

INTRODUCTION

M.A. Counseling Psychology Traineeships

To support your professional development as you learn to become an effective psychotherapist, a practicum in a fieldwork setting is required during the second year of graduate study at Pacifica Graduate Institute. The practicum (also known as a traineeship) is an integral part of the Clinical Practice sequence of courses. **You are required to be in a practicum from September to July of your second year of classes, concurrent with your Clinical Practice sequence of classes.** Course lectures, experiential exercises, and assignments are grounded in the traineeship experience.

Your traineeship has the potential to provide you with a rich introduction to the practice of psychotherapy. As a trainee you will be exposed to a variety of supervisory styles and psychotherapeutic 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 trainees as early as February or March of the year prior to the beginning of the practicum.

All paperwork for approval of your site must be submitted by the third session of your Spring Quarter Process class during your first year of study. All students are expected to have had direct client contact prior to the time classes begin in Fall Quarter of the second year. There is a complex paperwork process required for the approval of the traineeship. Step-by-step instructions for completion of paperwork and a schedule of paperwork due dates are included in this manual. Paperwork for Traineeship approval will be available electronically for downloading and printing at:

www.online.pacifica.edu/matraineeships

You may begin your traineeship anytime after you have successfully completed 18 quarter units of study (after completion of Spring Quarter classes), and after all documentation has been submitted and approved by the Director of Clinical Training (MA-L track) or Clinical Coordinator (MA-C and MA-D tracks). Occasionally fieldwork settings require an extensive training period before allowing students to work with clients. It is the responsibility of the student to acquire a traineeship in time to allow for any such training period.

This manual provides you with valuable information about traineeship requirements, resources, and ideas about beginning your search for a practicum site. A letter of introduction is also enclosed from Pacifica to potential practicum sites.

The Pacifica Graduate Institute Research Library contains reference materials that may prove helpful to you in locating a traineeship. The **M.A. Traineeship Site Directory** contains Site Description Forms for every practicum site in which Pacifica students have been placed for the past three academic years. In addition, it may be helpful to speak with second year students from your geographical area.

If you are from out-of-state, it is critical that you contact your state licensing board to educate yourself about curriculum and practicum requirements in your state. See list of licensing boards beginning on page 23. Each student is responsible for determining and remaining informed of licensure requirements in his or her own state. If you require additional courses to meet licensing requirements in your state, you may arrange to do independent studies at Pacifica while you are enrolled here to meet those requirements. Practicum hours and independent studies are only provided at Pacifica prior to obtaining your degree, so it is essential that you research these requirements prior to obtaining your degree.

Entering into your clinical training can be an exciting, challenging, and affirming process. Your traineeship will provide you with feedback about your current level of skills and will provide the opportunity for professional growth and development. It is also important to remember that you will be offering a valuable service to your community through your traineeship site, in your time, compassion, and commitment. We wish you a productive and challenging journey as you enter this new stage of your professional development.

CONTACT INFORMATION FOR THE TRAINEESHIP OFFICE

Willow Young, M.A., M.F.T.

Director of Clinical Training: wyoung@pacific.edu, 805-879-7321

Willow Young, Licensed Marriage & Family Therapist, is available to assist MA-L students and all Pacifica Counseling Psychology graduates on training related and licensure issues.

Martha Feng, M.A., M.F.T.

Clinical Coordinator: mfeng@pacific.edu, 805-879-7333

Martha Feng, Licensed Marriage & Family Therapist, is available to assist MA-C and MA-D students.

Alicia Enciso, M.A.

Clinical Assistant: aenciso@pacific.edu, 805-879-7325

Alicia Enciso, our Clinical Assistant, is available to assist students with any paperwork related issues pertaining to traineeships and general inquiries about the traineeship.

