

PACIFICA
GRADUATE INSTITUTE

**SUPERVISED PRACTICUM
GUIDELINES**



**M.A. Counseling Psychology
Program**

**Class of
2022-2025**

ANIMAE MUNDI COLENDAE GRATIA

One of the primary purposes of Pacifica Graduate Institute is to provide advanced education in counseling psychology within the depth psychological traditions. The Pacifica motto, *animae mundi colendae gratia*, for the sake of tending soul in the world, emphasizes a foundational idea within this tradition.

It is Pacifica's belief that human experience is diverse and multi-faceted. We are dedicated to cultivating the gifts of the human imagination so that these insights may be brought to bear upon the personal and cultural concerns of our era. While these guidelines focus on the necessary details of fulfilling your clinical requirements, we encourage your vision to include the broader context while reading these pages, and to let it extend beyond the personal and beyond the consulting room.

We see psychological life as an evolutionary development within nature, alive in all the phenomena and systems of our world. In these constant exchanges among the psyches of the individual, the culture, the collective human imagination, and the living planet lies our understanding of depth psychology. We invite you to share and explore this philosophy as you begin your clinical training.

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PRACTICUM OFFICE CONTACT INFORMATION

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

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INTRODUCTION

To support your professional and vocational development as you learn how to become an effective Marriage and Family Therapist or Professional Clinical Counselor, a practicum in a community mental health setting is required during the second year of graduate study at Pacifica Graduate Institute. The practicum is an integral part of the Clinical Practice I-III sequence of courses. **You are required to be in practicum** during second year from the 1st session of Fall Quarter through the 3rd session of Spring Quarter, **concurrent with your Clinical Practice I-III courses**. Course lectures, experiential exercises, and assignments are grounded in the practicum experience.

Your supervised practicum experience has the potential to provide you with a rich introduction to the practice of Marriage and Family Therapy and Professional Clinical Counseling. As a trainee you will be exposed to a variety of supervisory styles and therapeutic and clinical counseling techniques. You will have the opportunity to work with individuals, couples, families, and groups.

You must begin your search for a practicum site no later than Winter Quarter of your first year of study. Some sites make their final decisions about selecting applicants for the following academic year as early as January.

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

A Site Approval Packet is required and must be completed on Tevera for the approval of the practicum site **no later than August 15th, 2023**. You can access and initiate the Site Approval Packet forms in the Site Placements environment on Tevera.

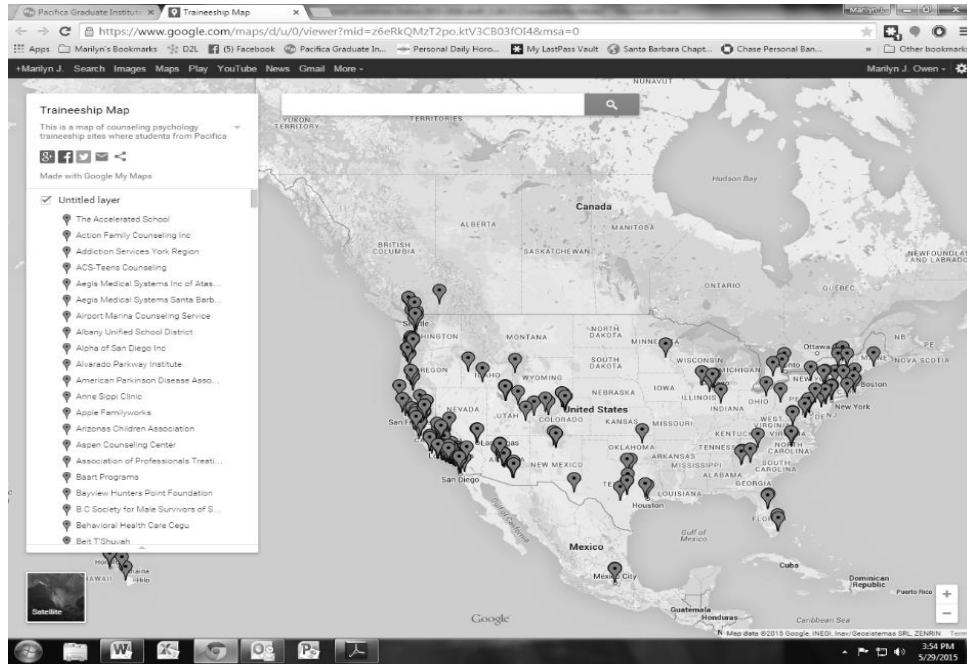
You may begin accruing hours at your approved practicum site after you have completed 18 quarter units of study. The starting date is contingent upon approval of your site Affiliation Agreement by your Practicum Associate. The practicum starting date can commence on the day following the last day of your 1st year Spring Quarter classes, and no later than the 1st day of Fall Quarter of second year. Some practicum sites require an extensive training period before allowing students to work with clients. Sites may also require Live Scan fingerprinting and background check, which can delay the start date. **It is the student's responsibility to acquire a practicum site in time to allow for the practicum site training period and approval process.**

Practicum Site Search Map

The Practicum Site Search map identifies practicum sites in which Pacifica students have been placed over the past seven academic years, from 2012-2022. In addition, it may be helpful to speak with second and third year students who are located in your geographical area and discuss local practicum sites. Please check in with your Practicum Associate to communicate your interest to connect to other students.

