



USD CLINICAL MENTAL HEALTH COUNSELING PROGRAM CLINICAL INSTRUCTION MANUAL

FOR COURSES:
PRACTICUM I: COUN 587
PRACTICUM II: COUN 597
PRACTICUM III: COUN 598

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University of San Diego School of Leadership and Education Sciences Clinical Mental Health Counseling Program Clinical Instruction Manual Acknowledgement

I understand and agree that it is my responsibility to read, understand and comply with the SOLES Clinical Mental Health Counseling Program Clinical Instruction Manual and all other applicable policies of the University of San Diego.

If I have any que	estions regai	rding the	e manual o	or any app	licable ı	ıniversity p	olic	cies, it is	my :	respor	nsibility to d	irect my
questions to the	Director of	the Co	unseling	Program,	Dr. An	n Garland,	or	Director	of i	Field	Experiences	s, Peggy
Hetherington.												

Signature:		
Print Name:		
Date:		

This document is the 2016 Fall Update CMHC Clinical Instruction Manual which contains the most current clinical training information and documentation requirements for CMHC students enrolling in Practicum I, II, and III courses beginning in Fall 2012. The regulations for the California License for Licensed Professional Clinical Counselor (LPCC) went into effect in August 2011, and will require changes in the program, such as the titles of clinical instruction courses and of CMHC students engaged in supervised clinical experiences. The CMHC program reserves the right to revise this document and requirements as needed during the academic year. Students are responsible for keeping abreast of the changes in requirements and documentation and to check with the Program Director and Director of Fieldwork Experiences for updates or revisions. Also, students are encouraged to read the Counseling Program Handbook which they received upon entering the program since it provides important information about the CMHC program requirements.

Clinical Mental Health Counseling (CMHC) Specialization Overview

The USD CMHC specialization prepares students to become Licensed Professional Clinical Counselors (LPCC) in the state of California or licensed counselors in other states. All states have academic as well as clinical instruction hour requirements for licensure. The licensure requirements in most states also involve passing various tests that could include the NCE, NCMHE, jurisprudence or other exams. The Clinical Mental Health Counseling specialization meets the academic and clinical experience requirements for Licensed Profession Clinical Counselor (LPCC) in California. The regulations for this license and the application process for grandfathering and intern registration went into effect in January 2011. Information on LPCC licensing can be found at www.bbs.ca.org and at www.caccl.org. Students who anticipate moving outside of California after graduation from the program are responsible for becoming informed about the licensure requirements of the relocation state since requirements vary across states and often change.

More information about the Counseling profession is found at the American Counseling Association's (ACA) Web site at **www.counseling.org**. The National Standards for the Clinical Practice of Mental Health Counseling (1999) were developed by the American Mental Health Counseling Association (AMHCA) which is a division of ACA. Visit **www.amcha.org** for more information about mental health counseling.

The Specialization in Clinical Mental Health Counseling (CMHC) is a 60 semester-unit graduate program providing comprehensive training at the master's level that prepares graduates for independent clinical counseling practice in mental health agencies, rehabilitation facilities, correctional institutions, schools and universities, religious organizations, community centers, business and EAP settings and private practice. Clinical Mental Health Counselors work with people of all ages, races, cultural backgrounds, and circumstances to help them maximize their potential, make positive changes in their lives, and achieve their goals. Students learn individual and group counseling techniques, as well as clinical consultation skills found to be effective with a variety of mental health issues ranging from life adjustment problems to serious mental illnesses. Students are trained to be culturally responsive. The program uses a research-based clinical practice approach in coursework and Practicum II/III trainees develop competencies and professional identity as clinical mental health counselors.

CMHC Clinical Instruction Overview

The CMHC specialization is oriented towards state requirements for licensure in a wide variety of states. Clinical instruction refers to Clinical Interviewing COUN 540, Practicum I/II/III and any mental health experience where CMHC students are exercising various counseling-related skills under USD approved supervision.

State-recognized board certification and licensure represent the highest credentials for independent mental health practice. The qualifications of the clinical supervisor are critical to the development of mental health practitioners. Toward that end, the USD CMHC specialization requires that the supervisor of record must have a valid mental health credential from the state of California and training in supervision of clinical experiences. This board certified or licensed supervisor requirement means that a student's clinical instruction hours accrued at the masters level will be accepted by the state of California and most likely would be accepted by other states.

CMHC Practicum I/II/III Overview

The CMHC practicum experience represents a major benchmark in the master's-level clinical training of students, as it is their first supervised clinical experience providing direct services to clients. Before being assigned to a practicum site the student completes the Clinical Instruction Benchmark Assessment (CIBA), an in-depth evaluation of their readiness for practicum including a review of instructor and self-evaluations from their clinical experience practice in Clinical Interviewing, the student's reflection on his or her perceived readiness for practicum and an interview with their program advisor which focuses on the knowledge, skills and attitudes the student has developed that will make them effective in delivering direct services to clients.

All USD Clinical Counseling Trainee's (Trainee's) must maintain continuous proof of valid malpractice insurance during their Clinical Experience courses while they are providing direct service to clients at their site. Proof of insurance must be obtained before Practicum assignments begin and submitted with the CIBA documents.

Practicum assignments are made by the Director of Field Experiences in consultation with the CMHC faculty and the trainee. The typical practicum experience has the trainee present at their assigned site three days a week with the trainee providing 15-20 hours of direct service to site clients under supervision, additional indirect service hours at a site, participation in one hour of individual or triadic supervision, and two hours of group supervision. In addition, USD provides a scheduled three hour group supervision class meeting weekly and biweekly individual supervision, facilitated by a clinical supervisor assigned by the Department Chair. Prior to beginning accumulation of hours, trainees must participate in and document that a comprehensive orientation session took place at the assigned practicum site. An orientation is essential for a smooth transition into practicum sites. It is important for trainees to know the policies and procedures of the site, the key staff with whom the trainee will be working, and the overall culture of the organizational or institutional setting within which the trainee will work.

USD's CMHC clinical instruction assignments and hours requirements for direct and indirect hours and supervision meet the legislated requirements for a practicum experience contained in the bill that defines the requirements for the first practicum experience for persons preparing for licensing as Licensed Professional Clinical Counselors (LPCC) in California. Regulations for this license came into effect on January 1, 2011. Our requirements also meet the requirements for Clinical Mental Health Specialization students defined by the Council for Accreditation of Counseling and Related Education Programs (CACREP).