PACIFICA GRADUATE INSTITUTE

M.A. TRAINEESHIP REQUIREMENTS

I. Pacifica Graduate Institute Traineeship Requirements

A. Hourly Requirements

1. A minimum of 300 professional service hours (Pre-Practicum, Practicum and Post-Practicum) is required during the course of the traineeship. Of these hours, 150 direct service hours must include face-to-face experience counseling individuals, couples, families, or groups during the second year of study concurrent with the Clinical Practice classes beginning Fall Quarter, September first.
2. Each student must complete a minimum of 50 direct service hours per quarter, while enrolled in the Clinical Practice I, II, and III courses. No student may progress through the Clinical Practice sequence of courses without completing the 50 direct service hour requirement per quarter. (Please see page 12, Traineeship Tutorials.)
3. Each student must also provide counseling to at least six (6) individual clients for a minimum of six (6) sessions each, a total of 36 individual hours, over the entire second year Clinical Practice sequence. All students are also encouraged to provide services to couples, families, and groups.

B. Clinical Supervision

1. Your clinical work must be supervised by a Licensed Marriage and Family Therapist, a Licensed Clinical Social Worker, a Licensed Psychologist, or a Psychiatrist certified by the American Board of Psychiatry and Neurology (each with at least two years of licensed experience). In some states a Licensed Professional Counselor or a Licensed Mental Health Counselor are also acceptable.

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. Effective January 1, 2000, supervisors licensed in California by the Board of Behavioral Sciences must complete a minimum of 6 hours of supervision training or coursework within 60 days of commencement of supervision. Thereafter, they must complete 6 hours of supervision training or coursework every 2 years.

In most cases your supervisor will be on site at your traineeship. In the rare event that your site does not provide supervision, you may arrange and pay for supervision with an offsite supervisor. In such cases, an off-site supervisor letter of agreement must be signed between the agency, the trainee, and the proposed supervisor. See page 48 for sample letter of agreement.

2. **Each student must receive a minimum of one hour of individual supervision or two hours of group supervision within each calendar week that services are provided in order for any traineeship hours to be counted. No hours of experience will be approved if the required amount of supervision is not received during each calendar week in which services were provided.**

All trainees must receive a minimum of one hour of individual supervision or two hours of group supervision for every five client contact hours. This is referred to as the 1:5 ratio.

C. Types of Acceptable Settings

Traineeships are chosen and arranged by you in the following settings: non-profit and charitable corporations, governmental entities, mental health clinics, schools, colleges or universities, licensed health facilities, social rehabilitation facilities, pediatric day health and respite care facilities, and licensed alcohol or drug abuse recovery or treatment facilities.

You may not work in a private practice while you are a trainee.

You are encouraged to seek experience in low-income and multicultural mental health settings. If you are seeking licensure in California, please note that the traineeship site must be one that is named in law as appropriate for an MFT Trainee. Please refer to the current California Laws & Regulations for licensure.

1. Residential treatment centers or hospitals are those in which patients live at the institutional facilities during treatment. Examples include a psychiatric division of a general hospital, a residential treatment facility for mentally ill adults or adolescents, and a substance abuse treatment facility for dually-diagnosed or co-occurring patients.
2. Mental health clinics offer an array of psychological services to a wide range of clients. Examples include a county mental health clinic, a university counseling center; and a private outpatient clinic offering individual, group, and family counseling.
3. Community centers or agencies are those which offer specialized psychological services or are designed to serve specialized client populations. Examples include a rape crisis center, a hospice organization, a "safe house" for battered women that offers counseling, and a senior citizen's counseling service.

D. Prior to beginning the traineeship, your site must be approved by the Director of Clinical Training or the Clinical Coordinator through the procedure outlined on page 34.

E. If you are training in more than one site, you are responsible for following these procedures and regulations for each site.

II. Purpose of Traineeship

The clinical traineeship is intended to provide you with an introduction to the scope of practice of marriage and family therapy and the practice of psychotherapy. As a trainee you will be exposed to a variety of applied psychotherapeutic techniques and treatment of individuals, couples, families, and groups; including dysfunctions, healthy functioning, health promotion, and illness prevention.

