, continuous enrollment in the practicum series (MFTS 595, MFTS 596, MFT 597). Students may enroll in practicum with the approval of their academic advisor in either Summer or Fall term. Regardless of when they begin, students should enroll in MFTS 595 during their first term of practicum. MFTS 596 and MFTS 597 should be taken during the second and third terms respectively. Students must be clinically active at their practicum site throughout the 12 months they are enrolled in practicum.

Although the currently approved practicum sites have been selected, in part, to provide students an opportunity to gravitate toward an area of special interest, students are encouraged to gain the most diverse base of experience possible within the constraints of their practicum placement. The emphasis during the traineeship should be on working with the relational dynamics of couples and families. Attempts will be made to teach clinical skills so they are readily transferable to other situations and populations.

Clinical Contact Hours Requirements

During their practicum experience, students must gain a minimum of 500 direct/face-to-face client contact hours. Two hundred and fifty of these hours must be with couples, families or other relational dyads (two or more people with a preexisting relationship) physically present in the therapy room (these hours are recorded as relational). (Note: Group therapy hours do not count as relational hours unless it is a couples or family group.) (See Appendix C)

Direct client contact can be counted only when face-to-face (therapist and client) therapeutic meetings occur. Direct client contact may be counted under the following conditions: 1) A single therapist meets with the clients in therapy; 2) Co-therapists meet with the clients in therapy. In order to be considered a co-therapist, the trainee must be actively, continually, and regularly involved in the direct provision of treatment. This means that both therapists will be in the therapy room for every session throughout the course of treatment.

The following activities **cannot** be counted as direct client contact: telephone contact or counseling, case planning, observation of live or videotaped therapy, record keeping, travel, administrative activities, consultation with community members or professionals, supervision, and assessments that are clerical (not therapeutic) in nature.

Tips for completing the clinical contact hours requirements.

a. To get the 500 client contact hours, a student must average ten hours of client contact each week of the twelve-month traineeship. Although it is natural to want to ease into clinical work, students need to get their caseloads up as quickly as possible (e.g., within one month) to avoid falling too far behind. The longer it takes to build up a caseload, the heavier the caseload will need to be later on to average 10 hours a week.

b. Students should take into consideration cancellations and no-shows when setting their caseloads. For example, a therapist who wants 10 hours a week should probably schedule 12 to 13 hours a week.

c. Students will need to average five relational hours a week to obtain 250 hours during the twelve-month traineeship. It is recommended that students get up to a caseload of at least five relational cases a week as soon as possible. (Note: In the past some students have gotten their overall caseloads up quickly, but did not get at least five relational hours a week during the first few months. Many of these students were delayed in graduating because they had not met the relational hour requirement).

d. Students who find it difficult to get relational hours may attempt the following. 1) Do co-therapy with therapists who are seeing couples and families. 2) Conduct one and one half hour sessions with relational cases. 3) When working with individuals, explore inviting significant others into therapy who play a role in the problem or who may play a role in the solution to the problem.

Supervision Hours Requirements

Supervision at the site will be provided by an AAMFT Approved Supervisor, Supervisor-in-Training, or the equivalent as determined by COAMFTE. On-site supervision will primarily consist of live and videotape/audiotape formats. For graduation, students must acquire a minimum of 100 hours of supervision during the 12 month traineeship, of which at least half (50 hours) must be supervision using raw data (video, audio, live). Unless otherwise specified, on-site supervisors will provide a minimum of one hour of individual and two hours of group supervision each week. Between the supervision you receive at your site and through the faculty during Practicum, you will receive supervision that far exceeds the 100 hours of supervision required for graduation.

To apply clinical contact hours toward California licensure, the BBS requires that an average ratio of supervision to clinical hours must be 1 to 5. (Formula: 1 hour individual supervision is equivalent to 1 hour of supervision; 2 hours of group supervision is equivalent to 1 hour of supervision). Using BBS standards, on-site supervisors will provide enough supervision to cover an average of 10 client contact hours a week. Assuming weekly on-site supervision, students will receive enough supervision to cover 500 hours of clinical contact. (Note: If you anticipate obtaining more than 500 client contact hours, you need to negotiate with your site for additional supervision. Keep in mind that the BBS allows trainees to count a maximum of 750 hours of client contact and supervision toward licensure. Students will gain approximately 700 hours (client contact + supervision) during their practicum).

Special Circumstances in Counting Client Contact and Supervision Hours

There are some situations which may result in confusion about how direct client contact and supervision hours can be counted. The following standards taken from the COAMFTE accreditation manual are provided here to clear up confusion that may result in counting hours:

- If a student is simultaneously being supervised and having direct clinical contact, the time is counted as both supervision time and direct clinical contact time.

- Even if additional students are present when a supervisor is conducting live supervision, the therapist in the room with the client may count the time as individual supervision.

Students observing someone else's clinical work may receive credit for group supervision provided that (1) at least one supervisor is present with the students, (2) there are no more than six students altogether, and (3) the supervisory experience involves an interactional process between the therapist(s), the observing students, and the supervisor.

What to Expect in Supervision

Supervision is conducted by experienced clinicians who are either AAMFT Approved Supervisors or the equivalent. Supervision is designed to help students learn the clinical skills they need to function as effective marriage and family therapists. This is done by observing the student conduct clinical work through live observation and videotaped formats, and by discussing clinical issues with the student.

It is not uncommon for personal issues to become prominent for students as they begin conducting therapy. Personal issues impacting the provision of treatment may also be addressed in supervision. However, supervision is not psychotherapy. Supervision should always focus on students' clinical work and any didactic or personal issues raised in supervision should be connected to how they are playing out in the therapist's clinical work.

Professionalism

Students are expected to participate in all aspects of the clinical environment of their practicum site. This includes, but is not limited to, active involvement in the delivery of therapeutic services, case staffing, treatment team meetings, staff meetings, in-service training, and supervision.

The Practicum Course

Students enrolled in practicum (MFTS 595P, 596P, and 597P) are required to attend the practicum class (one hour) and supervision (two hours) every Monday from 1:00 to 4:00 during the regular term (12:30 to 4:00 during the summer). This experience consists of both an instructional and supervisory component. Students are expected to fully participate in all aspects of this experience. (Please insert as Appendix A the syllabus you received for your current practicum class term.)

Students receive supervision from a USD faculty member in addition to on-site supervision. Two hours of group supervision each week are provided during the regular term. Your USD supervisor will also conduct both live and videotaped individual supervision.

Completing the Clinical Hours Beyond the Regular 12-Month Practicum

Although most students complete the 500/250 clinical hour requirement within the regular 12-month practicum experience, circumstances may require that some students take longer than 12 months to complete their practicum requirements. All students who do not complete either the 500 clinical contact hour or the 250 relational contact hour requirement, or any other practicum-related requirement, by the last day of their third semester/term of Practicum will receive the grade of Incomplete for MFTS 597P. Students who receive an Incomplete will have up to 10 weeks into the semester following their third practicum course to complete the 500/250 clinical contact hour requirement (as per the standard University policy on Incompletes).

Students who do not have at least 400 direct client contact hours or 200 relational hours at the end of the third semester of Practicum are required to register for MFTS 598P Practicum Extension. This is a one-unit course designed to allow students needing to complete a substantial number of clinical contact hours the opportunity to continue to receive faculty supervision and administrative support during the semester in which they complete their practicum requirements. Students registering for MFTS 598P will receive group supervision during the regularly scheduled group supervision time. They are not required to attend the one-hour didactic portion of practicum nor are they required to receive individual supervision from their USD faculty supervisor.

Students who anticipate needing longer than 12 months to complete their clinical hour requirements must negotiate arrangements for completing this requirement with their practicum site. The MFT program regularly uses the same practicum sites, so your ability to stay at a site for longer than 12 months may be limited by commitments that sites make to new practicum students. Students needing to complete clinical hours should begin making arrangements with their sites for doing this as soon as possible.

REPORTING OF CLINICAL HOURS POLICIES

By Semester:

Students must turn in all required forms by the last practicum meeting to receive a pass/fail grade for that semester. Failure to turn in all required forms by the last day of practicum will result in the grade of Incomplete. This includes all monthly AAMFT and BBS forms and supervisor and trainee evaluation forms (see Appendix D for the appropriate forms and deadlines). Following standard University policy, a grade of Incomplete will automatically be changed to the grade of Fail within 10 weeks if any required form has not been turned in by that time.

By Twelve-Month Clinical Experience:

Students will not be allowed to graduate unless completion of the clinical contact hour and supervision hour requirements have been documented appropriately (see Appendix D for the appropriate forms and deadlines). Students who have not completed the requirements by the last day of their third semester of practicum will receive the grade of Incomplete and will not receive their graduation certificate nor program certification until appropriate documentation of the completed hour requirements have been received.

NOTE: Appendix E contains detailed information on how to fill out the AAMFT and BBS forms.

ROLES AND EXPECTATIONS

The Student

Success of the clinical practicum/traineeship will be primarily determined by the active involvement of the student. Although both MFT program faculty and on-site supervisors are responsible for structuring the educational and experiential learning that goes on during practicum, the student is responsible to make sure that all her/his requirements are met and that all the clinical and supervision experiences she/he needs are obtained.

The responsibilities of the student are to:

*Possess and demonstrate personal and professional integrity, including but not limited to compliance with the AAMFT Code of Ethics.

*Ensure that clinical hour and supervisory hour requirements are being met.

*Keep a personal log of the number of clinical and supervision hours obtained.

*Ensure that all forms and reports are turned in on time (see Appendices C and D).

*Communicate any issues of concern that are directly relevant to the practicum site (e.g., clinical hours, support, space, client population) to the on-site supervisor.

*Regularly inform the on-site clinical supervisor about the status and progress of all her/his clients.

*Regularly inform the MFT program faculty of her/his experiences at the practicum site.

*Promptly communicate concerns about the practicum site or supervision to MFT program faculty.

*Videotape sessions for raw data supervision and make these a part of regular supervision experiences.

*Schedule live and individual supervision sessions with the MFT faculty supervisor.

*Actively participate in all aspects of the clinical environment of the practicum site.

*Observe codes of professional behavior, e.g., appropriate dress, language, relationships, punctuality.

*Come prepared to all required on-site and practicum meetings.

*Maintain Professional Liability Insurance at the rate of coverage expected by the practicum site.

MFT Program Faculty

The USD faculty is responsible for ensuring that the experiences a student obtains during practicum are in agreement with the goals, objectives and requirements set by the University, the program, and the accrediting organizations that the University and the program have consulted. The MFT faculty is expected to approve the practicum site and provide instruction, consultation, supervision, and evaluation in collaboration with the student and the site supervisor. The MFT faculty will attempt to enable the integration of coursework and field experience by providing linkages between conceptual and applied learning.

The responsibilities of the MFT faculty are to:

*Possess personal and professional integrity, including but not limited to compliance with the AAMFT Code of Ethics.