If you are from out-of-state, it is your responsibility to contact your state licensing board to educate yourself about curriculum and practicum requirements in your state. You can find a directory of all state licensing boards at

https://www.aamft.org/Directories/MFT_Licensing_Boards.aspx.



How to Access Site Map:

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

Click Current Students

Click Counseling Psychology Practicum Forms

Click Counseling Practicum Sites

[Link to Site Map](#)

Entering into clinical practicum can be a challenging and affirming process. Your practicum, combined with Pacifica’s curriculum, will provide you with the types of skills and knowledge that must be developed to ensure the quality of services delivered by MFTs and PCCs. You will be learning behaviors, skills, attitudes, and policies that promote awareness, acceptance, and respect for differences, which will enhance services that meet the needs of diverse populations, and promote resiliency and recovery.

We wish you a productive and meaningful journey as you enter this new stage of your professional development.

PERSONAL THERAPY and FINDING A PRACTICUM SITE

I. Documentation of Personal Therapy

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

- A. Students may begin accruing personal therapy hours after the first day of Residential Session I of the 2022 fall quarter.
- B. **Students are required to complete a minimum of (5) hours of personal therapy each quarter until the (50) hour requirement is fulfilled.** Your personal therapy hours will be documented through Tevera and will be assigned as part of your Professional Skills Development Courses and the final two Clinical Practice courses.
- C. To meet Pacifica's Personal Therapy requirement, your therapist must be a fully licensed mental health clinician (i.e. a Licensed Marriage and Family Therapist, a Licensed Clinical Social Worker, a Licensed Psychologist, a Licensed Professional Counselor/Licensed Professional Clinical Counselor, a Psychiatrist certified by the American Board of Psychiatry and Neurology, or a Certified Jungian Analyst). The clinician must be licensed in the state where you reside and may not be an Associate or trainee. Please contact your Clinical Practicum Associate if you have questions about the personal therapy licensure requirement.
- D. The personal therapy requirement is met by engaging in individual, group, couple, or family therapy. Individual sessions are to be at least 45 minutes in length (to count as one hour), and group therapy sessions are to be at least 90 minutes in length (to count as 1.5 hours).
- E. Please log personal therapy hours via Tevera. You will find the Personal Therapy Log (Form 1033) as an assignment in each of your Professional Skills Development classes. Your hours will not be accepted until your therapist has signed your form and uploaded their current license on Tevera.
- F. Late or insufficient submission of personal therapy hours in two quarters will result in a student being placed on clinical probation until the backlog in personal therapy hours is met.

Your 50 hour Personal Therapy requirement must be completed by March 15, 2025.

II. Types of Acceptable Practicum Settings

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

1. The practicum site must be one that lawfully and regularly provides mental health counseling or psychotherapy.

2. The site must provide oversight to ensure that the student's work at the setting meets the experience and supervision required by law and is within the scope of practice for the profession.
3. **The site must not be a "private practice"** owned by a LMFT, LPCC, LCSW, licensed psychologist, a licensed physician or surgeon, or a professional corporation of any of these licensed professions.

B. Students may accrue hours at the following practicum sites:

1. A nonprofit and charitable organization that has received a determination letter from the IRS pursuant to section 501(c) (3) of the Internal Revenue Code, or has an application for such determination on file with the Internal Revenue Service.
2. Hospitals and other licensed health facilities, whether for-profit or non-profit.
3. Governmental entities, whether city, county, state, federal, and certain Veteran's Administration sites.
4. Alcohol and drug treatment programs, whether for-profit or non-profit, that are licensed by the state's Alcohol and Drug Treatment Division.
5. Schools, colleges, or universities, whether for-profit or non-profit.
6. Pediatric day health and respite care facilities.
7. Churches, either tax-exempt or capable of being tax-exempt.
8. Skilled nursing facilities licensed by the State.
9. Intermediate care facilities licensed by the State.
10. Residential care facilities licensed by the State.
11. State correctional treatment centers.
12. Social rehabilitation facilities licensed by the State.
13. Community treatment facilities licensed by the State.

III. Selection of a Supervised Practicum Site

A. The First Steps

1. Think about a specific population you might be interested in working with, for example young children, adolescents, the elderly, the homeless, individuals with HIV or AIDS, or substance use/abuse and addiction issues. If this is not clear to you, spend some time thinking about your interests.
2. Your next step is to create a resume and identify (5) sites in your community. If you know mental health professionals from your community, they may be able to help you identify a suitable site, or you can inquire about their process in locating a practicum site. This process can range from being quite arduous and long lasting to a very easy acquisition after just one phone call and interview.
3. The 1st year online Professional Skills Development in I. A., B., C., and D. courses (.25 units) guide you through the following areas:
 - i. **CP 565: Learn about practicum requirements and complete resume in 2022 Fall quarter**
 - ii. **CP 566: Become familiar with the process of securing a practicum site**

iii. **CP 567: Purchase your Professional Liability Insurance and submit proof of purchase in the 2023 Spring quarter**

iv. **CP 568: Learn how to track practicum hours.**

B. Resume

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

1. Many students have found success by redesigning their resume to include the (27.5 units) of coursework completed in the first year of the M.A. Counseling Psychology Program.
2. It may prove beneficial to highlight your volunteer/paid experiences within the helping professions, in addition to listing your first year courses. Course titles and descriptions are located in the Pacifica Graduate Institute course catalog and may be shortened to suit the resume format.
3. A sample resume is posted on the M.A. Counseling Psychology website to assist you in reorganizing your resume. Be sure to personalize your resume so that you stand out from other candidates.
4. Your resume is due as the final assignment in the 2022 fall quarter online course CP 565, Professional Skills Development I.A.