It is intended that the practicum provide training and experience in a variety of functions, including the following:

A. Introduction and exposure to clinical procedures and practices

1. Assessment and diagnosis
2. Knowledge of Legal & Ethical Issues
3. Referrals and adjunctive services
4. Treatment of mental disorders
5. Therapeutic interventions
6. Case management
7. Prognosis
8. Termination

B. Cultivation of professional competence and confidence

C. Fulfillment of state licensing requirements

1. If you wish to pursue licensing, you must investigate the licensing requirements of the state in which you wish to practice. A listing of licensing board addresses is presented on pages 23-31. Please contact your state board prior to completing your degree, since many states require additional coursework or more traineeship hours.
2. If you are interested in obtaining licensure as a Marriage and Family Therapist in California, you must register directly with Pacifica Graduate Institute by checking the appropriate box on the Affiliation Agreement. The licensing board in California, the Board of Behavioral Sciences (BBS), requires that schools oversee and document all hours of experience gained prior to conferral of the degree. Once your degree is conferred, you must register with the Board of Behavioral Sciences within 90 days in order to continue to accrue hours toward licensure. For your future use, you may obtain an intern registration packet at the following address:

**California Board of Behavioral Sciences www.bbs.ca.gov
1625 North Market Blvd, Ste S-200
Sacramento, CA 95834
Telephone: 916-574-7830
Fax: 916-574-8625**

III. Selection of Traineeship Site

A. Beginning

As you reflect on the kinds of experiences you would like to have, you might think about the specific population you would be interested in working with, for example, with the elderly, young children, pregnant teens, homeless individuals or families, people with HIV or AIDS. If this is not clear to you, perhaps you can spend some time thinking about your interests. If this is clear, your next step is to identify the sites available in your community. Another resource available to you is the second year students. If you know someone from your community, perhaps they can help you identify a suitable site, or you can learn about their process in locating a traineeship. This process can range from being quite arduous and long lasting to a very easy acquisition, after just one phone call and interview. For this reason, it is always important to begin early.

B. Resources for Getting Started

1. The Traineeship Site Directory in the Pacifica Graduate Student Library provides you with a brief description of all the traineeship sites our students have been in for the past three academic years.
2. Traineeship Postings: Traineeship sites with current openings are posted in the Traineeship Site Announcements Blue Binder in the computer lab the Ladera campus. Pacifica's online website will also post current openings that are submitted to the school:

www.online.pacifica.edu/matraineeships.

3. Other Resources: Your home community may have many other sources to consult such as Community Resource Information Services, Counseling and Referral Hotlines, and the yellow pages of your telephone directory. These services may provide you with names of mental health or social service agencies that have traineeship programs. If you wish, you may also confer with the Director of Clinical Training (for MA-L) or the Clinical Coordinator (for MA-C & MA-D) about potential traineeships prior to submitting any paperwork for approval.

C. Resume

If you are new to the field of counseling, you may find that your resume needs to be refined. For the purpose of the MA traineeship, many students have found success by redesigning their resume to reflect their current and anticipated coursework.

It may prove beneficial to highlight your volunteer or paid experiences within the helping professions, in addition to listing courses that you will participate in prior to September 1st, the starting date of your second year traineeship. Course title and descriptions are located in the Pacifica course catalog.

D. Introducing Yourself

Once you have identified potential sites, you may begin by contacting the sites by telephone or letter to inquire about the site's process for selecting trainees. Explain that you are a first year student in a graduate degree program of Counseling Psychology. The program meets the curriculum requirements for the Marriage and Family Therapy license in California. Explain that you are required to do a counseling practicum for the entire academic year (at least 10 months) in which you will provide direct client contact during this second year of study.

A letter of introduction from Pacifica is included on pages 32-33 summarizing traineeship requirements. Please feel free to provide this to potential traineeship sites if you feel it would be helpful. You may choose to take a Pacifica Catalog, along with the complete Traineeship Guidelines manual, to show your potential supervisor.

If the site would like further information about Pacifica's programs, please encourage them to contact Willow Young, Director of Clinical Training at 805-879-7321 (MA-L) or Martha Feng, Clinical Coordinator, 805-879-7333 (MA-C & MA-D).

E. Letter of Recommendation

If the site that you are interested in requires a letter of recommendation from an instructor who is familiar with your clinical work, you may approach one of your Process of Psychotherapy instructors.

