

PACIFICA GRADUATE INSTITUTE

4-Way Affiliation Agreement between the
QUALIFYING DEGREE PROGRAM, FIELDWORK SETTING, SUPERVISOR, and TRAINEE

AFFILIATION AGREEMENT

Date: _____

Track: MA-C MA-D MA-L

TRAINEE NAME: _____

(hereinafter "Trainee")

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Phone: Day () _____ Eve () _____ Cell () _____

AGENCY NAME: _____

(hereinafter "Supervised Fieldwork Setting")

Address: _____

City: _____ State: _____ Zip: _____

Supervisor Name: _____ Phone: () _____

Supervisor Email: _____

Pacifica Graduate Institute, The Qualifying Degree Program (hereinafter "School")

Address: 249 Lambert Road, Carpinteria, CA Zip: 93013

MA-L: Director of Clinical Training: Willow Young, M.A., M.F.T. Phone: 805-879-7321

MA-C & MA-D: Clinical Coordinator: Martha Feng, M.A., M.F.T. Phone: 805-879-7333

All hours of experience gained as a Trainee are coordinated between School and the Supervised Fieldwork Setting where the hours are being accrued. School approves each Supervised Fieldwork Setting and has a written agreement with each supervised fieldwork setting that details each party's responsibilities, including the methods by which supervision shall be provided. This agreement provides for regular process reports and evaluation of the Trainee's performance at the Supervised Fieldwork Setting.

Instructions to Trainee: First, read and sign this document. Then, take it to the director of your Supervised Fieldwork Setting and to your Supervised Fieldwork Setting clinical supervisor(s) to read and sign. Finally, send it to the Director of Clinical Training or Clinical Coordinator at School. After s/he has signed your agreement, the original document will be placed in your file, and a copy will be mailed to you and your Supervised Fieldwork Setting supervisor

Please check only one box:

I intend to pursue the Marriage and Family Therapist ("MFT") license in the State of California and would like to register as an **MFT Trainee**. By checking this box, I understand that after completing 18 quarter units of study, I will be registered as an MFT Trainee at Pacifica Graduate Institute, a qualifying degree program, and may begin to accrue supervised hours of professional experience after that time. All sections of this document apply to me.

I do not wish to register as an MFT Trainee. I understand I am considered a **Trainee** at Pacifica Graduate Institute. All sections of this document apply to me except Section I, B, items 8-10; Section I, C, Items 9-13; and Section I, D, Items 12-13.

I intend to pursue _____ licensure in the State of _____.

Please note: Trainee shall be responsible for making sure that Trainee's Affiliation Agreement has been filled out completely and correctly. Until the completed and signed agreement is on file at School, Trainee's hours will not count toward the school's requirement (or toward the California MFT license). The Affiliation Agreement is proof that School, Trainee, and Supervised Fieldwork Setting have complied with state law.

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Trainee Name: _____

SECTION I RESPONSIBILITIES OF THE PARTIES

A. SCHOOL

1. shall approve the placement of each trainee at Supervised Fieldwork Setting.
2. shall have this written agreement with Supervised Fieldwork Setting, supervisor and trainee that details each party's responsibility, including the methods by which supervision will be provided.
3. shall provide forms for regular process reports and evaluation of the Trainee's performance at each supervised fieldwork setting.
4. shall coordinate the terms of this agreement with each of the named parties.
5. shall evaluate the appropriateness of the supervised fieldwork experience for each trainee in terms of the educational objectives, clinical appropriateness and for MFT Trainees, the scope of the license of a Marriage and Family Therapist (MFT) as set forth in Section 4980.02 of the California Business and Professions Code.
6. shall designate each Trainee who states an intent to pursue the MFT license as an MFT Trainee, after the Trainee has completed 18 units of courses at School.
7. shall require that each Trainee gaining clinical hours in a supervised fieldwork setting procure professional liability insurance.
8. shall have the director of clinical training or clinical coordinator designated as the liaison to Supervised Fieldwork Setting and clinical supervisor, who shall assume major responsibility for the coordination of this agreement between Trainees and clinical sites.

_____ INITIALS of the DIRECTOR OF CLINICAL TRAINING or CLINICAL COORDINATOR of SCHOOL (Pacifica)

B. THE DIRECTOR OF SUPERVISED FIELDWORK SETTING

1. shall evaluate the qualifications and credentials of any employee who provides supervision to Trainees.
2. shall provide adequate resources to the Trainee and the supervisor in order that they may provide clinically appropriate services to clients.
3. shall orient the trainee to the policies and practices of Agency.
4. shall notify the qualifying degree program in a timely manner of any difficulties in the work performance of the Trainee.
5. shall provide Trainee and Supervised Fieldwork Setting supervisor with an emergency response plan which is designed to address the personal safety and security of trainee, supervisor, and trainee's clients in the event of a fire, earthquake or other disaster.
6. shall provide Trainee with a minimum of five (5) hours per week of supervised fieldwork experience. This includes a minimum of either one (1) hour of individual or two (2) hours of group supervision per week, and a minimum of four (4) hours of direct client contact per week. Direct client contact is defined as face-to-face professional services consisting of individual, couple, family, conjoint, or group psychotherapy. The trainee must have a minimum of 300 hours of fieldwork experience; of this, 150 hours must be direct client contact by the Trainee, provided through the last week of Spring Quarter. These hours must include counseling at least six individual clients for a minimum of six sessions, a total of 36 individual hours.