COUN 587P, 597F and 598F are 3 unit courses taken during the last three semesters of the CMHC Program. CMHC practicum I/II/III is intended to provide in-depth counseling and training experiences in settings similar to those where the trainee anticipates obtaining employment after graduation. These courses are designed to provide the Clinical Counselor Trainee (trainee) with experiences enhancing knowledge, skills and dispositions in the USD's counseling program's ten learning outcomes: diversity, professional identity, ethics, developmental and career/life planning, individual and group counseling, research and analytical skills, leadership and advocacy, assessment, consultation and conflict resolution, and technology. The Trainees are expected to demonstrate competencies of the highest caliber. The total number of practicum I/II/III hours required is 700 hrs. Of these a minimum of 280 hours must be direct service hours with clients. Students are required to enroll in three semesters, to meet the requirements. Approved hours may only be accrued while officially enrolled in CMHC practicum I/II/III.

It is possible to continue to work at your practicum I/II/III site during the intersession break when you are not enrolled in a Practicum I/II/III class and to count hours if the site is providing the required amount of individual or group supervision for the number of direct hours you are providing. The trainee only enrolls in 3 units of Practicum I/II/III during any one semester. On-site supervision will be the direct responsibility of the designated clinical supervisor at the site. The on-site supervisor should possess a valid California license in a mental health area, have been licensed for at least the past two years, and have completed training in supervision of clinical experience. A trainee must obtain one hour of individual supervision or two hours of group supervision in a group of eight or less trainees for every 5 hours of direct service to clients.

At least one hour of supervision must be documented weekly for any hours to be counted for that week. In addition, during the practicum I/II/III semesters, USD also provides a weekly group supervision class and biweekly supervisor by an USD assigned clinical supervisor.

Prerequisites for Enrollment in Practicum I/II/III Courses

Required Core Courses to be completed before enrollment in practicum II/III:

COUN 503 – Professional Orientation and Ethics in Counseling

COUN 504 - Pre-practicum in Counseling Techniques

COUN 515 - Multicultural Counseling

COUN 520 - Counseling Psychology: Theory and Practice

COUN 525 – Group Dynamics

COUN 543 - Foundations of CMHC

COUN 547 – Risk Assessment and Trauma Intervention for CMHC

COUN 548 - Ethical, Forensic, and Legal Issues in CMHC

COUN 587P - Practicum in CMHC

<u>Previous or concurrent enrollment is required for the following courses:</u>

COUN 505 – Human Development

COUN 530 – Assessment Techniques in Counseling

COUN 541 – Advanced Counseling: Diagnosis and Treatment Planning

COUN 545 – Substance Abuse Counseling

COUN 546 - Human Sexuality

Previous or Concurrent Enrollment is suggested for the following courses:

COUN 508 – Research Methods in Counseling

COUN 510 – Career Development across the Lifespan

COUN 544 - Family Counseling

COUN 549 – Psychopharmacology with culturally diverse clients in CMHC

CACREP requires 700 clock hours of supervised practicum I/II/III over three semesters begun after successful completion of the practicum. The practicum II/III is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area and consistent with CACREP standards and the proposed California LPCC licensing requirements effective January 1, 2011, all whose elements follow:

- 1. At least 240 clock hours of direct service during the two semesters of practicum II/III with a minimum of 120 direct hours per term, including experience in leading groups.
- 2. Trainees must receive at the site one hour of individual supervision or two hours of group supervision in a group of less than 8 trainees for every five hours of direct service they provide. This supervision must be provided weekly and is usually performed by the on-site supervisor. No direct hours can be counted in a week where no supervision occurs.
- 3. An average of 1 1/2 hours per week of group supervision is provided on a regular schedule throughout the Practicum II/III class the trainee enrolls in through the university and is performed by a program faculty member. USD also provides one hour of individual supervision every other week during the semester.

- 4. Trainees will have to document that the correct number of supervision hours has been received for the number of direct service hours provided.
- 5. The opportunity for the trainee to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
- 6. The opportunity for the trainee to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.
- 7. Evaluation of the trainee's counseling performance throughout the Practicum I/II/III, including documentation of a formal evaluation after the trainee completes the Practicum I/II/III by a program faculty member in consultation with the site supervisor.

Clinical Instruction CMHC Practicum I/II/III Ho	ours
Practicum II/III: Direct Service Hours Required: 2	280
Practicum II/III: Indirect Service Hours Required: 4	120
Total CMHC Practicum II/III hours required:	700

Please note that a list of approved clinical instruction sites for Practicum II/III is available from the Director of Field Experiences.

CMHC Clinical Experience Assessment

The USD CMHC specialization utilizes ongoing assessment of CMHC students' knowledge, skills, and professional identity development. Specialization assessment tools and stages are based on a developmental framework for professional counseling. That is, the assessment process facilitates clinical mental health counselor development as student's progress toward mastery of CACREP and other clinical mental health standards associated with professional competence and increasingly complex professional responsibilities. Students are evaluated by the course instructor and complete a self-evaluation during the Pre-practicum course COUN 504. Before being allowed to enroll in the first practicum course the student completes the Clinical Instruction Benchmark Assessment (CIBA), an in-depth evaluation of their readiness for practicum including an instructor review and self-evaluations from their clinical experience practice in pre-practicum, the student's reflection on his or her perceived readiness for practicum and an interview with their program advisor. The interview focuses on the knowledge, skills and attitudes the student has developed that will increase effectiveness in delivering direct services to clients. A review is also made of the student's record of completion of 15 of the 25 required personal counseling hours. The student is also required to present proof of liability insurance. The program advisor signs off on the form that indicated readiness for placement in practicum when the CIBA process is completed and the form is sent to the Director of Field Experiences. At the completion of the first practicum course both the student and the practicum instructor complete an evaluation of the practicum experience.

The student is again evaluated for readiness for placement at a Practicum II/III site through an interview with their program advisor which includes a review of the Practicum I evaluations, a check that prerequisite and concurrent courses for Practicum II/III are completed or scheduled, a check to be sure that the student has completed 25 hours of required personal counseling and a review of how the proposed Practicum II/III site will fit with the student's subspecialty preparation. If the student is deemed ready for placement at a Practicum II/III site the program advisor then signs off on the form that indicates readiness for placement at a Practicum II/III site.

CACREP Standards and the CMHC Specialization

The CMHC is designed in accordance with the standards set forth by CACREP and with the licensing legislation for the Licensed Professional Clinical Counselor (LPCC) in California. As such, the specialization requirements and assessment system are integrated with these standards.