F. Interview Process

Many sites conduct individual and/or group interviews when choosing trainees and interns. If you have not been on a job interview lately, it would be helpful to review some of the literature on job interview protocol. The interview process for a traineeship is often quite similar. For example, please be prepared to hear some common questions, including:

1. What interests you about becoming a psychotherapist?
2. Why are you interested in this particular traineeship site?
3. How much time can you commit to (e.g. 5 hours, 10 hours, 15 hours per week, etc.) and for how long (e.g. 6 months, 1 year, etc.)?
4. What population do you want to work with?
5. What are your specific clinical interests?
6. What kind of experience do you bring to this work?
7. What are your strengths/weaknesses as a clinician?
8. What are the personal attributes you bring to this work?
9. What are you looking for in a supervisor?
10. What are your current growing edges or deficits in skill or knowledge?
11. How might someone close to you describe you?
12. What is your theoretical orientation?
13. What are your goals for this traineeship?
14. What are your future goals?

Remember that you are also interviewing your potential supervisor and assessing the “fit” with the traineeship site and your interests. 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 among several supervisors at the agency. You might want to know the answer to the following:

1. What is your theoretical orientation?
2. How do you conduct supervision? (e.g., focus on intrapersonal and counter-transferential issues; teaching or educational style; group vs. individual mode).
3. What are your expectations of a trainee?
4. Will I be able to see individual clients and meet the 6x6 requirement to see six individual clients six times?
5. Is there an opportunity to use audiotaping, videotaping, or live observation of sessions behind a one-way mirror?
6. Do you prefer a specific time commitment from the trainee?
7. How many trainees or interns does the agency accept?
8. What type of training does the site provide?
9. Is there any stipend associated with this traineeship? Or, what is the monthly training fee for the training received at the site?
10. When will you make your decision?

G. Importance of Commitment to Site

It is important when you sign an agreement with a traineeship site that it is your intention to honor the agreement by remaining at this site for the full practicum experience (typically 10 months during the Fall, Winter, and Spring Quarters of your second year of study). While there is a 30-day termination clause in the Affiliation Agreement, this only happens in rare circumstances. Please do not ever terminate an agreement with a site without first consulting with the Director of Clinical Training or the Clinical Coordinator for your track. It is the responsibility of the student to be aware of the expiration date of the Affiliation Agreement and to renew the Affiliation Agreement in a timely manner. **Hours accrued after the expiration date of the Affiliation Agreement will not be accepted.**

H. Expiration of Affiliation Agreement

The Affiliation Agreement must extend up to the last day of spring quarter. Refer to pages 16 and 17.

III. Professional Mal-practice Liability Insurance

1. Prior to commencing your traineeship, all students are required to procure their own professional mal-practice liability insurance with a **minimum coverage of \$1,000,000 per occurrence, and \$3,000,000 aggregate**. You must submit proof of coverage to the Director of Clinical Training (MA-L) or Clinical Coordinator (MA-C and MA-D).

You are required to purchase your own Professional Malpractice Liability Insurance (\$1,000,000 per occurrence and \$3,000,000 aggregate) even if the agency in which you work provides you with insurance coverage.
Hours accrued without Malpractice Liability Insurance will not be accepted.

No site will be approved without proof of insurance. You are encouraged to apply for Professional Liability Insurance at least six weeks prior to the beginning of your traineeship, since it can take this long to receive your policy. You must provide proof of coverage prior to receiving approval for beginning at your practicum site and receiving course credit for Clinical Practice I, II, and III.

- B. You may obtain your policy from any one of the following agencies:
1. **American Psychology Association Insurance Trust** <www.apait.org>
Trust Risk Management Services
135 So. La Salle Street, Dept. 1791
Chicago, Illinois 60674-1791 1-877-637-9700 Fax 1-877-251-5111
*Individual must be a student member of the
American Psychological Association (APA): **1-800-374-2721** <www.apa.org>
 2. **American Counseling Association** <www.counseling.org>
ACA Insurance Trust, Inc.
5999 Stevenson Avenue
Alexandria, Virginia 22304-3300
1-800-347-6647
*Individual must be a student member of the
American Counseling Association (ACA) **1-800-347-6647**
 3. **California Association of Marriage & Family Therapists**
(For California residents)
CPH and Associates <www.cphins.com>
711 So. Dearborn Ave., Ste. 205
Chicago, IL 60605
Toll-free 1-800-875-1911
*Individual must first be a student member of CAMFT. You may apply for membership online at: www.camft.org or by calling 1-888-892-2638.
 4. **American Association for Marriage and Family Therapy**
CPH and Associates <www.cphins.com>
711 So. Dearborn Ave., Ste. 205
Chicago, IL 60605
Toll-free 1-800-875-1911
*Individual must be a student member of AAMFT.
AAMFT
112 So. Alfred Street
Alexandria, VA 22314 703-838-9808