C. Resources for Getting Started

1. Locate the Site Map on the Pacifica webpage, and contact practicum sites in your area. You may also search online for counseling centers near you.
2. Other resources include contact with regional chapters of AAMFT, ACA, CAMFT, CALPCC, and other community adjunct services. These services provide names of mental health or social service agencies. You may also confer with your Clinical Practicum Associate about potential supervised practicum sites.

D. Initiating Contact with (5) Supervised Practicum Sites

1. **Identify (5) sites in your local community that are of interest to you.**
 - i. Find out the interview dates, and schedule an interview with each site.
 - ii. It is your responsibility to inquire about each site's process for selecting students.
 - a. When do they interview? What are the application deadlines? What is required for application? Resume? Letters of Recommendation? When do students begin work at the site? How long is the practicum?
 - iii. Be prepared to convey that are you a first year student in a (93.0 unit) graduate degree program in Counseling Psychology, which meets the curriculum requirements for LMFT and LPCC licensure in California. Explain that you are required to do a counseling practicum for a minimum of three quarters (9.0 units),

and a maximum of six quarters (12 units), in which you will provide direct client contact hours in field experience as a trainee.

2. Letter of Introduction

- i. Included on the D2L Practicum Resource Center is a Letter of Introduction from the Director of Clinical Training, Michele Wolf, L.M.F.T. This letter summarizes the practicum requirements and can be provided to potential sites. If your potential site would like more information about Pacifica, provide them with the 2022-2025 Pacifica Course Catalog, and the home page link:
<https://www.pacifica.edu/>

3. Letters of Recommendation

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

4. Interview Process

- i. Many sites conduct individual and/or group interviews which may include role playing when selecting students. Be prepared to answer a few basic questions, including:
 - a. What interests you about becoming a psychotherapist?
 - b. Why are you interested in this particular supervised practicum site?
 - c. How much time can you commit to (e.g. 5 hours, 10 hours, 15 hours per week, etc.) and for how long (e.g. 1 year, 2 years, etc.)?
 - d. What population do you want to work with?
 - e. What are your specific clinical interests?
 - f. What kind of experience do you bring to this work?
 - g. What are your strengths/weaknesses as a clinician?
 - h. What are the personal attributes you bring to this work?
 - i. What are you looking for in a supervisor?
 - j. What are your current growing edges or deficits in skill or knowledge?
 - k. How might someone close to you describe you?
 - l. What are your goals for this practicum?
- ii. Remember that you are also interviewing your potential supervisor and assessing the fit between you and the supervised practicum site. The supervisor will be an individual you will likely work with for the duration of the year on a weekly basis, or you will rotate quarterly among several supervisors at the agency.

5. Questions to consider asking in your interview:

- a. What are the supervisor's expectations of a student?
- b. What is the expected hourly commitment at this site per week?
- c. How do you conduct supervision? (e.g., focus on intrapersonal and counter-transference issues; teaching or educational style; group vs. individual/triadic).

- d. What type of training does the site provide?
- e. When is supervision and training provided?
- f. Does your site have a specific theoretical orientation?
- g. Will I be able to see individual clients and meet the 6x6 requirement to see six individual clients six times over the course of the practicum?
- h. How many students does the agency accept?
- i. Is there a stipend associated with this practicum? Or, what is the monthly training fee for the training received at the site?
- j. How is the supervisor available to assist with a client in crisis, in person, via phone or email?
- k. Is it likely that I will be able to fulfill 30 direct service hours for my fall quarter requirement?
- l. When does the site make the decision to take on new trainees?

E. Importance of Commitment to Site

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

IV. Professional Liability Insurance

- A.** Prior to commencing your practicum, all students are required to procure their own Professional Liability Insurance in the 2023 Spring quarter as the Final Assignment in CP 567, Professional Skills Development I.C. All students are required to secure a minimum coverage of \$1,000,000 per occurrence, and \$3,000,000 aggregate, **even if the agency in which you work provides you with insurance coverage.** You must submit your Certificate of Insurance as proof of coverage to the Practicum Coordinator **prior to accruing any hours at your practicum site.** The Affiliation Agreement cannot be approved without proof of your insurance. If your policy expires before the termination of your practicum, you will need to renew your insurance policy in order to continue to accrue hours of experience.