Practicum and Practicum I/II/III Enrollment Application Process

CMHC students must submit an application to enroll in Practicum and Practicum I/II/III after written approval has been obtained from their advisor. The application is submitted to the Director of Field Experiences. Practicum applications are due the semester before the student plans to enroll in practicum. An application will be sent to you with a deadline to apply for Practicum I/II/III. CMHC Practicum I/II/IIIs must be completed in consecutive academic terms. Keep in mind, some clinical mental health sites require a longer time commitment and may not allow summer starts. USD may also drop a summer Practicum II/III class if the enrollment does not meet a specified ratio requirement. Students are expected to remain at Practicum and Practicum I/II/III assignments, and are only allowed to switch from an assigned site under extreme hardship circumstances. In such instances, written approval from the director of the clinical mental health counseling program. In addition, post masters level graduation, interns will be required to complete 3000 hours of supervised practice in the field to be eligible to apply for the Licensed Professional Clinical Counselor (LPPC).

Seven Points for Successfully Completing Clinical Instruction Requirements

- 1. You are required to attend the Practicum II/III Information Session during the semester prior to the one in which your Practicum II/III will begin. The process for placement will be discussed. You must submit an Application for Counseling Practicum II/III to Peggy Hetherington, Director of Field Experiences. An event will be held to introduce the sites for potential practicum placements. You then visit and interview professional mental health professionals at sites recommended by your advisor and the Director of Field Experiences. A letter of introduction may be useful for these visits. When you are informed that your site selection has been approved, you then submit Clinical supervisor Agreement and Site Contract to your assigned University Supervisor.
- 2. Remember that it is your responsibility to keep copies of all documents related to your clinical instruction. Failure to do so can result in delays or other problems related to your graduation and eligibility for post-graduate clinical work and licensure.
- 3. Weekly Summary of Clinical Hours: This is essentially a legal document in which you keep a record of your hours and activities at the site. This document is to be reviewed and signed monthly by your clinical supervisors. At the end of the Practicum II/III semester, turn in your Weekly Summary of Clinical Hours. This is signed by your on-site supervisor, your USD group and individual supervisors and will be placed in your permanent folder.
- 4. Group and Individual Supervision Log: This is the form that will be signed **each time** you receive supervision from any clinical supervisor, either at USD or at your practicum site.
- 5. Final Evaluations: The Director of Field of Experiences will provide you with the forms, which you and your clinical supervisor must complete.
- 6. Site Hours: Your on-duty hours are arranged between you and your clinical supervisor. These hours should then be available in your file in the USD counseling program office. It is possible that the CMHC faculty or other supervisor may "drop in" but usually an appointment is made in advance and site visits are scheduled several weeks in advance.

- 7. Student's Initial Visit to Practicum Site: At least three weeks prior to starting at your site be sure you are introduced to the site administrators, mental health professionals, and other personnel with whom you will be working. Upon completion of your placement, it is appropriate to send a note of thanks to the relevant personnel. Make sure the office assistants are aware that you are a practicum student or trainee at the site and can refer calls and visitors to you.
- 8. Inform the clinical supervisor and appropriate site staff ten business days before final day at the site.

ACA Ethical Standards

The American Counseling Association is an educational, scientific and professional organization whose members are dedicated to the enhancement of human development throughout the life span. Association members recognize diversity in our society and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of each individual.

The specification of a code of ethics enables the association to clarify to current and future members, and to those served by members, the nature of the ethical responsibilities held in common by its members. As the code of ethics of the association, this document established principles that define the ethical behavior of association members. All members of the American Counseling Association are required to adhere to the Code of Ethics, which will serve as the basis for processing ethical complaints initiated against members of the association. A complete copy of the American Counseling Association (ACA) Code of Ethics is available at www.counseling.org.

*It is the responsibility of all clinical instruction participants; Clinical Supervisor, Director of Fieldwork Experiences, university supervisors, on-site supervisors, seminar instructors and USD CMHC students to abide by recognized mental health associations, Ethical Standards and to ensure the client's confidentiality and legal rights are protected. These procedures will be reinforced in the seminar classes and during the on-site visits by the university supervisors.

AMHCA Ethical Standards – Preamble

Mental health counselors believe in the dignity and worth of the individual. They are committed to increasing knowledge of human behavior and understanding of themselves and others. While pursuing these endeavors, they make every reasonable effort to protect the welfare of those who seek their services, or of any subject that may be the object of study. They use their skills only for purposes consistent with these values and do not knowingly permit their misuse by others. While demanding for themselves freedom of inquiry and community, mental health counselors accept the responsibility this freedom confers: competence, objectivity in the application of skills, and concern for the best interest of clients, colleagues, and society in general. In the pursuit of these ideals, mental health counselors subscribe to the following principles:

Principle 1Welfare of the ConsumerPrinciple 9Supervisee, Student & Employee RelationshipsPrinciple 2Clients' RightsPrinciple 10Moral and Legal StandardsPrinciple 3ConfidentialityPrinciple 11Professional ResponsibilityPrinciple 4Utilization of Assessment TechniquesPrinciple 12Private PracticePrinciple 5Pursuit of Research ActivitiesPrinciple 13Public Statements

<u>Principle 6</u> Consulting <u>Principle 14</u> Internet On-Line Counseling

<u>Principle 7</u> Competence <u>Principle 15</u> Resolution of Ethical Problems

<u>Principle 8</u> Professional Relationships Go to <u>www.amhca.org</u> for more information.

Endorsement Policy

At various times students require an endorsement (verbal or written recommendation) from their program in order to gain employment or credentials. A graduate will be endorsed by counseling faculty only for a position or credential for which the graduate has been prepared. Practicum II/III site supervisors also are urged to follow this policy.

Students should be aware of this policy and seek endorsement only for employment and credentials that are appropriate given the student's training, coursework and supervised experience. As a faculty we will endorse that upon completion of the 60 unit masters in counseling degree, all graduates, regardless of their specialization area will possess entry level clinical counseling skills, ethical decision making skills, and a theoretical orientation on which to base their work as clinical mental health counselors.

We will endorse students for positions within their specialization areas based on our knowledge of their skills. We do, however, reserve the right to withhold endorsement within a specialization if we do not feel the student has had adequate experience with a given population

We may not endorse a student for a position outside their specialization area unless we have knowledge of their proficiency within that area. Proficiency may be demonstrated by work, Practicum II/III, volunteer or other supervised experience within or outside the counseling program.