5. Insurance may also be obtained directly from:
American Professional Agency <americanprofessional.com>
PO Box 9011
95 Broadway
Amityville, NY 11701
1-800-421-6694

 6. **(For Canadian Residents)**
*Individual must be a student member of The Canadian Psychological Association and the Provincial Association of Psychologists who co-sponsor a professional liability insurance program with:
McFarlan Rowlands Insurance
380 York Street
London, Ontario N6B 1P9
519- 679-5440
Toll free: Ontario: 888-734- 8888
- C. If you reside outside of the United States in a country other than Canada, please contact the Director of Clinical Training or the Clinical Coordinator for your options.
- D. The annual premium cost for \$1 million liability coverage ranges from approximately \$15 through CAMFT to higher premiums through the other organizations listed on previous page. Student membership (\$45) in CAMFT is required but there is no application fee. Student membership in AAMFT is \$50 plus a \$25 application fee.

V. Approval of Traineeship.

- A. Prior to beginning a traineeship your site must be approved in writing by the Director of Clinical Training or the Clinical Coordinator. Follow the M.A. Traineeship Step-By-Step Procedure outlined on page 34. No hours at any site will be allowed without first receiving approval through the above-mentioned process.

- B. Submit the following items (originals unless otherwise noted) for approval:
 1. MA Traineeship Proposal Form (p. 36)
 2. Site Description Form (p. 37)
 3. Affiliation Agreement (pp. 38-44)
 4. Professional Mal-practice Insurance Statement (p. 45) and a copy of the certificate of your insurance policy (**minimum coverage of \$1,000,000 per occurrence, and \$3,000,000 aggregate**).
 5. Copy of Clinical Supervisor's License
 6. Responsibility Statement for Supervisors of MFT Interns and Trainees (California residents only, pp. 46-47)
 7. Letter of Agreement for Offsite Supervision (only in the event that the site does not provide supervision and you must arrange for your own supervision off-site. See sample letter, p. 48)

- C. As a support to assist you in identifying a practicum site, you are required to submit a list of potential sites in your Process II and Process III classes.
- D. All Traineeship forms for approval of the traineeship site are due on the third session of Process III class during the Spring Quarter of your first year of study. See the M.A. Traineeship Paperwork Due Dates on page 16.
- E. It is intended that the effective date of your Affiliation Agreement with the traineeship Site begins no later than September 1st and extends through the last day of classes during Spring Quarter of your second year of study. **Students without an approved Traineeship Site may not advance to Clinical Practice I. Please refer to pages 16 and 17.**

VI. Evaluation and Verification of Traineeship Experience

- A. The following items must be submitted at the end of each quarter during the second year of study.
 - 1. **Quarterly Fall, Winter, Spring Traineeship Log.**
This log documents the hours you spend at your practicum site. Obtain your clinical supervisor's signature each week on the quarterly log, and under the Total Hours column prior to submitting a copy of this log to the Director of Clinical Training or Clinical Coordinator at the end of each quarter (Fall, Winter, Spring). Please begin a new log for each quarter. Logs must be completed in ink and submitted without whiteout, corrections or errors in addition. Refer to the sample log on page 50. **Keep the original Quarterly Traineeship Logs for your records and send in a complete and legible photocopy. It is important that you guard your original logs. Do not leave them at your site.** Please see page 17 for quarterly log due dates.
 - 2. **Quarterly Clinical Supervisor's Evaluation.**
This evaluation by your clinical supervisor is requested on a quarterly basis during the second year of study. Pacifica's Director of Clinical Training or the Clinical Coordinator will request this evaluation from your clinical supervisor at the end of each quarter. Please remind your supervisor to complete this report and ask that they share it with you. Even though this report is requested from your supervisor, it is **your** responsibility to ensure that it is submitted at the end of each quarter. Copies of the Clinical Supervisor's Evaluation Forms are included for your information (pp. 57-60).
- B. The following items must be submitted upon completion of your practicum (end of second year Clinical Practice III or whenever you terminate at a site)
 - 1. **Cumulative Clinical Supervisor's Report.**
This overall evaluation by your clinical supervisor of your work during your entire traineeship should be completed when you terminate at your site. Pacifica's Director of the Clinical Training or the Clinical Coordinator will request this

evaluation from your clinical supervisor at the end of Clinical Practice III. It is, however, your responsibility to ensure that this is completed (p. 63).