EXCEPTION: In their first quarter of Clinical Practice Trainee may be granted an exception and may provide a minimum of 30 hours of face-to-face professional services. However, they still need supervision weekly.

IMPORTANT: Although client contact hours may be averaged across the entire quarter, supervision may not. In other words, Trainees *must* have either one hour of individual or two hours of group supervision during each week that they see clients. No hours of *any* kind will count if supervision has not occurred during the week they were earned. In addition, to meet School's requirement for Practicum credit, both client contact and supervision must extend over the entire quarter. For example, a Trainee may not earn all of the required hours at the beginning of the quarter and then either stop seeing clients or stop receiving supervision. The exception occurs with first quarter practicum Trainees whose placements require an initial period of training before they are allowed to see clients, or who need time to build up their client caseload. These Trainees must still be supervised, and must have earned at least 30 direct client contact hours by the end of the quarter.

7. shall notify the qualifying degree program and the trainee of change of address, phone, ownership, or any other status that may affect the ability of the Trainee to count hours gained at the fieldwork setting.

Trainee Name: _____

In addition to the preceding sections, the following pertains to MFT Trainees:

8. shall provide the MFT Trainee and the supervisor with the documentation necessary to verify to the Board of Behavioral Science Examiners (BBS) that the placement is one that is named in law as appropriate for an MFT Trainee, and that the trainee is employed in the manner required by law. Such documentation is specified by the MFT Experience Verification Form and may include the agency's 501.3, 1250, 1250.2 or 1250.3. A copy of the documentation must be attached to the trainee's MFT Experience Verification Form, upon application for licensure.
9. shall be familiar with the laws and regulations that govern the practice of Marriage and Family Therapist in California, and in particular, those that directly affect the MFT Trainee.
10. shall provide the qualifying degree program with whatever documents are necessary to assure that the trainee's performance of duties conforms to BBS laws and regulations.

_____ INITIALS OF THE DIRECTOR OF SUPERVISED FIELDWORK SETTING.

C. SUPERVISED FIELDWORK SETTING SUPERVISOR

1. shall provide the Trainee with a minimum of one (1) hour of individual or two (2) hours of group supervision per week.

IMPORTANT: Supervisors, please note that for trainee hours of any kind to be counted during any particular week, supervision must have occurred during that week.

2. shall describe in writing on Section II of this document the methods by which supervision will be provided.
3. shall provide regular progress reports and evaluations of the Trainee's performance at Supervised Fieldwork Setting to School at the end of each quarter (approximately one every 14 weeks), and shall provide a Cumulative Clinical Supervisor's Report at the conclusion of the traineeship.
4. shall abide by the legal and ethical standards promulgated by the professional association to which the supervisor belongs (e.g. AAMFT, CAMFT, APA, NASW, AMA, etc.).
5. shall review and sign the Quarterly Traineeship Log (as required by Section 1833(e) of the California Code of Regulations) *on a weekly basis*.
6. shall provide Supervised Fieldwork Setting with a current copy of his or her current license and *curriculum vita*, and shall notify the qualifying degree program and the Trainee immediately of any action that may effect his or her license.
7. shall provide Trainee with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.), over which the supervisor has direct responsibility.
8. shall, if providing supervision to a trainee on a voluntary basis, attach a copy of the written agreement between yourself and Trainee's Supervised Fieldwork Setting required by Title 16, CCR Section 1833 (b) (4).

In addition to the preceding sections, the following pertains to MFT Trainees:

9. shall provide Trainee with the required minimum supervision as per the current legally mandated ratio of one (1) hour of supervision for every five (5) hours of direct client contact.
10. shall be responsible for assuring that all clinical experience gained by the Trainee is within the parameters of marriage and family therapy.
11. shall sign and abide by the "Responsibility Statement for Supervisors of the MFT License" as described in Section 1833.1 of the California Code of Regulations (CCR).
12. shall complete the "MFT Experience Verification Form" required for licensure.
13. shall be familiar with the laws and regulations that govern the practice of Marriage and Family Therapist in your state, and in particular, those that directly affect the MFT trainee.