*Assess prospective practicum sites according to established criteria and standards.

*Provide clear expectations to both students and on-site supervisors about the practicum and traineeship experience.

*Provide easily understandable procedures and guidelines for meeting practicum and traineeship expectations.

*Provide originals of all forms and structured reports along with dates for completion to both the students and the on-site supervisors.

*Monitor the quality of the placement experience, working with the student and site supervisor to solve problems as they arise.

*Provide necessary personal and administrative support to the student.

*Provide, to the student, relevant information, skills training, and assistance in therapeutic planning, case management and case conferencing as needed.

*Actively involve the student and the site supervisor in evaluation of the student's progress.

The Practicum Site

The practicum site is the field placement at which the student will accrue clinical and supervision hours as part of the practicum experience. An administrator or supervisor at the practicum site has signed an agreement with the MFT program faculty, which describes in detail their expectations (see Appendix B). The practicum site will provide the student with all the clinical and supervision hours necessary for graduation from the USD MFT program. On-site supervision will be provided by a clinician who is approved by the MFT faculty. The on-site supervisor will have been licensed for more than two years as a Marriage and Family Therapist, Clinical Social Worker, Psychologist, or Board Certified Psychiatrist and be an AAMFT Approved Supervisor, AAMFT Supervisor-in-Training, or its equivalent as designated in the accreditation standards.

The responsibilities of the practicum site and/or on-site supervisor are to:

*Possess personal and professional integrity, including but not limited to compliance with the AAMFT Code of Ethics.

*Sign a Practicum Site Agreement (see Appendix B) before trainees are placed at the agency.

*Develop specific learning experiences within the agency setting that will make possible the achievement of goals and objectives required of MFT trainees, both in general and specific to USD's program.

*Provide an orientation to the agency for the student.

*Provide the student with a sufficient client load that she/he will be able to accrue 500 clinical contact hours within the 12 months of her/his practicum enrollment.

*Provide the student with the opportunity to accrue 250 relational client contact hours within the 12 months of her/his practicum enrollment.

*Provide the student with a minimum of one hour of individual and two hours of group supervision each week.

*Conduct both live and videotape supervision.

*Maintain primary responsibility for the student's clinical work and the progress or lack thereof of specific clients.

*Sign off on all hours of experience.

*Facilitate the student's efforts to meet practicum requirements including videotaping, case presentations, record keeping, and evaluation.

*Ensure that the agency meets all the MFT program's quality standards.

*Ensure that the students have necessary resources to meet agency and supervision requirements (e.g., work space, telephone, clerical support, videotaping equipment).

*Treat each trainee with respect, dignity and professionalism.

*Evaluate student progress on an on-going basis, promptly communicating to the students and the MFT faculty any problems or concerns.

*Facilitate the student's participation in staff meetings, in-service trainings and out-of-agency workshops and trainings. (The on-site supervisor must approve all workshops that the student will use as hours of experience for licensure.)

*Ensure that all forms and reports to be filled out by the agency representative or supervisor are turned in on time.

FACULTY LIAISONS AND GRIEVANCE POLICY

An MFT faculty member acts as liaison and student advocate for each practicum site. Below is an alphabetical listing of current practicum sites with the names of the corresponding faculty liaisons.

Practicum Site	MFT Faculty Liaison
Catholic Charities	Lee Williams
Community Research Foundation	Lee Williams
Department of Veteran Affairs	Lee Williams
Mental Health Systems	Lee Williams
Phoenix House	Todd Edwards
Providence Community Services	Todd Edwards
Rady Children's Outpatient Psychiatric Services (all sites)	Jo Ellen Patterson
San Diego Hospice & Palliative Care	Lee Williams
San Diego Youth Services	Todd Edwards
St. Vincent De Paul Village	Todd Edwards
Sharp Mesa Vista Hospital	Todd Edwards
UCSD Family Medicine	Jo Ellen Patterson
UCSD Outpatient Psychiatric Services (“Gifford” Clinic)	Jo Ellen Patterson
UCSD Reproductive Medicine	Jo Ellen Patterson

If you have concerns about your practicum site and its operation, the on-site supervision, or how you are being treated as a trainee, you should first attempt to address these concerns with your on site-supervisor and/or site administrator. If, after talking with the on site-supervisor and/or administrator, your concerns have not been addressed satisfactorily, you should discuss your concerns with the MFT faculty member acting as liaison for your practicum site. The faculty liaison will work with you to determine a course of action for addressing your concerns. Generally, the sooner the problem is brought to the attention of the MFT faculty, the easier it is to resolve it. It is difficult, for example, to resolve a difficulty in accruing clinical hours if the faculty first learns of this difficulty 10 months into the clinical experience.

APPENDIX A

PRACTICUM SYLLABUS

NOTE: Students will be given an updated syllabus at the beginning of each semester.

UNIVERSITY OF SAN DIEGO

DEPARTMENT OF SCHOOL, FAMILY, & MENTAL HEALTH PROFESSIONS

MFTS 595/596: Practicum in MFT

Fall 2012

INSTRUCTORS/SUPERVISORS:

Larry Chamow, Ph.D.
Todd Edwards, Ph.D.
Ana Estrada, Ph.D.
Jessica Fodor, LMFT
Jo Ellen Patterson, Ph.D.
Christie Turner, LCSW
Lee Williams, Ph.D.

COURSE DESCRIPTION:

In the didactic portion of the course, issues relevant to the beginning clinician are addressed including refinement of interviewing skills and the application of treatments to specific problems. Students also receive group supervision and individual supervision based on videotaping and live observation of their clinical work.

REQUIRED TEXT:

Patterson, J., Williams, L., Edwards, T., Chamow, L., & Grauf-Grounds, C., (2009). *Essential skills in family therapy, second edition*. New York: Guilford.

COURSE ASSIGNMENTS:

1. **Read** the required readings so that you are prepared to actively participate in class discussions.

2. **Group Supervision.**
   Practicum students are divided into small groups for group supervision (see Appendix A for group assignments). Each student will give **2** case presentations to his or her supervision group. Each case presentation will be accompanied by a case write-up (see Appendix B) and a videotaped clinical session with the client/s. At least one of the videotapes must be a session with a couple or family.

   Important Reminder: Don't wait until the last minute to create your videotapes. Start early so you have some "extras" in case a client refuses to be taped at the last minute.

3. **Commentaries.**
   Each student will write a commentary on the clinical work of **2** different classmates. One week prior to the case presentation, the student scheduled to present will give a videotaped

session to the assigned classmate. The classmate will watch the session and write a commentary on what he or she observed. This commentary will be given to all group members. During your first group meeting, your group supervisor will describe the structure of the commentary in more detail.

4. **Individual Supervision**.
   Each student will meet **<u>three</u>** times with a USD supervisor for individual supervision. Two supervisions will take place at USD and will include the review of a videotaped clinical session. One supervision will be live at the student's practicum site. At least one of these supervisions must be a session with a couple or family. These supervisions should be scheduled with your USD supervisor (may be the same or different than your group supervisor).

5. **Self-of-the-Therapist Presentation**.
   Each student will give a presentation to their supervision group touching on the personal aspects of being a family therapist. This presentation will be described in more detail by your group supervisor.

6. **Literature Review**
   Choose a client/family and write a 3-4 page review of 3 research based journal articles that may inform your work addressing their specific problem.

7. **Final Exam.**
   A take home exam will be distributed on November 26 and is **due on December 10**.

ATTENDANCE IN CLASS:
If you are going to be absent from the didactic presentation and/or group supervision, please notify your group supervisor. Two absences (didactic or group supervision) will result in the student needing to complete an additional literature review. More than two absences could result in a failing grade in the course. Attendance will be kept for both the didactic and group supervision meetings.

ATTENDANCE IN SUPERVISION:
Individual supervisions will be scheduled at a time convenient to you and your individual supervisor. If you cannot attend a scheduled appointment with your individual supervisor, please contact him or her 24 hours in advance**. If you do not give 24 hours notice 2 or more times, you will need to complete an additional literature review**.

COURSE EVALUATION:
Practicum in MFT is a Pass/Fail course. If you complete all of the course requirements and follow the attendance policy stated above, you will receive a Pass in the course.

TENTATIVE SCHEDULE OF DISCUSSION TOPICS:

SEPTEMBER 10	**Practicum Orientation (new students) and Introduction (all students)** - *T. Edwards*
SEPTEMBER 17	**Therapist Development** – *L. Williams* Reading: Chapter 1
SEPTEMBER 24	**Initial Interview** – *L. Williams* Reading: Chapters 2 & 3
OCTOBER 1	**Initial Assessment: Individual/Biological Issues** – *J. Patterson* Readings: Chapters 4 & 9
OCTOBER 8	**Developing a Treatment Focus –** *T. Edwards* Reading: Chapter 5
OCTOBER 15	**Beginning Treatment with Couples** – *L. Chamow* Readings: Chapters 3 & 8
OCTOBER 22	**Basic Treatment Skills** – *A. Estrada* Reading: Chapter 6
OCTOBER 29	**Building Rapport –** *C. Turner*
NOVEMBER 5	**Evidenced Based Practice: Doing a Literature Search** – *J. Patterson* Reading: Chapter 10 (pages 225-229 only)
NOVEMBER 12	**Countertransference** – *L. Chamow* Reading: Chapter 10
NOVEMBER 19	**Working with Families & Children** – *A. Estrada* Reading: Chapter 7
NOVEMBER 26	**Working with Multi-stressed Families** – *C. Turner* **Take Home Final Distributed**
DECEMBER 3	**Roundtable Discussions** – *All faculty*
DECEMBER 10	*****BEGINS AT 12:30***** **Comprehensive Exam Workshop** – *T. Edwards, J. Patterson, & L. Williams* **Take Home Final Due**

Appendix A

Practicum Groups for Fall 2012

Larry Chamow (Rm 137)
Bryson Greaves – VA (LW)
Jenee James – UCSD Family Medicine (LW)
Kimara Kuspa – Phoenix House (TE)
Koalani Sallas – Rady Children's Hospital (JP)
Laura Weese – San Diego Hospice (JF)

Todd Edwards (Rm 107)
Abby Girard – Providence/Catalyst
Dominic Ong – San Diego Hospice
Mark Rasmussen – Phoenix House
Rose Schafer – UCSD Psychiatry
Susanna Vakili – St. Vincent De Paul Village

Ana Estrada (Rm 207)
Aracely Barreras – Mental Health Systems (SD)
Alexandra Keller – San Diego Hospice (SD)
Carlos Quintero – UCSD Family Medicine (JP)
Esther Ann Wells – San Diego Hospice (SD)

Jessica Fodor (Rm 147)
Jennifer Arakaki – San Diego Hospice
Anna De La Paz – Providence/Kickstart
Michelle Miller – SDYS/Teen Options
Sara Nietlispach – CRF/Mobile Adolescent Services Team
Manny Roberts – Rady Children's Hospital