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

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

American Association for Marriage and Family Therapy

www.aamft.org

*AAMFT student membership *includes* insurance with CPH and Associates

American Counseling Association

www.counseling.org *ACA student membership *includes* liability insurance

American Professional Agency

www.americanprofessional.com

(800) 421-6694

California Association of Marriage and Family Therapists

www.camft.org

*CAMFT student membership *includes* liability insurance with CPH and Associates

(858) 292-2638

CPH and Associates

www.cphins.com

(800) 875-1911

Trust Risk Management Services, Inc.

www.trustrms.com

(855) 655-1801

C. For Canadian Residents

*Individuals must be a student member of the Canadian Counselling and Psychotherapy Association, the Canadian Psychological Association, or the Provincial Association of Psychologists. They can then receive student-rate insurance: Marsh Insurance OR McFarlan Rowlands Insurance.

- a. If you reside outside of the United States in a country other than Canada, please contact the Director of Clinical Training or your Clinical Practicum Associate for other options.
- b. There is an annual premium cost for \$1 million/\$3 million aggregate liability, which ranges in cost through CPH and the other organizations listed.
- c. Student membership in CAMFT, CALPCC, AAMFT, or the ACA is encouraged but not required. CAMFT and CALPCC student membership offers **discounted** insurance and AAMFT and ACA student membership **includes** insurance. Please do not assume because you are a member that you automatically have liability insurance through the organization.

V. Approval of Supervised Practicum Site

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

- B.** The effective date of your Affiliation Agreement with the practicum site should be no later than the first day of Fall Quarter 2023, extending through March 15, 2025. If you wish to terminate early, please see p. 18 for further guidance and parameters.

FREQUENTLY ASKED QUESTIONS

1st Year Students

1. What is a practicum, and what is required?

- A practicum is a community mental health site that provides clinical supervision and training to M.A. Counseling Psychology Program students who have completed 18.0 units of curriculum (1st year coursework).
- A practicum may also be known as a traineeship, or supervised field experience.
- You begin accruing direct service and cumulative hours as a trainee in the Fall Quarter of your second year, working under the supervision of a licensed clinician, provided you have an approved Affiliation Agreement with your site.
- Pacifica students are required to accrue a **minimum** of 300 cumulative hours, of which 280 must be direct service (counseling) hours. Students must have a minimum of 56 units of weekly supervision to count 280 direct service hours (see pp. 16 and 20 for more information).
- For MFT licensure in California, students are permitted to earn a maximum of 1,300 hours of experience overall prior to March 15th of 3rd year. Up to 750 hours of direct service and supervision are permitted within the 1,300-hour maximum. The remaining 550 hours may only consist of non-clinical experience.
- Pre-degree hours do not count toward the 3,000 hour requirement for PCC licensure.

2. How do I find a practicum site?

- **It is the student's responsibility** to research and explore opportunities in your community. In the event that you are having a hard time obtaining a site please contact your Practicum Associate for more support.
- If you live in a large city, you may be able to select sites based on the clinical population you are drawn to.
- If you live in a small, remote area, it is possible you will need to travel a distance or even temporarily relocate in order to get the practicum experience and supervision required. For students living in small communities, it is recommended that you begin investigating your practicum options as early as possible.
- In order to secure a practicum site by the assigned deadline, it is wise to make contact with potential sites as soon as possible in order to learn their interview schedules. Please note it is the student's responsibility to research potential site interview schedules.

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

- In the 1st year (Fall and Winter Quarters) students begin researching practicum sites in their local communities and reflecting on the clinical population(s) they are most drawn to working with.
- First year students begin interviewing and securing practicum positions during the 2023 Winter Quarter, and conclude interviews by the end of the Spring Quarter.

- Students are required to secure an approved practicum site no later than August 15, 2023. If you have not secured a site by this date you may have to defer Clinical Practice for one academic year.

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

- **It is the out-of-state student's responsibility** to find out about their home state's pre-degree licensing requirements. Students should navigate their state's licensing board website to review the educational and practicum requirements for licensure.
- **It is the student's responsibility** to identify how many direct service and cumulative hours are required in your home state pre-degree, for the license you are pursuing as well as any coursework needed beyond what California requires.
- **It is the student's responsibility** to identify which licensed mental health professionals are qualified to provide supervision, and whether or not group supervision is required/permitted.

5. Do I have to decide which license to pursue right away?

- In California, this is not an issue since Pacifica's curriculum satisfies both the MFT and PCC pre-degree licensure requirements.
- If you are pursuing licensure out-of- state, it is **the student's responsibility** to identify the minimum direct service hours, and minimum cumulative hours required pre-degree by your state licensing board, as well as any additional educational requirements.

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

- Generally speaking, the MFT focuses on relationships, while the PCC focuses more on the individual. However, both clinicians treat mental health problems and mental illness.
- The CA Board of Behavioral Sciences defines MFT practice as "service performed with individuals, couples, or groups wherein interpersonal relationships are examined for the purpose of achieving more adequate, satisfying, and productive marriage and family adjustments. This practice includes relationship and pre-marriage counseling."
- The CA Business and Professions Code defines LPCC practice as "the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention, and psychosocial and environmental problems... [and] includes conducting assessments for the purpose of establishing counseling goals and objectives to empower individuals to deal adequately with life situations, reduce stress, experience growth, change behavior, and make well-informed, rational decisions. Professional clinical counseling does not include the assessment or treatment of couples or families unless the professional clinical counselor has completed [the required] training and education."