2. **Student Evaluation of Traineeship.**

Please fill out this form and submit it to the Director of Clinical Training or the Clinical Coordinator for your track when you have terminated your traineeship (pp. 64-65).

C. The following item must be submitted whenever you terminate at a site.

1. **Notification of Traineeship Site Termination.**

This form makes clear your intention to terminate traineeship at a specific site as of a specific date. It informs the Director of Clinical Training or the Clinical Coordinator for your track that you will be submitting no further Quarterly Logs for the specified traineeship site (p. 61).

VII. Traineeship Tutorials

A. If you are unable to complete the minimum direct service requirement each quarter (50 hours per quarter) you may apply for a **Traineeship Tutorial** in order to have one additional month to complete the direct service requirement.

An exception may be granted during the first quarter of the practicum (Fall Quarter only) if a student has accrued 30 hours of direct client contact. The exception occurs when a practicum site requires an initial period of training before students are allowed to see clients or when a student needs additional time to build up a caseload. During Fall Quarter only, a student may pass from Clinical Practice I into Clinical Practice II with a minimum of 30 direct client contact hours. The remaining 20 hours for that quarter must be made up during Clinical Practice II and III (Winter and Spring Quarters).

B. During any quarter in which you do not meet the direct service requirement, you will fail the Clinical Practice course and a grade of F will be posted to your transcript. You may not attend the next sequential Clinical Practice course unless you register immediately for a Traineeship Tutorial, submitting a Traineeship Tutorial Request form with your quarterly log of hours.

C. You must submit a **Traineeship Tutorial Request & Contract Form** (p. 69) to the Director of Clinical Training or the Clinical Coordinator along with your quarterly log by the date on which the quarterly log is due. See page 17 for quarterly log due dates.

D. The traineeship tutorial allows you one additional month to accrue the required direct service hours. If at the end of one month you have completed the direct service requirement, you must submit a signed log of hours along with a **Grade Change Form** to the Director of Clinical Training or the Clinical Coordinator within one week of the tutorial deadline.

- E. If you are unable to accrue the direct service requirement by the end of the Traineeship Tutorial period, you will not be allowed to continue in your Clinical Practice course.

VIII. Clinical Probation and Disqualification

- A. Students are placed on clinical probation upon failure to make satisfactory progress in their clinical work. This includes unsatisfactory reports from the clinical supervisor, substantiated charges of legal or ethical violations in regard to the practice of psychotherapy, or poor academic performance in the Clinical Practice I, II, and III courses. The Education Council will conduct an independent investigation before any student is placed on clinical probation.
- B. 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. Enroll in an independent study program to attend to areas needing improvement.
 - 4. Suspend traineeship activity.
- C. 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. 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. If evidence of this behavior is substantiated by the Education Council the student's probation may be extended or the student may be placed on academic disqualification.

IX. Continuation of Traineeship Experience After the Completion of the Practicum (Clinical Practice I, II, and III.)

- A. Many students choose to continue in a traineeship site or obtain a new traineeship after completing their required practicum, while still enrolled at Pacifica. This is particularly beneficial for students who need to accrue additional hours in order to pursue licensure. California state law requires that all hours of experience gained prior to degree posting must be documented by Pacifica. Please check with your state's licensing requirements for the minimum and maximum number of hours required in practicum. If you have met your state's requirement for accrued hours within the practicum and wish to continue to accrue hours as a trainee see B below.
- B. In order to continue to accrue traineeship hours, while still enrolled at Pacifica, you must follow the procedures below:
 - 1. Your site must be approved by the Director of Clinical Training or the Clinical Coordinator of your track through the same procedure required for the approval of