_____ INITIALS of the CLINICAL SUPERVISOR OF SUPERVISED FIELDWORK SETTING

_____ INITIALS of the 2nd CLINICAL SUPERVISOR OF SUPERVISED FIELDWORK SETTING

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Trainee Name: _____

D. TRAINEE

1. shall maintain a weekly log of all hours of experience gained using School's Quarterly Traineeship Log and shall submit the log to the Director of Clinical Training or Clinical Coordinator on a quarterly basis for the duration of the traineeship.
2. shall be responsible for learning those policies of the supervised fieldwork setting which govern the conduct of regular employees and trainees, and for complying with such policies.
3. shall be responsible for participating in the evaluation of his or her supervised fieldwork experience and delivering it to the qualifying degree program.
4. shall be responsible for notifying School in a timely manner of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities.
5. shall abide by the ethical standards of the California Association of Marriage and Family Therapists, the American Association of Marriage and Family Therapists, and of School.
6. shall have completed all prerequisite courses for Clinical Practice I, before providing supervised psychotherapeutic services to clients in a Supervised Fieldwork Setting. If the Trainee has not completed all prerequisite courses, he or she shall obtain a letter from the supervisor in which the supervisor acknowledges this fact and states that it will not be a problem in Trainee's clinical work. This letter must be filed with the Director of Clinical Training or Clinical Coordinator at School.
7. shall provide School with a photocopy of the current license of each supervisor who will be supervising the degree program's trainees.
8. shall gain a minimum of five (5) hours per week of supervised fieldwork experience. This includes a minimum of either one (1) hour of individual or two (2) hours of group supervision per week, and a minimum of four (4) hours of direct client contact per week. The trainee must also provide individual psychotherapy to at least six individual clients for a minimum of six sessions each, a total of 36 individual hours. School's Clinical Practice Practicum course meets over an entire quarter, thus, over this time, the trainee must accrue a minimum of 50 hours of direct client contact, i.e., provide a minimum of 50 hours of face-to-face professional services consisting of individual, couple, family, conjoint, or group psychotherapy.

EXCEPTION: Trainees in their first quarter of Clinical Practice I may be granted an exception and may provide a minimum of 30 hours of face-to-face professional services. However, they still need weekly supervision and must make up the missing hours during their next two Clinical Practice Practicum courses. A minimum of 150 hours of direct client contact earned while in Clinical Practice Practicum is required.

IMPORTANT: Although client contact hours may be averaged across the quarter, supervision may not. In other words, trainees *must* have either one hour of individual or two hours of group supervision during each week that they see clients. No hours of *any* kind will count if supervision has not occurred during the week they were earned. In addition, to meet School's requirements for Practicum credit, both client contact and supervision must extend over the entire quarter. For example, a trainee may not earn all of the required hours at the beginning of the quarter and then stop seeing clients or stop receiving supervision. The exception occurs with first quarter practicum trainees whose placements require an initial period of training before they are allowed to see clients, or who need time to build up their client caseload. These trainees must still be supervised, and must have earned at least 30 direct client contact hours by the end of the quarter.

9. shall gain a minimum of 150 hours of direct client contact during the total Clinical Practice course experience.
10. shall be aware that **Clinical Practice is a COURSE**, and to receive a passing grade for this course, the following criteria must be met:
 - a. Trainee must attend classes and gain hours at an approved clinical placement *concurrently*;
 - b. Trainee must have earned the required number of hours;
 - c. the supervisor's evaluations and process reports must be favorable;
 - d. the practicum instructor's evaluations must be favorable; and
 - e. no other data exist that question Trainee's suitability for the psychotherapy profession.
11. shall be aware that the qualifying degree program requires that he or she obtain professional liability insurance while working in a clinical placement.

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Trainee Name: _____

In addition to the preceding sections, the following pertains to the MFT Trainee:

- 12. shall have each supervisor complete and sign the "Responsibility Statement for Supervisors of the MFT License" *before* gaining supervised experience, and shall file a copy with School. ALL MFT Trainees must file a copy with School's Director of Clinical Training or Clinical Coordinator.
- 13. shall be responsible, along with his or her supervisor, for providing complete and accurate documentation to the Board of Behavioral Science Examiners in order to gain hours of experience towards licensure.

_____ INITIALS of TRAINEE

SECTION II METHODS OF SUPERVISION

Instructions to Clinical Supervisor(s): In California, Section 1833.1 (a)(6) of the BBS Regulations require that the supervisor monitor the quality of counseling or psychotherapy performed by Trainee by direct observation, audio or video recording, review of progress and process notes or records or by any other means deemed appropriate by the supervisor, and furthermore that the supervisor shall inform Trainee prior to the commencement of supervision of the methods by which the supervisor will monitor the quality of counseling or psychotherapy being performed. Also, the regulations require that the supervisor use real-time data (observational or recorded) to monitor Trainee's performance with clients, not just Trainee report.