Jo Ellen Patterson (Rm 225A)
Jordan Danly – UCSD Psychiatry
Andrew Kushnick – UCSD Family Medicine
Kailyn Lavoie – Phoenix House
Jen Menkov – UCSD Reproductive Medicine
Meredith Meyer – Sharp Mesa Vista
Anastacia Tobin – UCSD Family Medicine

Christie Turner (Rm 139)
Kimberly Buford – SDYS/Family Resource Center (SD)
Julie Datnow – San Diego Hospice (JF)
Maral Derkhorenian – UCSD Family Medicine (JF)
Elizabeth Hooghkirk – Providence/Kickstart (LW)
Heather Schafer – VA (JP)

Lee Williams (Rm 102)

Tori Burkey – Second Chance
Katy Dwyer – Catholic Charities
Curt Hineline – San Diego Hospice
Dhvani Patel – UCSD Family Medicine
Margaret Rudy – UCSD Psychiatry
Marissa Zimmerman – San Diego Hospice

(Initials) = Individual Supervisor: (JP) Jo Ellen Patterson, (LW) Lee Williams, (TE) Todd Edwards, (SD) Sol D'Urso, (JF) Jessica Fodor

Appendix B

Written Case Presentation Format

Section I - Presenting Problems and Contract

1. What are the presenting problems and/or symptoms?
2. What do the clients want from therapy?

Section II - Background and History

1. Attach a genogram of the system.
2. Who are you seeing in therapy, and what is your rationale for who is (or is not) coming to therapy?
3. What is important to know about the past (including previous therapy) to understand what is happening today?
4. Is anyone currently taking medication? If yes, name the medication and the reason why it is being prescribed.
5. What role do other social systems (e.g., schools, work, medical, legal, CPS, etc.) have in the case?

Section III - Clinical Hypotheses and Treatment

1. What are your hypotheses about the presenting problem?
2. Describe conceptually what you believe are the key issues or dynamics for this case. Include what your treatment goals are for the case (connect this to a theoretical model).
3. Briefly outline what you have done to date regarding treatment (connect this to a theoretical model).
4. What DSM-IV diagnosis would you give (multiaxial)?
5. How do contextual variables (e.g., gender, culture, SES, race/ethnicity, etc.) impact the assessment, treatment, or therapeutic relationship in this case?

Section IV - Therapist

1. What are your personal reactions to the clients? Anyone you particularly like or dislike?
2. How do you feel during the session (bored, frustrated, nervous, etc.)?
3. Are there any counter-transference issues that might be going on?

Section V - Presentation

1. What should we look for in the videotape?
2. What do you like about your work on this tape?
3. What would you like the group to help you with (please be specific)?

APPENDIX B

PRACTICUM SITE AGREEMENT

Practicum Site Agreement

This attachment contains a copy of the Practicum Site Agreement. An original of this document was signed by a representative of each off-campus placement that we are currently using as part of the practicum experience in the MET program. A copy of the document is included here so you can become familiar with the terms and conditions of the agreement between the off-campus practicum site and the MFT program.

Practicum Site Agreement

This **Practicum Site Agreement** ("Agreement") is entered into by and between the University of San Diego ("USD") and put name of site here ("Site").

WHEREAS, USD is a non-profit institution of higher education; and

WHEREAS, the School of Leadership and Education Sciences ("SOLES"), a school within USD, conducts a variety of programs at the undergraduate, master's and doctoral levels in learning and teaching, counseling and education administration, and marital and family therapy. USD desires to obtain practicum site experience for its enrolled students (the "USD students").

WHEREAS, the Site recognizes the need for and desires to aid in the professional development of the USD students, and is willing to make its employees and premises available for such purposes;

NOW, THEREFORE, for good and valuable consideration, USD and the Site agree as follows:

1. **Term**. The term of this Agreement shall begin on _________, 20__, and end on __________, 20__, unless terminated earlier pursuant to Paragraph 4 below. This Agreement may be extended or renewed only in a writing signed by authorized representatives of USD and the Site.

2. **USD Responsibilities**.

   a. USD will determine the eligibility of its students to participate in the program with the Site established under this Agreement.

   b. USD will assign a faculty member as a liaison for the Site.

   c. USD will monitor and evaluate the progress of each USD student assigned to the Site.

   d. Students will be enrolled in three consecutive semesters of Practicum as a result of participation in the program described under this Agreement.

   e. USD shall keep all academic records of students participating in said program.

   f. USD students who are assigned to the Site under this Agreement shall not be considered agents or employees of the Site.

   g. USD will inform students of the following Site criteria and requirements for practicum, which are to be reinforced at the initial practicum screening with Site practicum staff:

(g.i) Site only accepts USD students willing to do a practicum experience of at least 20 hours per week for 12 months. The USD student must accrue a minimum of 500 direct (face-to-face) client contact hours, of which 250 must be with couples and/or families in the therapy room. The USD student will conform to the administrative policies, standards and practices of the Site;

(ii) Each USD student will assume responsibility for providing their own transportation. Each student must be able to show proof of a valid California Driver's license and automobile insurance meeting the State of California minimum requirements when requested;

(iii) The student will obtain prior written approval of the Site and USD before publishing any material relating to the practicum experience. The student shall maintain the confidentiality of client information obtained during the instructional experience at the Site. All information obtained from clients, their records or computerized data is to be held in confidence and no copies of client records shall be made. It shall be required of students that they do not identify client names in papers, reports or case studies without the permission of the Site and the client, utilizing the client confidentiality policies and procedures of the Site;

(iv) USD students are allowed to present their clinical work in supervision at USD, including video recordings of sessions, as long as client names are changed.

(v) The student, in collaboration with the designated Site supervisor(s), will set times, location and responsibilities at the Site;

(vi) The student will notify the Site of illness or any other situation which does not allow the student to meet the prearranged program at the Site;

(vii) USD shall require the student to obtain Professional Liability Insurance in force during the term of this Agreement at the student's sole cost and expense as described in the MFT Program Practicum Handbook. The student shall promptly notify the Site of any cancellation, reduction or other material change in the amount or scope of the coverage. The student shall provide evidence of such insurance prior to commencing their practicum with the Site.

h. USD will require faculty to notify Site's designated professional representatives in advance of:

a) Placement of students in practicum assignments; and
b) Changes in practicum assignments.

3. **<u>Site Responsibilities</u>**.

a. The Site will provide to each assigned USD student clinical experience through direct client contact. Each USD student assigned to the Site will be given the opportunity to actively participate in the duties and functions associated with individual, couple and family therapy. The Site must provide enough client contact for students to accrue a minimum of 500 direct (face-to-face) client contact hours, of which 250 hours must be with couples and/or families in the therapy room.

b. The Site will assign one or more of its employees to supervise and instruct each USD student assigned to the Site. All supervisors providing supervision at the Site must be _(spell out AAMFT here) ("AAMFT") Approved Supervisors, AAMFT Approved Supervisor Candidates, and/or satisfy supervisory requirements imposed by the California

Board of Behavioral Sciences ("BBS") for the supervision of students. Such BBS requirements include, without limitation, the requirement that all supervisors must be in good standing and licensed for a minimum of two years.

c. The Site will provide a minimum of 100 hours of supervision to each student at the Site. The ratio of supervision hours to treatment hours must not be less than one supervision hour for every five client contact hours. (Note: BBS specifies that two hours of group supervision (two or more supervisees) is equivalent to one hour of individual supervision, thus only accounting for five hours of client contact). One hour of individual (one-on-one) supervision must be provided during each week of the practicum experience. Group supervision consists of one supervisor with six or fewer students.

d. The Site shall obtain consent from its clients and will provide video recording equipment to allow students to video record their clinical sessions with clients. A minimum of 50 supervision hours must use raw data supervision (e.g., video or live supervision).

e. The Site acknowledges that students are required to maintain accurate records of all client contact and supervision hours accrued during their practicum experiences. The Sites agrees to cooperate with students as necessary to assist students with maintaining appropriate records, including without limitation, ensuring that supervisors provide needed signatures for records.

f. The Site will contact USD when problems first arise with a student, and then attempt to develop a remedial plan, if appropriate.

g. For good cause shown, the Site may refuse to accept a USD student assigned to it. Similarly, for good cause shown, the Site may request that a USD student assigned to it be withdrawn from the Site, and USD will comply with the request. The Site will notify USD in writing of a decision not to accept a USD student or to request that a USD student be withdrawn from the Site. The written notice will describe the basis for the decision or request. If USD does not agree with the Site's refusal to accept a student or request for withdrawal of a student, USD will provide the Site with a written statement setting forth the basis for the disagreement within ten (10) working days of its receipt of the Site's written notice.

h. The Site shall provide USD written progress reports and evaluations of the performance of the USD students. Such evaluations shall be provided at the end of each academic semester and at least two weeks prior to the following dates: January 30 and June 30. USD shall provide the appropriate forms.

i. The Site shall cooperate with USD in order to obtain evaluations of both the Site and the quality of the supervision provided by Site supervisors. USD shall provide the appropriate forms to the students.

j. The Site will ensure that the USD student does not replace or substitute for any Site employee, and that the USD student does not perform any of the duties normally performed by an employee for the Site, except those duties that are part of the training and performed by the student under the supervision of a Site employee.

4. **<u>Termination</u>**. Either party shall have the right to terminate this Agreement at any time and for any reason with thirty (30) days' advance written notice to the other. Notwithstanding the foregoing, the parties agree that any USD student participating in professional practicum experience shall be permitted to complete the semester during which such termination of Agreement occurs.

5. **<u>FERPA</u>**. The Site understands that the educational records of the USD student assigned to the Site are protected by the Family Educational Rights and Privacy Act (FERPA). The parties agree to comply with the requirements of FERPA. As a result of this Agreement, the Site is considered to be a school official of USD. The Site agrees to protect the privacy of educational records concerning any USD student assigned to the Site under this Agreement, and will not transmit, share or disclose any such records without the student's written consent, except to other school officials of USD who have a legitimate educational interest in the records.

6. **<u>Commitment to Non-Discrimination</u>**. USD and the Site shall not discriminate in the selection of, acceptance of, or participation by any USD student in any program or services offered under this Agreement on the basis of the student's race, color, national origin, religion, sex, sexual orientation, disability, or any other characteristic protected by federal, state or local law.

7. **<u>Indemnification</u>**.

   a. The Site agrees to defend, indemnify and hold USD and its employees, students and agents harmless from any and all liability, claims, demands, suits, costs, charges and expenses, including without limitation attorneys' fees, arising out of or in any way related to the alleged negligent or willful acts or omissions of the Site or any of its employees or agents in connection with the performance of this Agreement, including without limitation employment-related claims made by a Site employee or agent, as well as claims arising out of or relating to the Site's refusal to accept an assigned student or the Site's request that an assigned student be withdrawn from the program.

   b. USD agrees to defend, indemnify and hold the Site and its employees harmless from any and all liability, claims, demands, suits, costs, charges and expenses, including without limitation attorneys' fees, arising out of or in any way related to the alleged negligent or willful acts or omissions of USD or any of its employees or students in connection with the performance of this Agreement.