CMHC Faculty, Supervisor and Student Responsibilities

CMHC Program Director

- Be responsible for the coordination of all clinical experiences in the CMHC specialization
- Review and sign all clinical instruction documents received by clinical instruction faculty
- Meet individually, when needed, with the clinical supervisors, students and university supervisors and the Director of Field Experiences to:
 - o Answer specific questions regarding placement
 - o Suggest methods for meeting clinical instruction requirements at sites
 - o Address concerns with student progress and suggest clinical strategies for improvement
- Meet with all CMHC students enrolled in clinical instruction courses once a semester in a group setting
- Enforce the ACA and other mental health and applicable Ethical-Legal Standards
- Facilitate experiences aimed at developing competencies for securing counseling licensure

Director of Field Experiences

- Assign and assist trainee in arranging an appropriate practicum I/ II/III site.
- Develop new CMHC practicum I/II/III sites, maintain relationships with approved clinical instruction and practicum sites that are approved by the CMHC Program Director
- Develop MOU agreements for all CMHC clinical instruction sites and submit a list of those MOU each semester to the CMCH Program Director
- Review required paperwork verifying acceptance of the practicum I/II/III site.
- Communicate regularly with trainee and clinical supervisors to review progress during the clinical instruction experiences.
- Verify that valid malpractice insurance is on file in the counseling office and provide a list of CMHC students enrolled in all clinical instruction courses with documentation of the status of their coverage.
- Be the first line of contact to facilitate a discussion between the trainee and supervisors should conflicts surface.
- Organize an ongoing required seminar course to review learning outcomes, review tapes of case studies, and share concerns, successes, resources during the clinical instruction experience.
- Facilitate group trainings for supervisors during the year.
- Remain abreast of licensure requirements for California.

CMHC Faculty Advisor

- Meet each semester with CMHC advisee. Complete a sequencing form for the student and document
 and revise the student's record of coursework regularly. Discuss the student's progress toward readiness
 to enroll in the clinical instruction courses including the development of their subspecialty area and their
 completion of the required counseling hours before enrollment in the Practicum and Practicum II/III
 courses.
- Advise student each semester on the prerequisite and concurrent course requirements for enrollment in the Practicum and Practicum II/III courses.
- Complete the required assessment of the student's readiness for placement in the first practicum course. Forward the required signed paperwork for students approved for placement in practicum to the Director of Field Experiences by the required date.
- Complete the required assessment of the student's readiness for placement at a practicum I/II/III site. Forward the required signed paperwork for students approved for placement at a practicum I/II/III site to the Director of Field Experiences by the required date.

On-site Clinical Supervisors

- Orient the clinical counselor trainee (trainee) to roles and responsibilities and support him/her in his/her transition to the clinical site and environment.
- Assist the trainee in experiencing as many aspects of the position as possible, undertaking the activities and roles performed by the other counseling professionals at your site. At the beginning of the clinical instruction

allow the trainee to shadow the clinical supervisor as he/she performs duties, attends meetings or provides services.

- Address and document any problematic behaviors (e.g., attendance, dispositional, potential unethical issues) associated with a trainee.
- Introduce the trainee to the philosophy, policies, administration and other professionals at the facility.
- Maintain regular contact with the CMHC Director and Director of Field Experiences should any problematic issues surface.
- Is available to address concerns that may arise as the trainee performs various clinical instruction duties.
- Provide opportunities for the trainee to engage in a broad and diverse range of activities as appropriate.
- Supervise the trainee by providing a minimum of one hour a week of direct face-to-face supervision. Review videotapes of the trainee's work at least once a semester with the trainee.
- Provide ongoing feedback to the trainee about their performance and complete all paperwork required by USD in a timely manner. A final assessment form will be provided for all assigned CMHC students.
- Keep site administrator and university supervisor informed of the progress of the trainee.
- Promotes compliance with the ACA, AMHCA, and other mental health ethical-legal standards.
- Performs individual, small group, and didactic supervision sessions for assigned trainees.
- Promotes the development of clinical mental health skills as required. For example, the CMHC practicum I experience emphasizes clinical-diagnostic interviewing and Practicum II/III includes the broad range of skills associated with licensed professional clinical counseling (LPCC).
- Functions as a clinical mentor for all assigned trainees.
- Provide ongoing review and feedback of student clinical work such as videotaped sessions, case notes, and written documentation/reports.
- Review, discuss and sign trainee's Clinical Hours Summary and Supervision Log each month.
- Inform the trainee of unique training situations or events which would enrich their counseling experience such as meetings, conferences, and organizational and outreach activities.

Further, the Clinical Supervisor, will provide or meet the following criteria:

- 1. Possess the appropriate mental health clinical licensure and supervisory credentials as well as the time, interest and client populations during the semester to assist in teaching the trainee.
- 2. Provide many and varied opportunities for the trainee to engage in a range of clinical mental health counseling activities under supervision and for evaluating the trainee's performance.
- 3. Provide the trainee with adequate space, telephone, computer, office supplies and staff to conduct professional activities.
- 4. Provide supervisory contact that involves some review of trainee's clinical mental health work including videotapes/CDs, audiotapes, observation and live supervision.
- 5. Provide written evaluation of the trainee based on criteria established by the USD's CMHC Program.

CMHC Students Enrolled in Practicum I, II and III Courses

- Review and adhere to the policies, standards and practice of the practicum II/III site. Assume a professional stance in following the regulations.
- Become personally and professionally involved in the process of becoming a professional counselor. Develop a professional attitude and skills toward counseling advocacy.
- Show evidence of professional enthusiasm, personal maturity and becoming adept at integrating theory and practice.
- Increase skills in developing effective human relationships with your clients, colleagues and with the public.
- Be flexible, be a team player, take initiative and be willing to extend your comfort zone.
- Develop and demonstrate an understanding, appreciation and sensitivity toward the cultural heritage, community values and individual differences of diverse clients.
- Become acquainted with your clients, study their records and develop an ethical sense of keeping information confidential.
- Familiarize yourself and develop a personal plan to complete the competencies required under the Counseling Department learning outcomes.
- Be prepared to discuss cases and clinical issues and to review your progress during supervision with your onsite clinical supervisor and USD clinical supervisor.
- Abide by the ACA & AMCHA Ethical Standards and ensure the client's confidentiality and legal rights are protected.
- Be open-minded toward constructive feedback, be interested in improving through the acceptance of suggestions, and honestly strive to incorporate these ideas.
- Keep accurate and current clinical hours and activities logs, and supervision logs. Submit them to the Director of Field Experiences at the end of the semester.
- Evaluate your own personal goals and commitment to the ethics of the profession.
- Facilitate mandated reporting contacts and documentation.
- Review and abide by the USD Student Code of Rights and Responsibilities.