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

- No. In California, you will not register with the BBS until you have graduated and are applying for your Associate Marriage and Family Therapy (AMFT) license or your

Associate Professional Clinical Counselor (APCC) license. While you are enrolled in school, Pacifica is overseeing your practicum hours.

8. How many hours of personal therapy are required?

- Students need to accrue a total of 50 Personal Therapy hours with a licensed clinician or certified Jungian analyst.
- Students are required to accrue a minimum of (5) personal therapy hours per quarter until the 50 hours are accrued. If this quarterly requirement is not met for two quarters or more, you will be placed on Clinical Probation until the shortfall is remediated (see 2022-2023 Student Handbook). If more than 5 hours of personal therapy are accrued in a quarter, the additional hours will apply to the following quarter until the 50 hours are completed.

9. When can I start accruing hours at my practicum site?

- You may start accruing hours at your practicum site the day after Residential Session III of the spring quarter provided your site has been approved by your Practicum Associate.
 - C Track: June 26, 2023
 - W Track: June 29, 2023
 - D Track: July 3, 2023
 - V Track: July 17, 2023

PRACTICUM REQUIREMENTS

A minimum of 280 direct service hours are required during Practicum. This includes videoconference telehealth and face-to-face counseling with individuals, couples, families, children, and groups.

Telehealth refers to the mode of delivering health care services and public health via information and communication technologies to facilitate the diagnosis, consultation, treatment, education, care management, and self-management of a patient's health care while the patient is at the originating site and the health care provider is at a distant site.

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

I. Clinical Supervision

- A. Your practicum hours must be supervised by a Licensed Marriage and Family Therapist, a Licensed Clinical Social Worker, a Licensed Psychologist, a Psychiatrist certified by the American Board of Psychiatry and Neurology or a Licensed Professional Clinical Counselor. Additionally, your supervisor must meet the requirements to supervise a MFT/LPC trainee as defined by your state.
 1. The license must be granted in the state in which the supervisor is practicing. The supervisor must be designated by the facility or site to have authority over your clinical work.
 2. California only: Supervisors must meet and comply with the supervisory requirements outlined in the Board of Behavioral Sciences (BBS) Supervision Agreement. The current requirements are listed below and commenced in January 2022. Current supervisor requirements:
 - i. possess a current and valid license for at least two years prior to the commencement of supervision;
 - ii. If the supervisor began supervising for the first time on or after January 1, 2022, the supervisor must complete a 15-hour supervision training within 60 days of commencing supervision and must complete a 6-hour supervision training in each renewal period as part of the supervisor's ongoing CEUs. If the supervisor commenced supervision of any supervisees prior to January 1, 2022, the supervisor needs to have completed a 6-hour supervision training initially, with a 6-hour supervision training in each renewal period after that.
 - iii. have practiced psychotherapy or directly supervised trainees, interns, or associate clinical social workers who perform psychotherapy as part of their clinical practice in two of the past five years immediately preceding the commencement of supervision.

3. In most cases your supervisor will be on site at your practicum. In the rare event that your site does not provide supervision, you may arrange for supervision with an off-site supervisor. In such cases, a written oversight agreement must be signed between the agency and the proposed supervisor. This agreement is located on the Practicum Resource Center on D2L.

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

1. Additionally, all students must receive a minimum of one hour of individual/triadic supervision or two hours of group supervision for every five client contact hours at each site. This minimum requirement is referred to as the 5:1 ratio and is applied by averaging the supervision units and client contact hours over the time the trainee is working at the site. In order to count 280 direct service hours, students must have a minimum of 56 units of weekly supervision. Additionally, no more than six hours of supervision, whether individual/triadic or group, may be accrued during a single week. (Please see your state licensing board website for additional information, California: www.bbs.ca.gov.)

C. Clinical Supervisor Change or Termination

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

Changing Supervisors

- i. When terminating supervision with a clinical supervisor you must submit/collect the following forms on Tevera:
 - a. Final Quarterly Supervisor Evaluation
 - b. Final Weekly Summary of Experience log
 - c. BBS Experience Verification Form (**California residents only**). See p. 28 for more details.
- ii. When beginning supervision with a new clinical supervisor, you must submit the following forms on Tevera:
 - a. Confirmation of Supervisor and Placement Dates
 - b. New Supervisor Affiliation Agreement Form

- c. Copy of Supervisor's License
- d. Supervision Agreement (California only)
- e. Out-of-State Only: MFT Responsibility Statement for Supervisors (Students outside of California only)
- f. Written Oversight Agreement for Off-Site Supervisors (only in the event that the site does not provide supervision and you must arrange for your own supervision).