8. **<u>Insurance</u>**.

   a. At all times during the term of this Agreement, the Site will maintain the following types and levels of insurance for its employees and agents who perform any services to fulfill the Site's responsibilities under this Agreement: Commercial general liability insurance, workers' compensation insurance, and applicable errors and omissions liability insurance, each with a limit in an amount not less than $1,000,000 per occurrence.

   b. At all times during the term of this Agreement, USD will maintain the following types and levels of insurance for its employees and agents who perform any services to fulfill USD's responsibilities under this Agreement: Commercial general liability insurance, workers' compensation insurance, and applicable errors and omissions liability insurance, each with a limit in an amount not less than $1,000,000 per occurrence.

c. Proof of the required insurance under this Agreement shall be provided by one party to the other party upon request. Either party will provide the other with at least thirty (30) days' advance written notice before cancellation or any reduction or material change in coverage.

9. **Use of USD's Trademarks and Logos**. The Site shall not use USD's trademarks, logos or insignia, or otherwise identify USD in any form of publicity, disclosure or sale without the advance written permission of USD.

10. **Independent Contractor**. It is expressly understood and agreed that, in the performance of the activities contemplated by this Agreement, the parties and their employees and agents will at all times act as independent contractors of one another, and not as employees or agents of one another. This Agreement does not constitute and shall not be construed as constituting a partnership, joint venture association, or other affiliation or like relationship between parties. Neither party shall have the right to obligate or bind the other in any manner whatsoever with respect to any third party, and nothing herein contained shall give or is intended to give any right to a third party. In no event will either party be liable for the debts or obligations of the other party, except as specifically provided herein.

11. **Entire Agreement**. The parties declare and represent that no promise, inducement or agreement not herein expressed has been made to them and that this Agreement contains the full and entire agreement between and among the parties relating to the subject matter herein, and that the terms of this Agreement are contractual and not a mere recital.

12. **Amendment/Severability**. This Agreement may not be amended, except through a writing signed by authorized representatives of USD and the Site. If any provision of this Agreement, or part thereof, is held invalid, void or voidable as against public policy or otherwise, the invalidity shall not affect other provisions, or parts thereof, which may be given effect without the invalid provision or part. To this extent, the provisions, and parts thereof, of this Agreement are severable.

13. **Assignment and Subletting**. The rights and responsibilities granted in this Agreement are not assignable.

14. **Dispute Resolution**. This Agreement shall be governed by the laws of the State of California. Any dispute arising out of or relating to this Agreement shall be resolved through binding arbitration under the applicable rules of JAMS. The venue for the arbitration shall be in San Diego, California. Each party shall be responsible for its own costs and attorneys' fees incurred in connection with any such dispute.

15. **No Third Party Beneficiaries**. This Agreement shall be binding upon and inure to the benefit of and be enforceable only by the parties to this Agreement. No third party shall be a beneficiary of or have any right to enforce the terms of this Agreement.

16. **Authority**. By signing below, the representative from each party represents that he/she is duly authorized to sign the Agreement on behalf of either USD or the Site.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which, taken together, shall constitute a single agreement binding on the parties. This

Agreement will be considered executed by a party when the signature of such party is delivered physically, by email or facsimile transmission to the other party. The parties agree that any signature delivered by email or facsimile transmission shall have the same force and effect as an original signature.

[INSERT SITE NAME]

By: _________________________________
[Name]
[Title]

UNIVERSITY OF SAN DIEGO

By: _________________________________
[Name]
[Title]

APPENDIX C

MEMO: ACCRUAL OF HOURS

MEMORANDUM

To: All MFT Practicum Students

From: Todd Edwards, MFT Program Director

Date: September 10, 2012

Re: Accrual of AAMFT and BBS Clinical Hours of Experience

This Memorandum summarizes some of the primary requirements of the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) and the California Board of Behavioral Sciences (BBS) regarding accrual of clinical hours of experience and supervision for all students. Satisfaction of the requirements discussed in this Memorandum is a condition to graduation from the USD MFT Program. Therefore, it is imperative that all students meet the appropriate standards. If you have any questions regarding any of these standards, please contact your advisor.

A. **Client Contact Hours:**

All students shall obtain at least 500 direct (face-to-face) client contact hours, of which at least 250 must be relational hours (i.e., with dyads or families).

B. **Supervision Requirements**

1. **<u>Minimum Hours:</u>** All students shall obtain at least 100 hours of supervision (group or individual) during their practicum experience. The ratio of supervision hours to treatment hours must not be less than one supervision hour for every five client contact hours. One hour of individual (one-on-one) supervision must be provided during each week of the practicum experience. Group supervision consists of one supervisor with six or fewer students.

2. **<u>Video Tape/Live Supervision:</u>** A minimum of 50 supervision hours must be raw data supervision (i.e., video tape or live supervision).

C. **Records**

All students (including both first and second year) shall maintain the following records of all hours of experience gained during the Program. (Students should retain copies of all such records for their own files.)

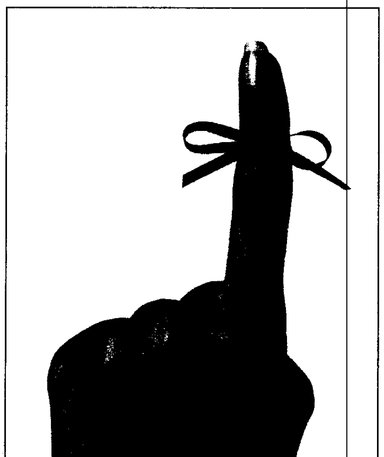
1. **<u>AAMFT Records:</u>** All students who are gaining hours of therapy and supervision experience during the Program shall provide a monthly report of such hours on the

appropriate AAMFT Report Form. These reports are due by 5:00 p.m. on the first Monday of every month for the period covering the previous month and should be given to the MFT Executive Assistant (Clare Crierie).

2. BBS Records: All students who are gaining hours of experience which are intended to count toward the BBS requirements shall provide weeldy report forms (signed by the appropriate supervisor) using the report form approved by the BBS. These reports are due on the first Monday of every month for the period covering the previous month and should be given to the MFT Executive Assistant (Clare Crierie). Note: Prior to submitting any BBS Reporting Forms, all students should obtain certification from their advisors that they have completed 12 credit hours in the Program.

D. **Liability Insurance**

All students shall obtain and maintain professional liability insurance while gaining hours of experience in the Program. You should join either AAMFT or CAMFT to obtain liability insurance through their carrier. Obtain your insurance prior to beginning your clinical work and promptly give the MFT Executive Assistant (Clare Crierie) a copy of your insurance policy or a certificate showing evidence of your insurance coverage.



Critical Reminders for Interns and Trainees and Supervisors Too!

Mary Riemersma, Executive Director

The information that follows has been compiled to assist interns, trainees, and applicants in navigating the sometimes complicated intricacies of the licensing law and regulations while pursuing licensure. Understanding the law and regulations is critical to acquiring hours of experience and subsequently qualifying for the license as quickly and efficiently as possible. Use this resource as a guide to assure the protection of your hard-earned hours of experience. This information is likewise critical to supervisors to be able to provide the most accurate information and to not lead supervisees astray.

BBS' Current Address:
Board of Behavioral Sciences
1625 North Market Blvd., Suite S-200
Sacramento, CA 95834
Phone (916) 574-7830
Fax: (916) 574-8625
Website: www.bbs.ca.gov

Requests for Applications and Forms can be printed from the BBS Website, which is likely the most expeditious way to acquire the forms. Requests for BBS forms and applications may also be made in writing to the above address or by telephone. If you request by telephone or in writing, be sure to make your requests for forms early so that you are prepared with forms when you need them. Generally allow at least two weeks for requests by mail or phone to be processed. Be sure to print an ample supply of forms since most forms sent to the BBS may not contain corrections. New forms should be used for hours gained on and after January 1, 2010, due to numerous changes in law. These new forms should be available on he BBS website by January 1st.

Communicating with the BBS

When communicating with the BBS, especially when submitting forms and applications, it is recommended that you mail "certified, return receipt requested." Likewise, keep photocopies of all that you submit to the Board and attach the "certified return receipt" to the copy you retain. It is to your advantage to keep accurate records, as you may need these should there be any question about your hours of experience or supervision.

Retain Copies of Application Materials

On another note, be sure to keep copies of any applications in perpetuity. One never knows what direction life events will take. Your application may get lost in the mail. You may need the application many years later when you, because of life events, wish to relocate to another state and need to apply for licensure within the new jurisdiction. Expecting to acquire copies of the forms from the BBS, after many years have passed, may be difficult if not impossible.

Be Truthful on Applications (Even if it Hurts)

Be careful, cautious, and truthful on applications. Do not fail to disclose a past conviction even if you believe it is no longer accessible, or has been expunged. Providing a letter describing what happened, what you have accomplished to assure rehabilitation, and enclosing a copy of any disposition would be worthwhile.

Intern Registration

Allow at least 60 days for processing your application for Intern Registration. Processing may be more rapid, but it could also be delayed, especially if something is inadvertently omitted from the application or not clear in the application. Unreadable fingerprinting may also cause a delay and sometimes resubmissions are necessary, which could significantly delay the processing of applications. In other words, apply as early as possible. If one submits an application for intern registration within 90 days of being granted a degree (regardless of how long it takes to process the application), the hours of experience gained post-degree will count as long as lawfully employed and **not** employed in a private practice.

Intern/Post Degree Experience

Applicants who are post-degree who did not apply for intern registration within 90 days of their degrees being granted will not be able to accrue any hours post degree until the intern registration numbers are actually granted. One should anticipate that application processing could take 60 days or in some cases even longer if there are unanswered questions, finger-printing difficulties, or other problems.

First-Time Examination Candidates

Allow 90 days for processing your applications to take the written examination. This application is where you submit all hours of experience for the Board's review to qualify for the license.

Written Examinations

Licensed Clinical Social Workers, Licensed Educational Psychologists, and Licensed Marriage and Family Therapists take written examinations that are administered continuously. When you are notified by the BBS of eligibility to take the written examination, you will need to schedule yourself with the entity with whom the Department of Consumer Affairs has contracted to administer the examinations.

Re-Examinees

Candidates who do not pass either the regular written exam or the clinical vignette written exam will need to sign-up to be re-examined. Candidates being re-examined will be required to pay an additional examination fee in a timely manner. Re-examinations are required to be at least 180 days following the candidates' most recent examination date. Re-examinees must wait until the next examination cycle to retake a "failed" examination in order to take a new form of the examination. This "waiting" period also provides ample time to study and further prepare for retaking the examination.