APPENDIX A: Practicum I/II/III/Practicum Site Assignment

I.	Semester:	Year:	Assignment Site:	
II.	Candidate's Name:		st Name, First Name)	Ms., Mrs., Miss, M
		(La	st Name, First Name)	
	Phone (W)		Preferred hou	rs to phone
	Phone (H)		Preferred hou	rs to phone
III	On-site Supervisor	:		_ Dr., Ms., Mrs., Miss, Mr.
	Supervisor's Title,	Educational E	Sackground and Credentials	
	Site Address:			
		Street	City	Zip
	Phone (W)		Preferred hours to pho	one
	Phone (H)		Preferred hours to pho	one
	On-site Supervisor	e-mail:		
IV	. Trainee's/Practicur	n student's off	ice address (where you can	be found):
	Chronic		C't	7:
	Street		City	Zip
	Days/Hours on Du	ty:		
V.	Round trip mileage	from USD to	your site:	
VI	. On the back, please	e place a map	from USD to a parking space	ce at your site.
VI	I. State below any ir	nformation or	problems the DIRECTOR (OF FIELD EXPERIENCES show

assignment. (Continue on the back if necessary.)



APPENDIX B: On-site Supervisor Agreement

I will serve as the	e On-site Supervisor fo	or		during
	Semester 20		ent's Name)	
Signature:				
Phone/Fax:				
Email:				
Mental Health Li	icense/Certification He	ld:		
Issue Date:		License Nu	mber:	
		mpleted		
Site Name:				
Site Address:	Street	C;4	7:	
	Street	City	Zip	
Phone:				



CMHC Director

June 2016

APPENDIX C: Clinical Mental Health Counseling (CMHC) Program Site Contract

This ac	preement is made on	hy	and hetween			and
Tins ag	greement is made on	(Date)	and between	(Site name)		and
The Ur	niversity of San Diego Cl	MHC Program	. The agreeme	ent will be effective from	om	
	to	for	per week	for		
(Date)	(Date)	(# Ho	ours)	(Clinical Counselor	r Trainee name)	
Traine ability interve CMHO	rements to Include: The must see a minimum to diagnose a client prentions and reach the good students. A minimum test a minimum of 600 h	of five client oblem or con oal set for the n of 40 of the	ts for a minir acern, design treatment. A CMHC prac	num of 4 sessions so appropriate assessm A minimum of 100 h ticum hours must be	that the Traine ent interviews, ours of Practicu direct service.	e can demonstrate the conduct testing, am I is required for all The Practicum II/III
	nation of direct or indi-					ny direct service hours
1.	The Trainee should delimay deliver this interve		•	ip intervention with a i	minimum of 3 cli	ents. The student
2.	The Trainee/practicum presentation.	student must p	olan, deliver a	nd evaluate at least one	e large group trai	ning or
3.	The interventions the T clients, students or emp	_	ım student pla	ans should meet the un	ique needs of the	organization and its
4.	The Trainee/practicum practicum II/III can be		to fulfill the re	equirements of the con	tract before cred	it for the completion of
5.	student; The Trainee/prand needs to ob The Trainee/pra	acticum studer stain the client acticum studer	nt needs to be s written pern nt needs to rec	orm clients that he/she able to audio/videotap nission to do this; eive one hour per weel nical Supervisor.	e at least 3 client	•
On-site	e Supervisor:			Date:		
Studen	t:			Date:		
Studen				Date.		

Date:



APPENDIX D: Consent to be Observed or Tape Recorded

I, , give	,
audio/video tape our counseling sessions, and/or hav	Program (CMHC) at the University of San Diego (USD), permission to be visual records and observations of me. The contents of the tapes may flHC faculty and supervision group. These materials are considered
counseling by providing clinical instruction and fee	ordings and observations is to increase the effectiveness of the student's dback. I understand that my name shall not be used in connection with for any purpose other than those specified above. Recording and/or d consent shall not be subject to legal action.
I understand that my counselor is a graduate student supervisor at the practicum site and the University o	in CMHC, is not yet licensed and is under the supervision of a qualified f San Diego.
Clients have the right to confidentiality. Information legal exceptions to this right; information must be disor her supervisor determine that an individual may parknown or suspected instance of child or adult abuse	on receiving services including students, parents, teachers, or patients. revealed will remain within the professional setting. There are, however, vulged: (a) when ordered by the court, or (b) when the counselor and his resent a threat to self to others. <i>California law requires the report of any to or neglect</i> . It is understood that all information disclosed within these will not be released to anyone outside of the agency without written aw.
Client Signature	Clinical Counselor Trainee Signature
	Date:
Signature of Parent or Guardian if Client is a Minor	
NOTE: A signed and dated consent form <u>MUST</u> be video).	obtained for each client on and off site, prior to any taping (audio or



APPENDIX E: Weekly Summary of Clinical Hours

Name*Please round to nearest	15 minute increment		For th	ne Week	of		to			
Direct Service	13 milete merement	Mon	Tue	s Wed	Thurs	Fri	Sat	Sun	Total	
Advocacy for Clinical I	ssue						12 111			
	Assessment, Intake/Interview or Testing		1							
Career Planning for Cli			+							
Conflict Mediation			+							
Group Counseling or Fa	acilitation									
Family, Couples, Child										
Individual Counseling	Counseling									
Large Group Presentation	on/Psychoeducation		+							
Providing Workshop/Ti			+							
Other (specify):	Tuming .		+							Total
Total Direct Services										Total
					I		-	-		
Indirect Services		Mon	Tue	s Wed	Thurs	Fri	Sat	Sun	Total	
Case Management										
Clinical Observation & Assessment	Informal									
Planning/Program Deve	elopment		+							
Professional Developm										
Report Writing										
Test Interpretation and	Scoring									
Clinical Case Presentati			+							
Proctoring Exams			+							
Group Supervision			+							
Individual Supervision										
Other (specify):										Total
Total Indirect Services	2									Total
Total man eet bei vie										
							Total '	Weekly 1	Hours:	
Total Service Hours to Date:	Total Service Hours to Date: Service Hours with Racially/F Diverse Clients		Cthnically Hours to Date:				Individual Supervision Hours to Date:			
Direct:	This Week:		r	This Weel	ζ:		Indiv	idual:		
Indirect:							Grou	ıp:		
Total Service Hours:			ŗ	Fotal Serv	ice Hour	s:	Total	Hours:		
Student Signature:	tudent Signature: Date:									
Site Supervisor Signa						Ι	Date:			