This section of the Affiliation Agreement will serve to inform Trainee about the methods you will use to monitor the quality of her or his performance with clients.

Note: If Trainee is to be supervised by two supervisors, each should initial below the methods to be used. It is not necessary for both supervisors to use real-time data if one supervisor uses a required method, the other may use additional methods.

- 1. **REQUIRED METHODS**: Supervised Fieldwork Setting Supervision **MUST** include at least one of the following three methods; please place an **initial** in front of those methods you will use with this Trainee:

Primary Supervisor

_____ Direct Observation
 _____ Audio Tape
 _____ Video Tape

Secondary Supervisor

_____ Direct Observation
 _____ Audio Tape
 _____ Video Tape

- 2. **ADDITIONAL METHODS**: The following methods may also be used for supervision; please **initial** (do not check) all those that you will use with this Trainee:

Primary Supervisor

_____ Process and Progress Notes
 _____ Trainee Verbal Report
 _____ Role Play
 _____ Other (Describe)

Secondary Supervisor

_____ Process and Progress Notes
 _____ Trainee Verbal Report
 _____ Role Play
 _____ Other (Describe)

Trainee Name: _____

SECTION III TERMS AND CONDITIONS

A. TERMINATION:

The expectation of all parties is that this agreement will be honored mutually. Termination of this agreement *with* cause shall be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the supervised fieldwork setting. Any party may terminate this agreement *without cause* by giving all other parties 30 days notice of the intention to terminate. Termination of Trainee's or supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of Trainee, Supervised Fieldwork Setting or the supervisor, such a decision must include prior consultation with School.

B. CHANGES IN THE AGREEMENT

This agreement may be amended in writing and signed by each party.

C. INDEMNIFICATION

School requires that Trainee procure professional liability insurance before working with clients in supervised field settings.

Neither School nor Supervised Fieldwork Setting shall be liable to third parties for any act or omission of the other. Supervised Fieldwork Setting agrees to assume responsibility for its supervision of Trainee while working within Supervised Fieldwork Setting. In that connection, Supervised Fieldwork Setting and School agree to indemnify each other in connection with any claims pertaining to supervision of Trainee by Supervised Fieldwork Setting to the extent that one party is held responsible for the acts of the other.

Supervised Fieldwork Setting assumes the risk and liability for the performance of the services described in Section I, Part B, of this Affiliation Agreement.

D. CONTACT PERSON AT SCHOOL

For additions, changes, problems or questions about this document, please contact
MA-L: Director of Clinical Training: Willow Young, M.A., M.F.T. Phone: 805-879-7321
MA-C & MA-D: Clinical Coordinator: Martha Feng, M.A., M.F.T. Phone: 805-879-7333

SECTION IV TERMS OF THE AGREEMENT

Instructions to Agency: The terms of this agreement cover the time that Trainee is placed at Agency. Please fill in the dates below, using the date Trainee is expected to begin at Agency and the approximate date you expect Trainee to leave.

From: _____ / _____ / _____
(Mo./Day/Yr. this agreement is valid)

To: _____ / _____ / _____
(Mo./Day/Yr. Trainee expected to leave Agency)

Trainee Name: _____

SECTION V SIGNATURES

A. *For the fieldwork placement setting (Agency Director):*

_____	_____
Name (please print)	Title
_____	_____
Signature	Date

B. *Supervisor (Primary):*

_____	_____
Name (please Print)	License(s) held:
_____	# _____ MFT
_____	# _____ Psychologist
Title	# _____ LCSW
_____	# _____ Psychiatrist (MD)
_____	_____
Signature	Date

C. *Supervisor (Secondary):*

_____	_____
Name (please Print)	License(s) held:
_____	# _____ MFT
_____	# _____ Psychologist
Title	# _____ LCSW
_____	# _____ Psychiatrist (MD)
_____	_____
Signature	Date

D. *Trainee*

_____	_____
Name (Please Print)	Social Security Number
_____	_____
Signature	Date

E. *For Pacifica Graduate Institute (MA-L Students)*

<u>Willow Young, M.A., M.F.T.</u>	<u>Director of Clinical Training</u>	
_____	Title	
_____	_____	
Signature	Date	Date Approved

E. *For Pacifica Graduate Institute (MA-C & MA-D Students)*

<u>Martha Feng, M.A., M.F.T.</u>	<u>Clinical Coordinator</u>	
_____	Title	
_____	_____	
Signature	Date	Date Approved

REMINDER to the Trainee: The original Affiliation Agreement must be on file with the Director of Clinical Training or Clinical Coordinator before hours may be used to meet the school's or California's MFT license requirement.