Clinical Vignette Examination First Time Candidates

Candidates are considered eligible for the clinical vignette examination after passing the written examination. Like the regular written examination, candidates schedule themselves to take the exams.

Taking Exams When Offered is Important

Caution—Generally speaking, a person who does not take an examination or re-examination within one year of eligibility of examination will have his/her application abandoned, which will require re-application. If you must re-apply, you may possibly lose hours of experience that may be too old to be countable at the time of re-application. *Recommendation*—Take exams whenever they are available to you even if you do not feel 100 percent prepared. There is no limit to the number of times one can take an exam.

Information for Trainees, Interns, and Applicants

A "trainee" is a person who is in his/her graduate degree program to qualify for the license and has completed 12 semester or 18 quarter units of study.

- An "intern" is a person who has been granted his/her degree to qualify for the license, has applied for and been granted his/her intern registration number from the BBS.
- An "applicant" is either a person who has been granted his/her degree and applies for intern registration within 90 days of being granted that degree or has applied for the license and/or is in the process of being examined to qualify for the license.

Guidelines on Hours of Experience

Following are requirements for collecting hours of experience for licensure as an MFT in the State of California. These requirements are paraphrased from the licensing law and regulations governing the marriage and family therapist profession. These requirements include changes effective January 1, 2010.

A minimum of 3000 hours of experience is required. Such experience may be gained in no less than 104 weeks, which spans the period from being a trainee through being a registered intern.

Trainee Experience

Not more than 750 hours of counseling and direct supervisor contact may be obtained prior to the granting of the qualifying degree. [This limitation on hours does not include professional enrichment activities such as workshops and personal psychotherapy received.] "Trainees" are unlicensed persons enrolled in qualifying master's or doctor's degree programs who have completed no less than 12 semester units or 18 quarter units of coursework.

As a trainee, one can gain a maximum of 750 hours of counseling and direct supervisor contact, a maximum of 300 hours of psychotherapy [100 actual hours x 3 = 300] and a maximum of 250 hours of workshops, training sessions, seminars or conferences, as well as a maximum of 250 hours in administering and evaluating psychological tests of counselees; writing clinical notes; writing progress notes or process notes for a total 1300 hours. A **minimum** of 1700 hours must be gained subsequent to the granting of the master's or doctor's degree.

Trainees are not required to have completed 12 semester or 18 quarter units of study to receive personal psychotherapy for countable hours. These are the only hours that do not require supervision. Keep in mind, however, that such experience will only count if the psychotherapist is a licensed professional, but such licensee needs only a current and valid license and does not need to be two years licensed. The psychotherapist provides verification for these hours that do not require supervision. There is no BBS-specific form to record these hours.

Maximum Hours Per Week For Interns and Trainees

No more than forty (40) hours of experience may be credited for any seven consecutive days. These 40 hours are inclusive of all categories of experience (e.g., supervision, workshops, client contact hours, etc.).

Minimum Hours for Couples, Families, and Children

Not less than five hundred (500) total hours of experience shall have been gained in diagnosing and treating couples, families, and children. These hours may be in any combination, e.g., all children or a mix of couples, families, and children. The first 150 hours of treating couples and families the hours are double-counted.

Psychological Testing, Process/Progress Notes

Not more than two hundred fifty (250) hours of experience will be credited for

From Masters Degree to Licensure

			[illegible]	Registered Intern	Applicant	
Enter Masters degree program	12 Semester 18 Quarter Units required to collect hours	Complete Masters degree program --------------------- Degree granted/ confirmed/posted	Must apply for Intern Registration within 90 days to be able to collect hours during this time. Employment in private practice not permitted. ----------------------------- Requirements for hours are the same as for Interns.	Maximum of six years as a Registered Intern however may reapply for a new intern number and hours roll forward. Private practice employment not permitted in subsequent six year intern registration periods.	Application pending or hours approved and in examination process or passed exams and awaiting receipt of license. -------------------------- When application approved, one hour of individual or two hours of group supervision required in each work setting.	*Ca* Li M Th
	Supervision Ratios 5 to 1 individual or 5 to 2 group		Supervision for first 10 hours of experience one hour individual or two hours group plus one additional individual hour or two additional group supervision hours for hours over 10			

Trainee Limitations

← Masters Program (Maximum of 1300 total hours gained as a trainee)

Must complete 12 semester or 18 quarter units of study to collect hours. --------------------------- Exception: hours for personal psychotherapy	**750 Hours Maximum** client contact and supervision Minimum of six semester or nine quarter units of practicum		**250 Hours Maximum** Workshops, seminars, training sessions, and conferences approved by supervisor	**250 Hours Maximum** Administering and evaluating psychological tests of counselees, writing clinical reports, writing progress notes, or writing process notes	**3(** 3(m ps re 3(su
	Those beginning Graduate Study prior to August 12, 2012 **Minimum of 150 Hours** of client contact in practicum	Those beginning Graduate Study on or after August 1, 2012 or who are meeting the requirement of the new law **Minimum of 225 Hours** of client contact in practicum although 75 hours may be in client centered advocacy			
	Up to 500 of the practicum hours of experience (depending on the number actually gained) are exempt from the "six year rule."				

Hours of Experience Requirements and Limitations at a Glance

← 3,000 Hours Total

← 1,250 Hours Maximum → ← — — — — 1,750 Hours Minimum — — — —

250 Hours Maximum Workshops, seminars, training sessions, and conferences approved by supervisor	**300 Hours Maximum** Personal psychotherapy received (100 x 3= 300 hours) do not require supervision	**Maximum Limited by 1250 Total Hours** Individual and Group Supervision (no more than five hours per week)	**Maximum Limited by 1250 Total Hours** Client centered advocacy	**250 Hours Maximum** Administering and evaluating psych tests, writing clinical reports, writing process or progress notes	**500 Hours Minimum** Diagnosing and treating couples, families, and children. (First 150 hours with couples and families may be double-counted.)	**375 Hours Maximum** Psychotherapy, crisis counseling, or other counseling by telemedicine (telephone or Internet)	**500 Hours Maximum** Group counseling or therapy

administering and evaluating psychological tests of counselees, writing clinical reports, writing progress notes, or writing process notes. These hours are optional.

Group Counseling or Therapy

No more than five hundred (500) hours of experience will be credited for providing group therapy or group counseling. Group counseling hours are optional. When counseling groups of children, you may record the hours under "children."

Telemedicine

Not more than three hundred seventy-five (375) hours of experience may be counted toward providing psychotherapy, crisis or other counseling services via telemedicine (Telephone and/or Internet therapy). These hours are optional.

Hours of Supervision—Individual and Group

During each week in which experience is claimed and **for each work** setting in which experience is gained, an applicant shall have at least one (1) hour of direct supervisor contact or two (2) hours of direct supervisor contact in a group of not more than eight (8) persons receiving supervision. The intern/trainee shall have at least two hours of group supervision in every week in which group supervision is claimed. Group supervision is optional. Group supervision may be acceptable when gaining, for example, an hour on Monday and an hour on Wednesday, as long as the hours are both in the same seven day period making up the week. Supervision hours are actual sixty minute hours, not 45 to 50 minute therapy hours. Each hour of group supervision counts as an hour of experience. If less than two hours of group supervision are provided within the week, the supervision hours will not count and one's hours of experience may be jeopardized.

The intern/trainee shall receive at least one (1) hour of direct supervisor contact per week for a minimum of fifty-two (52) weeks. These weeks need not be consecutive. Individual supervision means one supervisor and one person being supervised.

Note: *In other words, there must be 52 separate weeks within which at least one hour of individual, face-to-face supervision has been provided.*

Direct supervisor contact means face-to-face supervision, which also includes contact via two-way, real-time video conferencing when working in a non-profit, governmental, or educational institution.

Maximum Countable Supervision per Week

Not more than five (5) hours of supervision, whether individual or group, shall be credited during any single week. Keep in mind, however, that it may be necessary to gain and record more than five hours of supervision in a week to be able to credit all hours of experience gained.

Ratios for Interns, Trainees, and Applicants

Trainees shall receive an average of at least one hour of direct supervisor contact for every five hours of client contact **in each setting.** While there must be supervision within each week, these ratios need not be accounted for within each week, they are calculated based upon the average gained over the entire period of time one works in a given work-setting. Interns shall receive at least one hour of direct supervisor contact for the first ten hours of client contact in each setting and one additional hour for any hours over ten in a work setting.

When the hours have been approved by the BBS (following the application to take the regular written examination), it is no longer necessary to meet the ratios of experience to supervision. However, at least one hour of individual supervision or two hours of group supervision continues to be required for each work setting until licensed.

Supervision/Professional Enrichment Activities

Not more than a total of 1250 hours of experience for related professional enrichment activities will be counted. Such activities include:

- Not more than 250 hours of workshops, training sessions, seminars, and conferences while under supervision and as approved by supervisor. Two hundred fifty hours is the maximum while as an intern, a trainee, or both. These hours are optional.
- Not more than 250 hours of experience in administering and evaluating psychological tests, writing clinical reports, or writing process or progress notes. These hours are optional.
- Actual hours of supervision.
- Actual hours of client centered advocacy. These hours are optional.
- Not more than 300 hours (when 100 hours are triple-counted) of personal psychotherapy received from a California licensed mental health professional. These hours do not require supervision. One may **not** get psychotherapy from one's supervisor. Psychotherapy hours include group, marital or conjoint, family, or individual psychotherapy received. The two year license requirement applicable to supervisors is not applicable to this experience. These hours are optional. There is no BBS form for these hours. Have the mental health professional provide a letter or statement verifying hours.

Example: 175 hours of workshops, 250 hours administering and evaluating. . ., 400 hours of supervision, 125 hours of client centered advocacy, 300 hours of personal psychotherapy equals 1250 hours, which is the maximum of all the above combined. These hours could be in a multitude of configurations up to the 1250 hours.

Practicum Hours of Experience

Hours of experience gained during the practicum, as required within the educational program, may be counted as hours of experience (i.e., hours of experience gained doing therapy, as opposed to classroom instruction). Further, up to 500 hours of practicum experience is exempt from the "six-year-rule" (see next page). Even though all practicum hours may be countable as hours of experience, only 500 hours may be older than six years. Hours gained during practicum, like all other hours of experience, must be accounted for on the BBS Weekly Summery of Hours Forms.

The "new" practicum requirement will increase the practicum experience from a minimum of 150 hours to 225 hours of experience, of which 75 hours may be in client centered advocacy.

Weekly Summary of Hours

Each trainee and intern shall maintain a weekly summary of all hours of experience gained toward licensure. The weekly summary shall be signed by the supervisor on a weekly basis. An applicant shall retain all such logs until such time as the applicant is licensed by the board. The board shall have the right to require an applicant to submit all or such portions of the weekly summary as it deems necessary to verify hours of experience. (These logs are generally not submitted to the Board with the application for licensure.) Interns and trainees should begin new forms on January 1, 2010.