APPENDIX F: CMHC Semester Summary Log

Semester	(Please check) Practicum I	Practicum II	_ Practicum III
Student Name			
Clinical Instruction Locat	ion		
Total Number of Direct H	ours for the Semester:		
Total Number of Non-Dire	ect Hours for the Semester:		
Total Number of Direct an	nd Non-Direct Hours for the Semester	r:	
Total Number of Racially	Ethnically Diverse Clients:		
Total Number of Group S	upervision Hours:		
Total Number of Individu	al Supervision Hours:		
Required Signatures:			
Student		Date	
On-site Supervisor		Date	
USD Supervisor		Date	
CMHC Director		Date	

APPENDIX G: CMHC Individual & Group Counseling Supervision Log



Please include all clinical supervision. (*Round to the nearest 15 minute increment)

Name of CMHC Student:	Semester:
Practicum Site:	
Practicum Site Supervisor:	
USD Supervisor(s):	
Group	
Individual	

Date	Topic of Discussion	Time*	Practicum Site	USD Superv	visor Initials
Date	Topic of Discussion	Time	Supervisor Initials	Group	Individual

Total Time*



**** THIS FORM WILL BE SENT TO YOU ELECTRONICALLY**** APPENDIX H: Clinical Instruction Site Evaluation Form

Name:	Phone# of site:	_ E-Mail:
Date:		
Site:	Clinical Supervisor:	
Total number of hours completed: _ 1. What did you like about the clinic	cal instruction experience at this site?	
2. What did you not like about this s	site?	
3. What did you like about working	with your clinical supervisor?	
4. Was there anything you did not li	ke about your clinical supervisor?	
5. Did you feel you got enough supe (Weekly meetings? Informal consul	ervision at this site? And how was it an tation?)	ranged?
6. What could have been done to im	aprove your experience?	
7. Any comments or suggestions for	r future trainees who might want to wo	ork at this site?
8. On a scale of 1-10, how would you (1 = poor, 10 = excellent)	ou rate your overall experience and wl	hy?



****THIS FORM WILL BE SENT TO YOU ELECTRONICALLY****

APPENDIX I: CLINICAL SUPERVISOR EVALUATION

Please note: An electronic version of this form will be made available later this semester.

Site Superv	risor		Semester/Y	'ear	_/	
Agency/Scl	nool		/			-
Please eval	uate your sup	pervisor using the	following code:			
S.A. Strongly		A Agree	D Disagree		D Disagree	NO No Opinion
Please <u>circl</u>	<u>e</u> your respoi	nse.				
1. My super	rvisor was ge	enuinely interested	d in my growth as a	professional o	counselor.	
	SA	A	D	SD	NO	
2. My supe	ervisor was ve	ery professional in	n his/her dealings w	ith me.		
	SA	A	D	SD	NO	
3. My supe	ervisor made	suggestions regar	ding my taped session	ons that were	beneficial.	
	SA	A	D	SD	NO	
4. My supe	ervisor create	d a setting of supp	port.			
	SA	A	D	SD	NO	
5. I was tre	eated as a pro	fessional by my s	upervisor.			
	SA	A	D	SD	NO	
6. My supe	ervisor was de	ependable regardi	ng his/her supervisi	on meetings v	with me.	
	SA	A	D	SD	NO	
	ervisor offere ng skills.	d me constructive	criticism that assist	ed in improv	ing my	
	SA	A	D	SD	NO	

8. The requirements made of me by my supervisor were fair and challenging.

	SA	A	D	SD	NO
PLEASE CO	OMMENT ON T	HE FOLLOWI	NG:		
What do you	feel you gained a	as a result of worl	king with your su	ipervisor?	
What could v	our supervisor ha	ove done differen	tly to make your	experience more	e beneficial?
what could y	our supervisor ne	ive done differen	try to make your	experience more	, beneficial.
If you were g	rading your expe	rience with your	supervisor, how	would you grade	e it?
	_AB	CD	F		
Were the phy	sical facilities at	your site appropr	iate? Please be s	specific regarding	g strengths or problems
were one proj	YES	NO	1400 1 10430 00 1	,p	2 or or grade or proording
How would y	ou grade the site	?			
	_AB	CD	F		
Additional Co	omments:				



****THIS FORM WILL BE SENT TO YOU ELECTRONICALLY**** APPENDIX J: CMHC Program Trainee Assessment for Clinical Instruction

Trainee:	Date:
Site:	
Site Supervisor:	<u> </u>
ΓERM: FallSpringSummer Year	
Self-Assessment Practicum Instructor On-site Supervisor	
COURSE: PRACTICUM I PRACTICUM II PRACTICM III	

TRAINEES, PRACTICUM INSTRUCTORS OR SITE SUPERVISORS:

This evaluation consists of three (3) parts: Evaluation of Clinical Counselor Trainee's Clinical skills, Counseling Specialization Competencies, and Professional Conduct. All professions charge their members with the responsibility of monitoring potential members of the profession. This monitoring involves not only evaluation of potential new members' cognitive academic abilities, but also their personal and professional behaviors.

All clinical instruction participants are asked to complete an evaluation relative to the trainee's performance two times; once at mid-term and again at the close of the Practicum II/III. It is requested that you review assessment results with the trainee at mid-term and utilize the data to set appropriate goals for the remaining Practicum II/III experience. It is anticipated that most trainees will require skill development in several areas. Please be sure to give the trainee very specific feedback about those areas in need of strengthening. In completing all sections of this evaluation, please assess the trainee's demonstrated skills and behaviors in your setting. If you have any questions or need clarification about the evaluation process, please contact Peggy Hetherington, Director of Field Experiences, at: (619) 260-8804 or via email at peggyh@sandiego.edu.

USD THANKS YOU FOR YOUR TIME AND EFFORT IN TRAINING OUR CMHC STUDENTS!

Important Notes for the following assessment:

- A score of 4 or 5 indicates the student has demonstrated a competency level for that skill that is *equal to that of an effectively functioning clinical mental health counselor*. A score of N/O indicates you were *not able to observe* the trainee demonstrating this competency.
- Please see the following pages to complete the assessment.