II. Supervised Practicum Site Termination

- A.** You are required to be at a practicum site for the duration of CP 610, CP 611 and CP 612. You may terminate your practicum on the final date of your Affiliation Agreement. You may discuss early termination with your Practicum Associate if you have completed 3 quarters of Clinical Practice (CP 610, 611, 612), your site agrees, you have engaged in an ethical termination practice with your clients, and you have completed the minimum pre-degree hourly requirements of 280 Direct Service hours, 300 Cumulative hours, and the 6X6 Requirement (seeing 6 clients, 6 hours each). However, the student is asked to respect any agreement made with the site and to come to a mutual agreement with the site about when termination is appropriate.
- B.** If you decide to terminate prior to the agreed upon end date identified in your Affiliation Agreement, you will need to notify your Clinical Practicum Associate and provide a 30-day notice to the site and your clients to ensure that you fulfill your ethical responsibilities to both.
- C.** When terminating a site, first run a final Timesheet on Tevera ensuring that you have had all of your hours signed prior to the withdrawing from the site on Tevera. Then you must submit the following paperwork through the Site Placement environment on Tevera by selecting the site and clicking on the Withdraw button:
 - 1. Notification of Practicum Site Termination Form
 - 2. Student Evaluation of Site
 - 3. Final Quarterly Supervisor's Evaluation
- D.** If you are a California student, you will also need to run a final Weekly Summary of Experience (Report 508) and the BBS Experience Verification Form (Report 528).

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

III. Evaluation and Verification of Practicum Experience

Practicum experience hours are tracked and submitted on Tevera in the Time Sheets function. There you will record your hours each week. Additionally, you will be assigned a quarterly Weekly Hours of Experience form on Tevera for your supervisor to sign. California students will also be required to complete the BBS Weekly Summary of

Hours form on Tevera to include all your hours earned in practicum for each supervisor. The BBS accepts ink signatures or hand-drawn electronic signatures, not typed.

☐ Quarterly Supervisor’s Evaluation

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

IV. Clinical Probation and Disqualification

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

A. Students on clinical probation may be required to undertake one or more of the following remedial steps:

1. Obtain additional clinical supervision
2. Engage in further personal psychotherapy
3. Suspend practicum activity
4. Take and pass additional coursework in law and ethics
5. Follow a Remediation Plan to ensure resolution of deficiencies

B. A review of the student’s progress in remedying his or her probationary status will take place within six months of being placed on probation.

C. Students who do not make satisfactory progress during the six-month remedial work period of their clinical probation may be placed on academic disqualification status.

D. Students who engage in additional unethical or illegal behavior in regard to the practice of psychotherapy while on clinical probation will undergo an immediate review.

E. If evidence of this behavior is substantiated, the student’s probation may be extended or the student may be placed on academic disqualification.

F. Civility Statement

Students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct while at Pacifica Graduate Institute. Pacifica expects all students to be professional and respectful in their dealings with colleagues, faculty, staff, and clients and to demonstrate caring and compassionate attitudes.



FREQUENTLY ASKED QUESTIONS

2nd Year Students

1. What forms should I keep for my records?

- You should keep originals of the following:
 - Original Weekly Summary of Experience Forms
 - Original Supervision Agreement (CA only)
 - Original Experience Verification Form (CA only)
- Out-of-State students must research their state board requirements to determine what paperwork is needed.

2. How many direct service hours must I accrue per quarter?

- 5 hours minimum of direct service are suggested each week to reach 280 hours by March 15, 2025.
- 50 hours per quarter are recommended to keep you on track, but your hours may vary from quarter to quarter.
- 280 hours of direct service are required to complete your practicum (along with 56 units of supervision).
- **NOTE:** Out-of-state students may have higher direct service and cumulative requirements, so do the math to determine how many hours you will need to accrue per quarter in order to meet your minimum number of total hours.

3. Do I need to complete the BBS Weekly Summary of Experience each quarter?

- If you are planning to be licensed in California, then all of your hours must be recorded on the BBS Weekly Summary of Hours (Report 508 in Tevera). Please make sure that you document all hours on that report using the Tevera system so that your hours match those on your academic record.
- The BBS accepts ink or hand-drawn electronic signatures, not typed.
- If you are planning to license in a state other than California, Tevera Report 502 on which you have tracked your hours for each quarter may be sufficient. Check with your state licensing board to see if any further documentation is necessary.
- Pacifica must approve all pre-degree practicum hours.

4. Can I record hours without recording supervision?

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

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

- You must receive 1 unit of supervision at each site for every week you record direct service hours. However, the 2nd unit of supervision, for direct service hours over 5, can be averaged over the course of your experience at a particular site. (See p. 16). **These hours can only be averaged as a student/trainee.**
 - Student example A: During week one student accrued 2 client hours and 1 unit of supervision, and during week two accrued 8 client hours and 1 unit of supervision. Student has perfectly met the 5:1 ratio, since they “banked” supervision in week one. They have a total of 10 direct service hours and 2 units of supervision.
 - Student example B: During week one student accrued 15 client hours and 1 unit of supervision. During week two student accrued 1 unit of supervision and then quit their practicum site. Student may only count 10 direct service hours with the 2 units of supervision.
- **NOTE:** This is **not** true after graduation once you become an Associate Marriage and Family Therapist, or a Registered Associate Professional Clinical Counselor. At that time, you must follow the 10:1 ratio every single week you provide client hours (in California).

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

- Each supervisor must sign for their own supervision hours on separate logs. You may count all direct service experience on the log that your primary supervisor signs.
- **NOTE:** To add or change a supervisor, please follow the process in Tevera in the Site Placement process.

7. Can I have more than one practicum site?

- Yes. As long as each site is approved, you may have more than one. Many students have more than one site to be able to receive diverse types of experience.