Note: *Make sure your supervisor signs the logs each week. These documents provide verification that you actually gained experience during the periods indicated. Additionally, we would recommend that you retain these documents indefinitely. You never know when you might need them.*

Experience Verification

Each Trainee and Intern shall submit to the BBS a completed and signed Experience Verification form with his/her exam eligibility application. The supervisor must complete and sign the form. Any changes should be initialed by the supervisor and the Board may verify such changes. A separate form should be used for each supervisor verifying hours of supervised experience and for each employment setting. A separate form should be used for pre-degree and post-degree hours.

Due to the changes that will take effect on January 1, 2010, the BBS strongly recommends that MFT Interns and Trainees have their supervisors sign their weekly summary of hours of experience sheet(s) and experience verification form(s) on December 31, 2009 and begin using new forms on January 1, 2010.

"Six Year Rule"

All 3,000 hours of experience, with the exception of the practicum hours described above, must have been gained in the six years immediately preceding the date the application for examination is filed. Thus, the maximum amount of time for which hours may be credited, with the exception of up to 500 qualifying practicum hours, is six years (This is affectionately known as the "six-year rule.") This "six year rule," provides that all experience shall be gained within the six years immediately preceding the date the application for licensure was filed, except that up to 500 hours of clinical experience gained in the supervised practicum shall be exempt from this six-year requirement. Another way to view the six-year rule is if you want to count the first hour you have gained and that hour is not an hour gained in practicum, you would have to apply for licensure/examination within six years of that first hour. For example, if you applied for licensure on January 1, 2020, all hours except for the 500 protected practicum hours would need to be completed between January 1, 2014 and December 31, 2019.

The Other Six Year Limit—Intern Registration

Persons who do not complete their hours of experience within the initial six-year intern registration period must reapply for a new intern registration. **Such persons may not work in private practice.** Hours from one intern registration roll into another intern registration period; however, in no case may the hours submitted to qualify for licensure be older than six years, with the exception of up to the 500 exempt hours gained during the practicum.

Note: *The six year intern registration and the six year limitation on hours may totally or partially overlap, but they are separate and distinct periods of time that should not be confused. These two six-year periods of time are critical for applicants to understand. If the initial six-year intern registration is exhausted, one must apply for and qualify for a new intern registration number. The hours now carry forward into the next intern registration period (which was, at one time, not the case).*

Supervision Reminders

Current Valid License

Make sure your supervisor holds a current, valid license, which is not under suspension or probation by a licensing board. Sometimes licensees neglect to notify the BBS, or other licensing board, of a move—consequently, they may neglect to renew their licenses in a timely manner. Also, be certain that the supervisor has been California licensed for two years prior to commencing supervision. The following licensed professionals may be supervisors: physicians certified in psychiatry by the American Board of Psychiatry and Neurology, psychologists, clinical social workers, and marriage and family therapists. Verify on the licensing boards' website that the supervisor's license is current, valid, and not under suspension or probation. Be sure to check again at the time of the supervisor's next renewal to make sure that the license is subsequently renewed. **A supervisor's failure to renew his or her license will result in a loss of hours to the supervisee.**

Note: *The only exception to the two-year license requirement is supervisors who provide supervision only to trainees at an academic institution that offers a qualifying degree program, where the supervisor has been licensed in California and in any other state, for a total of at least two years prior to commencing any supervision.*

Supervisor Mandatory Continuing Education

Supervisors, licensed by the Board of Behavioral Sciences who supervise MFT interns and trainees, are required to complete each license renewal period, six hours of continuing education in supervision. This coursework is to be taken either prior to or within sixty days after commencing the supervision of an intern or trainee. However, the supervisors' negligence in failing to take the required coursework will not result in the loss of hours for the intern or trainee.

Payment for Supervision

According to the Department of Labor it

is unlawful for an MFT Intern or Trainee to pay his or her employer for supervision. This restriction would also be applicable to volunteers who would likewise not be permitted to pay his/her volunteer setting for supervision. An intern or trainee may lawfully pay for offsite supervision in any setting other than private practice.

Offsite Supervision or Supervision Not Paid for by the Employer

It is permissible to get offsite supervision in any work setting other than private practice. It is also permissible for MFT interns, trainees, and applicants to pay for supervision to their offsite supervisors, but only where an appropriately executed letter of agreement exists. This letter of agreement (the original) must be filed by the applicant with his/her application to take the examinations for licensure. A Sample Letter of Agreement For Offsite Supervision can be found on page 29. This letter of agreement should be typed onto the letterhead of the employer as it is the employer who is permitting the "offsite supervision," or permitting the supervisee to get supervision not provided by the employer.

Who May Not Supervise

Interns and trainees are not to gain any experience under the supervision of a spouse, relative, or domestic partner. Any experience obtained under the supervision of a supervisor with whom the applicant has had or currently has a personal or business relationship that undermines the authority or effectiveness of the supervisor shall not be credited toward the required hours of supervised experience. Additionally, interns and trainees cannot receive supervision from anyone who has ever been their therapist.

Individual Supervision

Individual supervision means one supervisor and one person being supervised. As regulation specifies, supervision is to be "one-on-one, individual, and face-to-face." One hour of individual supervision means sixty minutes of supervision.

Group Supervision

Group supervision means a group of not more than eight persons being supervised by one supervisor. Again, the supervision, according to regulation, is to be "face-to-face." Two supervisors for a group of sixteen supervisees would not be acceptable. Two hours of group supervision means one hundred twenty minutes of supervision. Each hour of supervision may occur on different days as long as it occurs within the same week in which the hours are being claimed.

Exception to Face-to-Face Supervision

An exception to face-to-face supervision is where an intern is working in a government entity, a school, college, or university, or an institution that is both nonprofit and charitable, and such intern may gain supervision by two-way, real-time videoconferencing.

Other Supervision Guidance

Supervisees may have some weeks where they receive solely individual supervision and some weeks where they receive solely group supervision.

Separate supervision is required for each work setting in which one is gaining hours of experience. For example, intern in setting one gains three hours of experience and is therefore required to have one hour of individual or two hours of group supervision in that setting, and in setting two sees five clients and is also required to have one hour of individual or two hours of group supervision for this setting.

For hours of experience to count within a given week, supervision must occur within the same week that the hours are gained. However, for trainees the ratios are not necessarily required to be achieved within the same week as the hours of experience are gained.

A supervisor may supervise an unlimited number of interns and trainees in any appropriate work setting other than private practice, but is limited to supervising two MFT interns when those interns are employed in private practice. Supervisors are limited to supervising groups of no more than eight persons under supervision.

A supervisor shall give at least one week's written notice to an intern or trainee of the supervisor's intent not to sign for any further hours of experience for such person. A supervisor who has not provided such notice would be obligated to sign for hours of experience obtained in good faith where such supervisor actually provided the required supervision and the supervisee actually gained experience.

The supervisor is required to have practiced psychotherapy or provided direct supervision for at least two years within the five year period immediately preceding any supervision.

The supervisor is required to address with the intern or trainee the manner in which emergencies will be handled.

The supervisor is required to obtain from the supervisee, the name, address and telephone number of the prior supervisor and employer. The intent is that the supervisor will address with the prior supervisor and employer issues and concerns that will benefit the supervision of the intern or trainee.

The supervisor is required to verify that the site is appropriate for gaining hours of experience.

Miscellaneous Reminders

Employment/Volunteer/ Independent Contractor

Interns, trainees, and applicants may only perform services as employees (IRS Form W-2) or as volunteers, and not as independent contractors (IRS Form 1099). Interns, trainees, and applicants who have been hired and paid on an independent contractor basis will have their hours denied. The BBS views independent contractor status as self-employment, which is the reason such hours are denied. One may only be self-employed following licensure. If employed, an applicant for the license shall provide the board with copies of the corresponding W-2 tax forms for each year of experience claimed when applying for the license. If volunteering, an applicant shall provide the BBS with a letter from his or her employers verifying the intern's employment as a volunteer when applying for the license.

Payment for Expenses

Trainees, interns, and applicants who provide volunteered services or other services, and receive no more than a total, from all work settings, of five hundred dollars per month as reimbursement for expenses actually incurred for services rendered in any lawful work setting other than private practice, shall be considered employees and not independent contractors. The board may audit applicants who receive reimbursement for expenses, and applicants have the burden of demonstrating that the payments received were for reimbursement of expenses actually incurred.

Disclosure

Interns, trainees, and applicants are required to inform clients, prior to performing professional services that they are unlicensed and working under the supervision of licensed marriage and family therapists, licensed clinical social workers, licensed psychologists or licensed physicians certified in psychiatry by the American Board of Psychiatry and Neurology.

Remuneration from Patients/Clients

Interns, trainees, and applicants shall not receive any remuneration from patients or clients, and shall only be paid by their employers.

Where Services May Be Provided

Trainees, interns, and applicants shall only perform services at the place where their employers regularly conduct business, which may include performing services at other locations, so long as the services are performed under the direction and control of their employers and supervisors and in compliance with the laws and regulations pertaining to supervision. For example, an intern working in private practice may see a patient in the hospital. Or, a trainee may see a patient who is homebound, on behalf of the agency that employs him/her, in the home of the patient.

Private Practice

Interns must be "registered" at the time employment in a private practice begins. Interns must be in their initial six-year intern registration period while gaining any hours of experience in private practice.

Supervision in Private Practice by Someone Other Than Employer

The supervising licensee in a private practice shall either be employed by and practice at the same site as the intern's employer, or shall be an owner or shareholder in the private practice.

Supervision when Supervisor is on Vacation or Sick Leave

Alternative supervision may be arranged during a supervisor's vacation or sick leave if the supervision otherwise meets the requirements of the licensing law.

Lawful Employment Settings for Trainees

A trainee may gain experience as an employee or volunteer in any setting that lawfully and regularly provides mental health counseling or psychotherapy; provides oversight to ensure that the trainee's work at the setting meets the experience and supervision requirements required by law, is within the scope of practice for the profession, and is not a private practice.

Requirement for Hours Gained as a Trainee

For all hours gained as a trainee, the school must have a written agreement with the employer where the hours are gained. If no agreement exists, such hours cannot be counted while a trainee.

Lawful Employment Settings for Interns

Registered interns may work in all of the settings in which trainees may work, and in addition, they may, during their initial six-year intern registration, be employed or volunteer in private practices.

Lawful Employment Settings for Applicants for Intern Registration

A person who is post degree, awaiting intern registration, may work in any setting appropriate for a trainee, and may **not** work in private practice. Persons who are in their second six-year intern registration period may likewise **not** work in private practice.

Ownership of a Practice or Business

Trainees and interns shall have no proprietary (ownership) interest in their employers' businesses and shall not lease or rent space, pay for furnishings, equipment or supplies, or in any other way pay for the obligations of their employers. This means that interns and trainees will not be signers on joint checking accounts with employers, pay remodeling costs for office space, pay advertising costs, etc.