EVALUATION OF CLINICAL SKILLS

		1				5	Not
	RELATIONSHIP/ATTENDING SKILLS	LO	\mathbf{W}		HI	GH	Observed
1	Listens carefully and communicates an understanding of the client.	1	2	3	4	5	N/O
2	Is genuine and warm with client	1	2	3	4	5	N/O
3	Is immediate with the client.	1	2	3	4	5	N/O



4	Is respectful of, and validates, the client.	1	2	3	4	5	N/O
5	Is appropriate regarding the cultural context of the client.	1	2	3	4	5	N/O
6	Is appropriate regarding the developmental context of the client.	1	2	3	4	5	N/O
7	Uses interpersonal strengths appropriately, including humor and self-disclosure.	1	2	3	4	5	N/O
8	Is comfortable with a variety of feelings and/or issues shared by the client.	1	2	3	4	5	N/O
9	Provides support to the client when appropriate.	1	2	3	4	5	N/O
10	Challenges the client when appropriate.	1	2	3	4	5	N/O
11	Tracks the main issues presented by the client.	1	2	3	4	5	N/O

	CLINICAL ACCECCMENT CITLES	1				5	Not
	CLINICAL ASSESSMENT SKILLS	LO	W		HI	GH	Observed
12	Is able to organize session data into meaningful frameworks	1	2	3	4	5	N/O
13	Appreciates cultural and/or developmental issues that may affect clinical assessment.	1	2	3	4	5	N/O
14	Is able to recognize normative from problematic behavior during assessment and incorporate appropriate testing.	1	2	3	4	5	N/O
15	Can assist the client in considering different components and sequences that make up and sustain problems.	1	2	3	4	5	N/O
16	Is able to identify cognitive components of client issues.	1	2	3	4	5	N/O
17	Is able to identify affective components of client issues.	1	2	3	4	5	N/O
18	Is able to identify behavioral components of client issues.	1	2	3	4	5	N/O
19	Is able to identify systemic components of client issues.	1	2	3	4	5	N/O
20	Identifies appropriate process clinical goals.	1	2	3	4	5	N/O
21	Can assist client/student in translating clinical problems into realistic outcome goals.	1	2	3	4	5	N/O
22	Maintains an appropriate pace during sessions	1	2	3	4	5	N/O
23	Uses clinical questions skillfully.	1	2	3	4	5	N/O
24	Uses clinical interventions skillfully.	1	2	3	4	5	N/O
25	Can direct the session in a meaningful manner.	1	2	3	4	5	N/O
26	Can deliver appropriate confrontations.	1	2	3	4	5	N/O
27	Can demonstrate an appropriate use of affective interventions.	1	2	3	4	5	N/O
28	Can demonstrate an appropriate use of cognitive interventions.	1	2	3	4	5	N/O
29	Can demonstrate an appropriate use of behavioral interventions.	1	2	3	4	5	N/O
30	Can demonstrate an appropriate use of systemic interventions.	1	2	3	4	5	N/O
31	Appropriately manages clinical case load & psychopathology	1	2	3	4	5	N/O

	PROFESSIONAL SKILLS	1 LO	W		н	5 GH	Not Observed
32	Is aware of personal issues (counter-transference/parallel processes) that might impact counseling).	1	2	3	4	5	N/O
33	Demonstrates receptiveness to and use of supervision.	1	2	3	4	5	N/O
34	Appreciates own limits without overreacting or becoming defensive	1	2	3	4	5	N/O

	CMHC COUNSELING-RELEVANT COMPETENCIES	1 LO	W		ні	5 GH	Not Observed
35	Demonstrates awareness of current issues and trends in clinical mental health counseling	1	2	3	4	5	N/O



36	Demonstrates professional commitment by membership and participation in professional organizations for CMHC	1	2	3	4	5	N/O
37	Demonstrates knowledge of theories of CMHC and applies them to	1	2	3	4	5	N/O
31	clinical work where appropriate	1	2	3	4	3	IN/O
38	Shows knowledge of diagnostic interviewing, MSE, and clinical	1	2	3	4	5	N/O
30		1	2	3	4	3	N/O
20	assessment	1	2	3	1	5	N/O
39	Demonstrates knowledge of psychopathology and treatment	1	2	3	4	3	N/O
40	planning	1	2	3	1	5	N/O
40	Demonstrates understanding of cultural and ethnic diversity in and	1	2	3	4	3	N/O
41	the influence of diverse cultural backgrounds on CMHC work	1		2	1		N/O
41	Demonstrate knowledge of the ethical standards, forensic issues,	1	2	3	4	5	N/O
42	policies, laws and regulations relevant to CMHC	1		2	1		N/O
42	Demonstrates knowledge of developmental tasks appropriate to	1	2	3	4	5	N/O
42	different age groups as well as theories of development	1					NI/O
43	Demonstrates knowledge of a full range of intervention strategies	1	2	3	4	5	N/O
4.4	for various clinical clients	1			4		NI/O
44	Organizes, leads, and evaluates group counseling experiences	1	2	3	4	5	N/O
45	Demonstrates knowledge of assessment techniques applicable to	1	2	3	4	5	N/O
	higher education environments						
46	Conducts appropriate clinical assessments	1	2	3	4	5	N/O
47	Demonstrates knowledge of issues that affect development and	1	2	3	4	5	N/O
	functioning of clinical client (ADHD, disabilities, stress,						
	drug/alcohol abuse, sexual abuse, trauma, risk assessment, etc.)						
48	Demonstrates skills in designing preventive and remedial	1	2	3	4	5	N/O
	interventions for the range of various developmental issues						
49	Demonstrates knowledge and application of procedures to ensure	1	2	3	4	5	N/O
	clinical growth in clients seen						
50	Demonstrates knowledge and application of various evaluation	1	2	3	4	5	N/O
	steps used in the licensure process for CMHC						
51	Demonstrates knowledge of consultation theories and clinical	1	2	3	4	5	N/O
	strategies						
52	Demonstrates knowledge and the CMHC licensure tests	1	2	3	4	5	N/O
53	Knowledge and application of assessment and case	1	2	3	4	5	N/O
	conceptualization and concepts of psychopathology that lead to						
	diagnosis and appropriate clinical counseling interventions.						
54	Demonstrates the skill to assess whether a client needs a referral to	1	2	3	4	5	N/O
	additional mental health and other available resources and to						
	complete the referral						
55	Demonstrates knowledge of methods, including use of appropriate	1	2	3	4	5	N/O
	technological resources, for implementing and evaluating services						
56	Demonstrates ability to design, deliver and evaluate programs for	1	2	3	4	5	N/O
	services delivered in a clinical setting						



