

PACIFICA GRADUATE INSTITUTE

M.A. TRAINEESHIP STEP-BY-STEP PROCEDURE

In order to receive approval for your site, the following forms must be submitted to Pacifica Graduate Institute's Counseling Psychology Traineeship Office. Following review of the required forms, you will be notified by letter that acceptance of the traineeship site has been granted, indicating the effective date when accrual of clinical training hours may begin. The starting date is based on the start date indicated in the Affiliation Agreement and the effective date of the Mal-Practice liability insurance policy. No hours will be approved prior to the date of the insurance policy. You may not begin working at your site until you receive your letter of approval. You must have an approved Traineeship site to advance to Clinical Practice I.

Submit original forms unless otherwise noted.

1. **M.A. Traineeship Proposal Form**: signed by the student's supervisor and submitted to the Traineeship Office by the student (p. 36)
2. **M.A. Traineeship Site Description Form** (p. 37)
3. **Affiliation Agreement**: a contract signed by four parties: the student, the Director of the Fieldwork Agency, Traineeship Clinical Supervisor, and the Director of Clinical Training (MA-L) or Clinical Coordinator (MA-C & MA-D) (pp. 38-44).
4. **Professional Insurance Statement**: completed and signed by the student (p. 45)
5. **A copy of your certificate of malpractice liability insurance**
6. **A copy of your supervisor's license**: submit a license for *each* supervisor listed on the affiliation agreement. This applies to both primary and secondary supervisors.

In addition, the following document is required for students seeking licensure in California.

7. **Responsibility Statement for Supervisors of Marriage, Family, and Child Counselor Intern or Trainee** (pp. 46-47): a separate form must be signed by each supervisor on the affiliation agreement. This applies to primary and secondary supervisors.

In the rare event that your site does not provide supervision, a Letter of Agreement is required between the site and offsite supervisor and the trainee (see page 48).

8. **Letter of Agreement for Offsite Supervision**: original required (p. 48)