your original traineeship site. Submit a Traineeship Proposal Form, Site Description Form, a Post-Practicum Affiliation Agreement, confirmation of renewal of mal-practice liability insurance including cover page of policy, and a copy of your supervisor's license. Students in California must also submit the Supervisor Responsibility Statement if there is a change of supervisor. The Post-Practicum Affiliation Agreement is available at:

www.online.pacifica.edu/matraineeships

2. Continue to submit quarterly logs to the Director of Clinical Training or the Clinical Coordinator and remind your supervisor to submit the quarterly evaluation forms. As with the practicum, we will continue to send a letter at the end of each quarter to you requesting that you submit your Log of Hours. At the same time, we will send a letter to your Supervisor containing an Evaluation Form for the quarter.
 3. Pacifica will continue to monitor your hours until your degree is posted.
 4. When you have decided to terminate your traineeship in preparation for degree completion, please submit the Notification of Traineeship File Closure (p. 62) and all required documents. We will monitor your file until it is complete, calculate a completion log form, and submit it to the Registrar.
 5. **No hours of experience will be approved without following this procedure.**
- C. The following procedure is required for any student who wishes to continue a traineeship while taking no other coursework at Pacifica. This option requires successful completion of Clinical Practice I, II, III, including the comprehensive oral exam
1. Complete a **“Traineeship Only Enrollment Form”** (p. 70).
 2. Obtain the approval of the Director of Clinical Training or the Clinical Coordinator for traineeship site.
 3. Pay the required **“Traineeship Only Enrollment Fee.”**
 4. **Please note that no credit for traineeship hours can be approved for a student on leave of absence.**
 5. **No practicum or post-practicum hours may be gained through Pacifica after the conferral of the degree.**

X. Documentation of Personal Therapy

- A. All M.A. students must complete 50 hours of personal therapy as part of the clinical training requirements necessary for degree completion.

All students must complete 15 hours of personal therapy by the end of their first year. Students may begin accruing personal therapy hours the first day of class

Fall Quarter and must meet the 15-hour requirement by the last day of Spring Quarter of the first year. The 50-hour requirement must be fulfilled by the last day of class Spring Quarter of the second year.

To meet Pacifica's requirements, your therapist must be a licensed mental health clinician; Licensed Marriage and Family Therapist, a Licensed Clinical Social Worker, a Licensed Psychologist, or a Psychiatrist certified by the American Board of Psychiatry and Neurology (each with at least two years of licensed experience) or a Certified Jungian Analyst. In some states a Licensed Professional Counselor or a Licensed Mental Health Counselor are also acceptable. The personal therapy requirement may be met by engaging in individual, group, couple, or family therapy.

- B. Personal therapy shall be documented on the **Personal Therapy Documentation Form. There are separate forms for first- and second-year students** (pp. 67-68). Original documentation must be submitted to the Director of Clinical Training or Clinical Coordinator by the appropriate first- and second-year deadlines (pp. 16-17). Please use a separate form for each therapist.

XI. Completion and Documentation of Clinical Requirements

- A. Documentation of the following requirements must be submitted to the Director of Clinical Training (MA-L) or the Clinical Coordinator (MA-C and MA-D) **no later than six weeks prior to degree posting:**
1. Completion of 150 direct service hours during the Clinical Practice sequence;
 2. Completion of 300 overall traineeship hours, includes supervision, training, telephone counseling, paperwork, and pre- and post-practicum direct service hours;
 3. Counseling of six individual clients for a minimum of six sessions each during the course of the Practicum only;
 4. Completion of 50 hours of personal therapy (submit original document);
 5. Completion of the following forms providing confirmation that the above requirements have been met:
 - a. Quarterly Traineeship Logs for each quarter (pp. 51-56)
 - b. Quarterly Clinical Supervisor Evaluations (pp. 57-60)
 - c. Cumulative Supervisor's Report (p. 63)
 - d. Student Evaluation of the Traineeship Site (pp. 64-65)
 - e. Notification of Traineeship File Closure form (p. 62)
 - f. Personal Therapy Documentation original form (pp. 67-68)
- B. See the Checklist of Clinical Requirements on page 18 and the MA Traineeship File Closure Checklist on page 66.