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

- The Practicum team also available Monday-Friday by email or by telephone. Contact information: page 3 of these guidelines.
- Clinical Practicum Associates hold weekly office hours on Zoom. Contact your Clinical Practicum Associate to learn more.

COMPLETING YOUR PRACTICUM

I. Supervised Practicum Requirements: Degree Completion Checklist

Prior to closing your practicum file in preparation for graduation, you must have withdrawn from each site in your Tevera Site Placement environment (p. 18). The following is a list of clinical requirements necessary for degree completion. All forms are available in Tevera. If you are planning on participating in Commencement with your cohort in spring 2025, it is your responsibility to make sure all of the following documents have been submitted/completed on Tevera by **March 15th, 2025**. After receiving the following documents, your Clinical Practicum Associate will close your practicum file within 6 weeks (prior to your degree posting).

- Report 502 on Tevera documenting all practicum hours for each site and supervisor.
- Quarterly Supervisor's Evaluations, one for each quarter of practicum work at each site (at least one confirming that you have seen six individual clients for a minimum of six sessions each over the course of the Supervised Practicum).
- Student Evaluation of Practicum Site (required for **each** supervised practicum site).
- Personal Therapy Log (50 minimum hours) and copies of your therapists' licenses.
- Notification of Supervised Practicum Site Termination Form (required for **each** supervised practicum site).
- Request for File Closure form.

LICENSING RESOURCES AND INFORMATION

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

- A. After March 15th of your third year, if you choose to continue accruing hours at your practicum site you will log these hours on your state's experience log form.
 1. In CA, you can find the Weekly Training Log on Tevera (Form 508) or at www.bbs.ca.gov.
 - i. Until you receive your Associate number, you will check the box that says "Post-Degree / Associate Application Pending"
 - ii. Once your degree posts, you may transition from the 5:1 (5 client hours per 1 unit of supervision) to the 10:1 ratio (10 client hours per 1 unit of supervision).
 - iii. You must be at a registered Live Scan site in order to accrue practicum hours between March 15th of your third year and receiving your Associate registration number. Please see p. 25 for more details.
- B. Upon your degree posting, you may (in states where applicable) apply for your Associate Marriage and Family Therapist number or Registered Associate Professional Clinical Counselor number. Please see your state licensing board website for application forms and guidelines.
- C. Be aware of time limits and parameters in your state.
 1. In California, you may apply for your Associate number once your degree posts. Please read the following section carefully for instructions specific to California.
- D. Many state Associate applications, including California's, require students to submit a Marriage and Family Therapist / or Professional Clinical Counselor Program Verification "Form B" and an Official Transcript. Both items can be requested through the Registrar's Office at Pacifica Graduate Institute.

II. Regarding Out-of-State Pre-Degree Licensing Requirements

- A. Each state's licensing, academic, and practicum requirements may differ from California. **It is the student's responsibility**, prior to beginning coursework, to contact their home state's licensing board regarding education requirements in order to determine whether any additional coursework is needed. Students who need to fulfill additional state requirements may register for up to (8.0 units) of Independent Study courses, which must be completed while still an active student at Pacifica. Students may also take courses in their home state either concurrently with their Pacifica coursework or post-degree.

B. Directory of State Marriage and Family Therapists (MFT) licensing boards can be found at https://www.aamft.org/Directories/MFT_Licensing_Boards.aspx.

C. Directory of State Professional Clinical Counselors (PCC) licensing boards can be found at licensing boards at <https://www.counseling.org/knowledge-center/licensure-requirements/state-professional-counselor-licensure-boards>.

D. Disclaimer to Out-of-State Students

1. Each State's license/s, academic and practicum licensing requirements may differ.
2. It is the student's responsibility, prior to beginning coursework at Pacifica Graduate Institute, to contact their home State's licensing board regarding curriculum pre-degree licensing requirements in order to determine whether any additional coursework is required.
3. Students are responsible for checking with their state licensing board regarding the individual state's regulations pertaining to concurrent and post degree coursework. If these additional courses are taken concurrently, prior to degree completion, students may be eligible to transfer the credit, subject to meeting Pacifica's transfer credit requirements.
4. No more than (8.0 units) will be accepted for transfer credit. Please be advised that the transfer units for this additional coursework will not reduce the total number of units that a student is required to complete at Pacifica for the M.A. Counseling Psychology degree.

LICENSURE IN CALIFORNIA

I. The 90-Day Rule

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

II. The Associate Application

- a. As you wait for your degree to post (typically in April of your third year), you may begin completing the Associate application for MFT and/or LPC, found on the BBS website: www.bbs.ca.gov.
- b. You will need the following forms from Pacifica, which you can request from the registrar's office *after* your degree posts:
 - i. An Official Transcript
 - ii. A Program Certification Form (Form B)
 - iii. Suicide Education Certification
- c. Please note that you must renew your Associate registration number every year until you become licensed.

III. The Law and Ethics Examination

- a. The California Law and Ethics Examination must be taken prior to renewing your AMFT registration number.

IV. Submit 3,000 Hours to the BBS

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

Please refer to the BBS website at www.bbs.ca.gov for current forms and licensure information as well as details regarding how to fill out the forms below.