Employee vs. Volunteer

The requirements of law and regulation are applicable equally to persons who are employees and persons who are volunteers. Do not presume that if you are a volunteer and law or regulation says "employee," that it does not apply to you. You are bound by the same requirements whether you are an employee or a volunteer.

Responsibility Statement for Supervisors

This statement is to be signed by the supervisor prior to commencing supervision with an intern, trainee, or applicant. These forms are on the BBS website at www.bbs.ca.gov. Interns are to submit Supervisor Responsibility Statements to the Board for all supervisors upon application to take the examinations for licensure.

Notification of Change of Address

Licensees, registered interns, and applicants are required to notify the BBS within 30 days of a change of address.

Mary Riemersma, CAE, is CAMFT's Executive Director. She is available to answer member calls regarding business, legal, and ethical issues.

Sample Letter of Agreement for Offsite Supervision

This is not a form. This is suggested information that should appear on the letterhead of the employer and should be signed and dated prior to gaining hours of experience.

This document is referred to as "the letter of agreement for offsite supervision." This is frankly a misstatment as this letter is to exist when the supervisor is not paid by the intern's/trainee's employer for the provision of supervision, (i.e., the supervisor volunteers to provide the supervision or the supervisor is paid by the supervisee). Typically, this situation occurs when there is no qualified supervisor "onsite," thus, the commonly used phrase, "offsite supervision." Such an agreement is permitted in all work settings except private practice.

The intern/trainee shall maintain an original of this letter of agreement for each work setting where the letter is necessary and shall submit this letter with the application for the license/exam.

SAMPLE LETTER OF AGREEMENT[1]

It is hereby agreed that ________ (Supervisor) herinafter referred to as supervisor, agrees to supervise the intern/trainee listed below for ________ (Employer/Organization). Supervisor agrees to provide this service to ________ (Employer/Organization) on a voluntary basis.[2] ________ (Employer/Organization) agrees to allow ________ (Supervisor) to supervise the intern/trainee listed below. Supervisor agrees to ensure that the extent, kind, and quality of counseling/psychotherapy performed by the intern or trainee, is consistant with the intern or trainee's training, education, and experience and is appropriate in extent, kind, and quality.

Employer is aware of the licensing requirements that must be met by the intern or trainee and agrees not to interfere with the supervisor's legal and ethical obligations to ensure compliance with those requirements, and employer agrees to provide the supervisor access to clinical records of the clients, counseled by the intern or trainee.

Supervisor agrees to ensure that the counseling/psychotherapy performed by the intern or trainee listed below and the supervision provided by the supervisor will be in accordance with Chapter 13, Division 2 of the Business and Professions code (the MFT Licensing Law) and any regualtions promulgated thereunder. The intern/trainee listed below is employed by the ________ (Employer/Organization) and performs counseling/psychotherapy services of a nature specified in Chapter 13, Division 2 of the Business and Professions Code and any regulations promulgated thereunder.

____
Trainee/Intern (print) *Supervisor (print)* *License*

____
Trainee/Intern (signature) *Supervisor (signature)*

____
Employer/Organization (print name)

____
Street *City* *State* *Zip*

____
Authorized Representative (print name and title)

____
Dated *Authorized Representative (signature)*

[1]This Letter of Agreement is to be signed and dated prior to providing services, which are to be counted as hours of experience.
[2]Although the supervisor provides service for employer on a voluntary basis, the intern or trainee may lawfully pay the supervisor for supervision.

APPENDIX D FORMS

Forms

Below you will find a list of the forms you are responsible for during your Practicum experience. These forms will be distributed to you in class.

Videotape Confidentiality Agreement
This form documents your understanding of the need to keep videotapes of clients secure both at the site and when used for supervision at USD. Please give a signed copy to the MFT Executive Assistant (Clare Crierie) for the program file. **Due: The first day of practicum.**

Safety Agreement

Responsibility Statement for Supervisors of a MFT Intern or Trainee
This form is required by the BBS in order for you to count hours of experience toward licensure in the State of California. The form is to be filled out by you and your practicum site supervisor. Keep the original for your files (to be sent in with your intern registration) and give the MFT Executive Assistant a copy for the program file. **Due: Within 30 days of** beginning **your clinical experience.**

BBS Weekly Summary of Hours of Experience
This form helps you track hours of experience for licensure in the State of California. Instructions for completing this form are found in Appendix E of this handbook. You must turn this form in to the MFT Executive Assistant every month. **Due: Monthly, the first Monday of the month.**

AAMFT Clinical Hours Report
This form helps you track hours of experience for graduation from the MFT **program at** USD. Instructions for completing this form are found in Appendix E of this handbook. You must turn this form in to the MFT Executive Assistant every month. **Due: Monthly, the first Monday of the month.**

MFT Trainee Evaluation
This form is to be filled out by your site supervisor at your practicum placement at the end of each semester you are enrolled in practicum. This form facilitates a periodic evaluation of your clinical progress at your practicum placement. You should ask your clinical supervisor to review his/her responses on this form with you. The MFT Program Director will ask site supervisors to send a copy of the evaluation to USD, where it will be reviewed by the faculty liaison for that site.

Site Evaluation
This form is to be filled out by the trainee at the conclusion of his/her 12-month practicum experience. This form provides the USD faculty with valuable information about the site. **Due: The last day of practicum class during your third semester.**

Marriage and Family Therapist Experience Verification
This form is to be filled out by the trainee at the conclusion of his/her practicum experience. Make sure your supervisor signs the form, and keep the original form in your files. When you have completed all licensing requirements, you will need to submit this form with your application for licensure.

APPENDIX E

INSTRUCTIONS FOR COMPLETING HOURS FORMS

The USD MFT program tracks clinical hours with the use of two forms. The first is designed to track hours that count toward graduation according to COAMFTE guidelines. The second form tracks hours which count toward BBS licensure. Both forms are to be turned in on the first Monday of the new month. **Please use a separate form for each month in which you are reporting hours – do not combine two months on one form. You should retain the originals, and turn in copies of the forms to the program.**

Column-by-Column Instructions for AAMFT Clinical Hours Report

This form is designed to record all the hours of experience that you receive within the context of your practicum at USD. This means that you add and record the hours you receive at USD and any other approved site at which you may be working (i.e. your practicum placement site). **This will be the only form on which you will record practicum supervision hours received from USD faculty members**. Be sure to include your name and the practicum at the top of the form.

Therapy Hours Section

Column 1 (Week Beginning): Use the date of the first Sunday of the week in which you completed any hours of therapy. Continue using the date of each consecutive Sunday for the remainder of the month.

Column 2 (INDIVIDUAL, Non-Group): This first column should include the number of hours of individual therapy (you + 1 client) performed by you each week. For this form, INDIVIDUALS includes adults or children (in a non-group setting).

Column 3 (INDIVIDUAL, Group): In this row, you are to record the number of hours you facilitate, or co-facilitate, any type of group consisting of non-related individuals.

Column 4 (COUPLE, Non-Group): Record any hours spent conducting therapy with just one couple.

Column 5 (COUPLE, Group): If you facilitate, or co-facilitate, any type of group in which the majority of members are couples — whereas, both members of the couple are in attendance.

Column 6 (FAMILY, Non-Group): Record all hours spent in therapy with one family (FAMILY could include mother and child, grandparent and child, etc.)

Column 7 (FAMILY, Group): This column would include hours spent with multiple families in a group setting (not a very common occurrence).

Column 8 (Client Hours): ADD each row ACROSS and record the total in each box.
Be sure to also ADD each column DOWN and record the total at the end of each column. The column and row totals should match.

Supervision Hours Section

Column 1 (Week Beginning): As before, use the date of the first Sunday of the week in which you completed any hours of therapy.

Column 2 (Live Observation, Individual): Record in this column those hours in which you have been observed as a therapist "in action", that is, doing Live therapy — by either a USD faculty member, or a practicum site supervisor.

Column 3 (Live Observation, Group): Record only those hours in which you are an active member of a group that is observing another therapist in a live session (e.g. You are part of a reflecting team). Please note: A supervisor must be present and actively participating with you as an observer.

Column 4 (Video, Individual): Hours in which you are in individual supervision with a supervisor (from either USD or your practicum site), and the use of videotape was used to aid or inform the supervision about the case.

Column 5(Video, Group): Record all hours of supervision in which you are an active member of group supervision (with 6 or fewer trainees and a supervisor from either USD or practicum site); and the use of videotape is used to inform the group about the case. The case can either be your own, or that of another therapist.

Column 8 (Case Note, Individual): Record all other face-to-face, individual supervision that you receive from either USD faculty or your practicum site supervisor in which you used only your knowledge or case notes to inform the supervision. Do not re-count any audio/video individual supervision in this column.

Column 9 (Case Note, Group): Hours in which you are an active member of a group (6 or fewer trainees), receiving supervision on either your case or that of another therapist — and the discussion is aided by knowledge of the case, or case notes (audio/video is not used).

Column 10 (Supervision Total):

- If you are writing in your hours:
    - ADD each row ACROSS to record the total in each box.
    - ADD each column DOWN and record the total at the end of each column.
    - The column and row totals should match.
    - No supervisor signature is required on this form
- If you are using the PDF Form, your hours will total automatically.

Row-by-row Instructions for Recording Weekly Summary of Hours on BBS Form

This form is designed to record hours of clinical experience (as per BBS standards) you received from your assigned practicum placement site only. You are to list on this form only those hours within each category that you receive from your practicum placement.

Please complete all information at the top of the form, including your name, work setting (your practicum site), the date you enrolled in the USD MFT program and check the box "Trainee in Practicum". As you do not have a BBS file number yet, you may leave this blank.

Row 1 (WEEK OF): You may have to write small in order to include the date of each week, beginning with the date of the first Sunday of the week in which you accumulate hours. Complete the row using the date of each consecutive Sunday, for one entire month. DO NOT COMBINE MONTHS — USE ONLY ONE FORM PER MONTH.

Row 2 (Individual Psychotherapy): As stated on the form, include in this row all therapy you perform with individual ADULTS (age 18 and over). Therapy with individual children are not included in this row — but counted in the next row....

Row 3 (Couples, Families, and Children): This row combines all therapy that you do with couples, families, and individual CHILDREN (under 18).

Row 4 (Conjoint couple and family hours): This row (shaded) records the subset of hours listed above that were done via conjoint couple or family therapy. These hours are NOT added in the totals per week at the bottom.

Row 5 (Group Therapy or Counseling): Record in this row any type of group therapy (including non- related individuals, families, youth, etc.) that you perform each week.

Row 6 (Telemedicine): Only those hours that have been documented in your client case notes as telephone counseling will be recorded here. Do not include time spent on the phone making appointments, as this time is not considered therapy and is usually not documented in the clients progress or case notes.