	PROFESSIONAL BEHAVIOR	1				5	Not
	TROPESSIONAL BEHAVIOR	LO	W		HI	GH	Observed
57	Behaves professionally (e.g., demeanor, dress, language, etc.)	1	2	3	4	5	N/O
58	Has Regular and prompt attendance	1	2	3	4	5	N/O
59	Willingly assumes responsibility	1	2	3	4	5	N/O
60	Manages time well.	1	2	3	4	5	N/O
61	Shows commitment to providing service at site.	1	2	3	4	5	N/O
62	Follows through on professional commitments.	1	2	3	4	5	N/O
63	Maintains confidentiality of all personally identifiable information of clients and colleagues, except if disclosure is needed to provide professional service or comply with the law	1	2	3	4	5	N/O
64	Demonstrates respect for clients, coworkers and supervisory staff regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background	1	2	3	4	5	N/O
65	Shares weaknesses with staff in order to improve and is aware of skill and/or ability limitations.	1	2	3	4	5	N/O
66	Accurately evaluates own counseling session performance.	1	2	3	4	5	N/O

58	Has Regular and prompt attendance	1	2	3	4	3	N/O
59	Willingly assumes responsibility	1	2	3	4	5	N/O
60	Manages time well.	1	2	3	4	5	N/O
61	Shows commitment to providing service at site.	1	2	3	4	5	N/O
62	Follows through on professional commitments.	1	2	3	4	5	N/O
63	Maintains confidentiality of all personally identifiable information of clients and colleagues, except if disclosure is needed to provide professional service or comply with the law	1	2	3	4	5	N/O
64	Demonstrates respect for clients, coworkers and supervisory staff regardless of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background	1	2	3	4	5	N/O
65	Shares weaknesses with staff in order to improve and is aware of skill and/or ability limitations.	1	2	3	4	5	N/O
66	Accurately evaluates own counseling session performance.	1	2	3	4	5	N/O
	ent Clinical Strengths: s for Growth:						
profe relati	Semester Evaluation (Please underline): My signature indicates I belies ssional behaviors and the counseling competencies to perform (serve) we to the term of Practicum I/II/III or Practicum they are completing.	eve th as an	e train	nee ha	as dev linica	eloped l ment	d both the al health counselor
O1: ·							
Clini	cal Supervisor Signature De	ate					

Clinical Supervisor Signature	Date	
CMHC Program Director Signature	Date	



APPENDIX K: Summary of the Requirements as a Licensed Professional Clinical Counselor (LPCC) in California

Please note that these guidelines apply for candidates who begin graduate study BEFORE AUGUST 1, 2012 and complete that study on or before December 31, 2018. Students are responsible for being informed of the current regulations posted on the California Board of Behavioral Sciences (BBS) website at www.bbs.ca.gov.

Program Requirements: A 48-unit master's or doctoral degree from an accredited or approved institution, which is counseling or psychotherapy in content, includes 6 semester units of supervised practicum, and contains at least 3 semester units of coursework in 7 the following 9 core content areas, all of which must be completed before licensure.

- (A) Counseling and psychotherapeutic theories and techniques (includes counseling theories, selection of counseling interventions, orientation to wellness and prevention, etc.)
- (B) Human growth and development across the lifespan (includes psychopathology, normal and abnormal behavior, developmental crises)
- (C) Career development theories and techniques
- (D) Group counseling theories and techniques
- (E) Assessment, appraisal and testing
- (F) Multicultural counseling theories and techniques
- (G) Principles of diagnosis, treatment planning and prevention of mental and emotional disorders and dysfunctional behavior
- (H) Research and evaluation
- (I) Professional orientation, ethics and law in counseling

In addition to the course requirements described above, a minimum of 12 semester units of advanced coursework to develop knowledge of specific treatment issues, special populations, application of counseling constructs, assessment and treatment planning, clinical interventions, therapeutic relationships, psychopathology or other clinical topics.

In addition to or as part of the graduate degree, instruction in each of the following content areas must be completed prior to licensure: Minimum of 15 contact hours of instruction in alcoholism and other chemical substance dependency

- (1) Minimum of 10 contact hours of instruction in human sexuality
- (2) Two semester units (or three quarter-units) of a survey course in psychopharmacology
- (3) Minimum of 15 contact hours of instruction in spousal or partner abuse
- (4) Minimum of seven contact hours of instruction in child abuse assessment & reporting
- (5) Minimum of 18 contact hours of instruction in California law and professional ethics, if not included in required core content area
- (6) Minimum of 10 contact hours of instruction in aging and long-term care
- (7) Minimum of 15 contact hours of instruction in crisis/trauma counseling

Please note that counselors who plan to treat families and couples must complete a minimum of two graduate courses (6 semester hours) in Family, Couples and Child Counseling and 500 supervised pre- and post-degree clinical hours with these populations.

Clinical Experience and Supervision Requirement: A minimum of 3,000 post-degree hours of supervised experience, by a LPCC, LMFT, LCSW, licensed psychologist or licensed psychiatrist, over a period of not less than two years. This includes not less than 1,750 hours of direct counseling with individuals or groups in a clinical mental health counseling setting and 150 hours in a hospital or community mental health setting.

Examination: Passing score on examinations approved by the board, likely the NCE and the NCMHCE, and a CA jurisprudence and ethics exam.

For further information refer to www.caccl.org.



APPENDIX L: IMPORTANT SOLES CONTACT INFORMATION FOR CMHC STUDENTS

SOLES DEANS OFFICE

Dr. Nicholas Ladany, PhD Dean (619) 260-4540 nladany@sandiego.edu

Linda Dews Assistant Dean (619) 260-7585 ldews@sandiego.edu Dr. Heather Lattimer, PhD Associate Dean (619) 940-4102 hlattimer@sandiego.edu

CMHC PROGRAM FACULTY AND STAFF

Ann F. Garland, PhD Department Chair (619)260-7879 agarland@sandiego.edu

Susan Zgliczynski, PhD, NCC Associate Professor (619) 260-4287 zglnski@sandiego.edu

Peggy Hetherington, MS Director of Field Experiences (619) 260-8804 Room 215F peggyh@sandiego.edu

Lindsay Dyer, BS Program Executive Assistant (619) 260-7441 ldyer@sandiego.edu Ana Estrada, PhD Associate Professor (619)260-7547 estradaa@sandiego.edu

Kristopher Hall, PhD Assistant Professor (619) 260-2680 kghall@sandiego.edu