LMFT Licensure Forms	LPCC Licensure Forms
Associate Marriage and Family Therapist Weekly Summary of Experience	Registered Associate Professional Clinical Counselor Weekly Summary of Experience
Supervision Agreement	Supervision Agreement
MFT Experience Verification Forms	LPCC Experience Verification Forms
Off Site Supervisor Oversight Agreement (if applicable)	Off Site Supervisor Oversight Agreement (if applicable)
Supervisory Plan	Supervisory Plan

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

Overview and Breakdown of the 3,000 Hours

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

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

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

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

- For every 5 hours of counseling provided, a trainee must receive a minimum of 1 unit of supervision (5:1 ratio)
 - Either consisting of one hour of individual/triadic face-to-face supervision,
 - OR two hours of group supervision (the group must not have more than 8 persons).
- No more than 6 hours of supervision may be accrued each week
- Maximum 40 hours total each week

Post-degree: Associate Marriage and Family Therapist

5. On average, a ratio of 1 unit of supervision to 10 client hours must be achieved at each site:

- i. Marriage and Family Associates are required to have 1 unit of supervision for the first 10 hours of client contact and 1 unit of supervision for any hours of client contact beyond the first 10 hours.
 - a. Either consisting of one hour of individual/triadic face-to-face supervision
 - b. OR two hours of group supervision (the group must not have more than 8 persons).
 - ii. Students may begin using the 10:1 ratio once their degree confers.
- 6. Total Cumulative Hours**
- Of the 3,000 total hours of MFT experience earned pre-degree + post-degree:
- i. **Bucket A. Direct Counseling Hours**
 - a. Requires a minimum of 1,750 hours with Individuals, Groups, Couples or Families
 - b. A1. Requires a minimum of 500 hours of Diagnosis and Treatment of Couples, Families, Children
 - ii. **Bucket B. Non-Clinical Experience Hours**
 - a. Requires a maximum of 1,250 hours which include
 - b. B1. Supervision, Individual/Triadic
 - c. B2. Supervision, Group
 - d. Hours accruing Psychological testing, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions or conferences.
 - e. Note: B must be equal or greater than B1 + B2
- iii. Total Hours Per Week**
- a. **Bucket A + Bucket B = C Total Hours Per Week**
 - 1) Only add A+B (do not include subcategories) in totals
 - 2) Maximum of 40 total hours per week
- 7. Supervision Agreement and Supervisory Plan:**
- Marriage and Family Therapist licensure requires a Supervision Agreement and Supervisory Plan from each Supervisor of a MFT trainee/ associate be completed and filed with the Board of Behavioral Sciences. Trainees are advised to keep the Supervision Agreement and Supervisory Plan in their records. Currently the **Board of Behavioral Sciences** requires that these forms be submitted when you apply for licensure.

8. BBS Experience Verification Form:

While not submitted to Pacifica, students seeking MFT licensure in California should complete the BBS Marriage and Family Therapist Experience Verification Form, securing the signature of your supervisor. At the conclusion of supervision with each supervisor, complete a form and get your supervisor's signature. This form is required when applying for licensure in California.

E. Post-degree - Associate Professional Clinical Counselor

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

- i. Professional Clinical Counselor Associates are required to have 1 unit of supervision for the first 10 hours of client contact and 1 unit of supervision for any hours of client contact beyond the first 10 hours.
 - a. Either consisting of one hour of individual/triadic face-to-face supervision OR two hours of group supervision (the group must not have more than 8 persons).

2. Total Cumulative Hours

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

i. Hours of Experience:

- a. **Total Direct Counseling Experience** (minimum of 1,750 hours)
- b. **Total Non-Clinical Experience** (maximum of 1,250 hours)
 - 1) Separate face-to-face supervision in B1 or B2 subcategories
 - i) B1 for individual/triadic supervision
 - ii) B2 for group supervision
 - iii) Hours accruing psychological testing, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions or conferences.
- c. **Total Direct Counseling Experience Hours + Total Non-Clinical Experience**
 - 1) Maximum of 40 hours per week

3. Supervision Agreement and Supervisory Plan:

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

4. BBS Experience Verification Form:

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

FREQUENTLY ASKED QUESTIONS

3rd Year Students

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

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

- 3. If I have completed the minimum hourly requirements can I waive the CP 614 and CP 615 online Clinical Practice (1.0 unit) classes?**
 - No. Accrual of the minimum pre-degree practicum requirements **does not** allow you to waive the pre-degree educational licensing requirement of 12.0 units of Clinical Practice.

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

- 5. If I leave my practicum site, can I start a new practicum site?**
 - Yes, you may start a new practicum site once you complete and submit the Site Approval Packet paperwork required for each new practicum site on Tevera and it is approved by your Practicum Associate.

- 6. When will my file close?**
 - Your Practicum file will close at the end of the winter quarter upon completion of Pacifica's educational, and practicum pre-degree requirements:
 - Cumulative Hours: 300 minimum / 1,300 maximum
 - Direct Service Hours: 280 minimum / 750 maximum (including supervision).
 - Met the 6X6 requirement
 - Completed the Comprehensive Oral Exam Capstone IA.
 - Personal Therapy: 50 minimum
 - You must submit a Request for File Closure form on Tevera in order to begin the file closure process.