Row 7 (Administering & Evaluating Psych. Tests, Writing Clinical Reports, Progress Notes): Use this row to record any time that you spend writing clinical reports, and progress/case notes. Time spent administering and evaluating tests is also recorded here, but is not as common as the time you will spend writing clinical reports and progress, process, or case notes.

Row 8 (Workshops, Seminars, Training Sessions or Conferences): Time spent in workshops, seminars, training sessions, or conferences can be recorded here. Consult your site supervisor on what activities he or she will sign off on.

Row 9 (Client Centered Advocacy): Time spent devoted to advocating for your client can be recorded here. Consult your site supervisor on what activities he or she will sign off on.

Row 10 (Supervision, Individual Face-to-Face): In this column, record only individual supervision received at your practicum placement site. NO USD FACULTY SUPERVISION IS RECORDED ON THIS FORM. Include individual supervision that is live, aided by audio or videotape, or case notes.

Row 11 (Supervision, Group): Record all group supervision that you receive at your practicum placement site (with 6 or fewer trainees are present). Again, NO USD FACULTY SUPERVISION IS RECORDED ON THIS FORM.

Row-by-row Instructions for Recording Weekly Summary of Hours on BBS Form (cont)

- ✓ **ADD each column DOWN and ADD each row ACROSS**
- ✓ **DO NOT make mistakes, SCRATCH OUT, OR USE WHITEOUT on this form. This may be a problem if the BBS ever audits your logs.**
- ✓ **Be sure to have your Practicum site supervisor sign in EACH COLUMN**

Summary of Primary Differences between BBS and AAMFT Forms:

1. Meeting with just a child is recorded as individual therapy on AAMFT forms, but is recorded under "Couples, Families, and Children" on BBS forms.
2. Supervision is separated into type of supervision received for each category of individual and group on the AAMFT form. The AAMFT form records both USD FACULTY SUPERVISION + SITE SUPERVISION, while the BBS form records ONLY SITE SUPERVISION. Thus, the total hours for supervision will differ on the two forms.
3. Client contact hours may be distributed differently on each form, but total client hours should be equal on both forms
4. Time spent writing clinical reports, process notes, attending trainings, workshops, or conferences are only recorded on the BBS form.
5. SITE SUPERVISOR SIGNATURE needs to be on BBS form, no signature is required on the AAMFT form.

Helpful Hints and Reminders:

- ✓ Turn in forms on the first Monday of each month (e.g. if you begin in Sept, you will turn in your first forms on the first Monday of October).
- ✓ It may be helpful to complete each form separately — to avoid confusion
- ✓ Develop a clear, organized system to keep track of your hours (Perhaps indicate I for Individual, C for Couple, CH for child, IS for mdiv. Supervision, V for Video Supervision, etc.)
- ✓ Cross check your addition by confirming that your row and column totals match.
- ✓ DO NOT make mistakes, scratches out, and do not use white out on the BBS Form — you run the risk of these hours not being counted if you are later audited by the BBS!

- ✓ Be sure that your practicum site supervisor signs the BBS form
- ✓ USE ONLY ONE FORM PER MONTH - DO NOT COMBINE MONTHS ON EITHER FORM
- ✓ TURN IN COPIES - ALWAYS KEEP ORIGINALS FOR YOUR OWN FILES!

<u>**CASE SCENARIO**</u> – This example will help to describe how each of these forms should be filled out:

Assume a student named Emily Smith was receiving clinical hours for her practicum requirement at Harmonium, Inc. During the week of September 20 through September 24, she conducted 50 minutes sessions with 5 families (at least one parent in one child in the room during the session), 2 children (during separate interviews, but without another client in the room), and two adults (during separate interviews, but without another client in the room). She also was a co-therapist for an adolescent social skills group that lasted 90 minutes. She spent 2 hours writing her progress notes and scoring some assessment instruments she gave to her clients. She met with her site supervisor, Larry Laveman, on two separate occasions for supervision. During their first meeting Larry met with her alone for 1 hour. During this meeting Larry asked her about the progress of her cases and gave her suggestions for working with them. For the second meeting, she and five other trainees/interns met with Larry for two hours. During this meeting one of Emily's colleagues showed a videotape of his work with a client. The videotape informed the discussion of the case, which consumed the first hour of this meeting. During the second hour, other cases were brought up and discussed but no videotape or audiotape was used to inform the discussion. During this week, Emily attended an hour-long in-service training in which a representative from CPS spoke on child abuse reporting. She also attended a one-hour staff meeting including all the trainees/interns, her site supervisor, and the other clinical staff at Harmonium. During one of the staff meetings, clinical material was presented and discussed with the visiting psychiatrist.

During the week of September 20, Emily also attended her three-hour practicum class, (the first hour was with the large group, the second 2 hours were in her small group with her practicum supervisor). During the small group supervision session, two students (not Emily) presented videotapes of their clinical work. Discussion of these two cases and related issues consumed the entire two hours. She also attended a one-hour individual supervision session with her faculty supervisor, in which she showed videotape of her work to aid in the discussion of the case.

So, "how should Emily Smith fill out her forms to represent what experience she received during the week of September 20?"

For the BBS Form: If Emily were filling out the BBS form for the week of September 20, 1999, her form would look like the example form. Since she spent two hours with only one adult in the room, she will record 2 hours as "Individual Counseling." As you can see, hours spent working with couples and families (relational hours) are recorded the same as hours spent seeing children alone. Emily received 5 family hours and 2 hours with a child alone. Therefore, Emily records a total of 7 hours received under the category of "Couples, Family, or Child Counseling." Since five of those hours were done through conjoint family therapy, she will mark 5 hours in the shaded row. She recorded 1 1/2 hours for her adolescent group. Because she did not conduct therapy over the phone, she indicates this with a 0. Her 2 hours writing case notes and scoring assessment instruments are recorded in the row for "Administrating & Evaluating Psych. Tests, Writing Clinical Reports, Writing Progress or Process Notes." She met with her site supervisor for the purpose of conducting one-on-one supervision for 1 hour, as well as in a group setting for 2 hours, so she indicated such on the form. Her site supervisor approved the child abuse reporting in-service as training session, so she records one hour under 'Workshops, Seminars, Training Sessions or Conferences." The staff meeting does not count towards anything on her BBS form.

Emily then totals the numbers by row and by column and asks her sites supervisor to sign off on her hours. (The conjoint hours in the shaded row will not be added into the column totals.) Note that this record is only a record of the hours of **experience she receives from her practicum site.**

For the AAMFT form: If Emily was filling out this form it would look like the following example form. As you can see, Emily added her 2 hours seeing children with her 2 hours seeing adults to get 4 total individual, non-group hours. Because her group was with unrelated adolescents, she recorded it as individual group. (If it were a group of parent and child dyads, then it would be recorded as "Family, Group.") Emily worked with families for 5 hours, and she recorded it as such on the form.
Under supervision, Emily received no live observations of her work with clients, so nothing is reported in those columns. She received a total of 2 hours of individual supervision (1 hr. with the site supervisor and 1 hr. with the USD supervisor) but they are reported differently because video was used in the USD supervision to inform the discussion about the case. Family received a total of 4 hours of group supervision (2 hrs. at USD and 2 hrs. at her site). This needed to be distinguished also by the presence or absence of videotaped data. Videotape informed the discussion during the entire 2 hours of the USD supervision. However, only 1 hour of the discussion at the site was informed by videotape. Consequently, 3 hours are reported as "Video" and 1 hour is reported as "Case Note". She received no supervision based on audiotapes.

- ✓ Although not demonstrated on the example forms, after completing this form for each week of September, Emily would total each column and place this figure at the bottom of each column.

Board of Behavioral Sciences
1625 North Market Blvd., Suite S200, Sacramento, CA 95834
Telephone: (916) 574-7830 TDD: (916) 322-1700
www.bbs.ca.gov

MARRIAGE AND FAMILY THERAPIST WEEKLY SUMMARY OF HOURS OF EXPERIENCE

FOR HOURS GAINED ON OR AFTER January 1, 2010

THIS FORM SHALL BE COMPLETED PURSUANT TO TITLE 16, CALIFORNIA CODE OF REGULATIONS SECTION 1833(e). Use a separate log for each supervised work setting and for each status indicated below.

(Please type or print clearly in ink)

Name of MFT Trainee/Intern: Last: Smith First: Emily Middle: Ann

Name of Supervisor: Larry Laveman

Date enrolled in graduate degree program: Sept, 20XX

BBS File No (if known):

Name of Work Setting: Harmonium

Address of Work Setting: Number and Street, City, State, Zip: 8450 Mira Mesa Blvd, San Diego, CA 92126

Indicate the status of the hours logged:

☐ Trainee* ☒ Trainee in Practicum* ☐ Registered Intern (MFT Intern No. _________) ☐ Post-Degree with Application Pending for Intern Registration [B & P Code Section 4980.43(h)]

*Supervision via video conferencing is not allowed as a trainee

Note: Child counseling can be logged in any appropriate category as specified by your supervisor

YEAR: WEEK OF:	9/20												Total Hours
Individual Psychotherapy (performed by you)	2												
Couples, Families, and Children (min. 500 hrs.)	7												
Of the above CFC hours, how many actual hours were gained via conjoint couples and family therapy? *	5												
Group Therapy or Counseling (max. 500)	1.5												
Telemedicine (max. 375)	0												
Administering & evaluating psych. tests, writing clinical reports, writing progress or process notes (max. 250)	2												
Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling** (max. 250)	1												
Client Centered Advocacy (CCA)**	0												
Supervision, Individual Face-to-Face **	1												
Supervision, Group **	2												
Total Per Week	16.5												
Signature of Supervisor		Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	

* Please see the FAQ's for instructions on how to report the Conjoint Couples and Families Therapy Incentive hours gained.

**These categories when combined with credited Personal Psychotherapy shall not exceed 1250 hours of experience.

University of San Diego
SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES
Marital and Family Therapy Program

Month September *Year* 20XX

AAMFT
CLINICAL HOURS REPORT

University of San Diego **Name:** Emily Smith

Marital and Family Therapy Program **Setting:** Harmonium

THERAPY HOURS

Week Beginning	INDIVIDUAL Non-Group	Group	COUPLE Non-Group	Group	FAMILY Non-Group	Group	Client Hours
Sept. 20	4	1.5	0	0	5	0	10.5
Totals:	4	1.5	0	0	5	0	10.5

SUPERVISION HOURS

Week Beginning	LIVE OBSERV Indiv.	Group	VIDEO Indiv.	Group	CASE NOTE Indiv.	Group	TOTAL Supervision
Sept 5	0	0	1	3	1	1	6
Totals:	0	0	1	3	1	1	6

REMINDERS:

- **Clinical Hours are due the 1st Monday of each month.**
- **Add each column down, and each row across**
- **Week Beginning dates should all be from a single month (do no combine months)**
- **Group Supervision consists of 6 or fewer trainees**
- **No signature required on this form**
- **Complete this form using hours obtained at both Practicum Site and in USD Practicum Course**