

Western Seminary Sacramento
Counseling Department

Practicum Manual

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SECTION I: BECOMING A MARRIAGE AND FAMILY THERAPIST

This section provides a brief overview of the process of becoming a licensed Marriage and Family Therapist (MFT) with the State of California's Board of Behavioral Sciences (BBS).

A. General Requirements for Licensure

In order to obtain licensure as an MFT, applicants must complete an accredited graduate degree program, complete 3,000 hours of experience under a qualified supervisor and pass written exams administered by the BBS.

1. Complete an Accredited Degree Program
 - a. Western Seminary is accredited through the Northwest Commission on Colleges and Universities and is recognized by the BBS as an accredited school.
 - b. For a complete listing of accredited schools, view "Accredited Schools with MFT Programs" on the BBS website.
2. Complete 3,000 Hours of Experience
 - a. These hours must be completed under a qualified supervisor.
 - b. A maximum of 1300 (and minimum of 325) hours may be completed as a student during the practicum experience.
 - c. These hours must meet the BBS requirements for experience. For a detailed breakdown of required hours for licensure, see "Section V: Weekly Summary Hours of Experience" or view the "MFT Experience Categories: Summary of Hours Permitted/Required" document on the BBS website.
3. Pass Written Exams
 - a. There are two MFT licensing exams:
 - a MFT Standard Written Examination
 - b MFT Written Clinical Vignette Examination

B. Job Titles Throughout the MFT Licensure Process

Throughout the licensing process, a candidate will have several different titles. These titles each have unique "job descriptions":

1. MFT Trainee: An MFT Trainee is a student who is currently enrolled in an accredited MFT graduate program, is unlicensed, has completed a minimum of 12 units of coursework including practicum prerequisites (see Section II) and sees clients as an MFT Trainee under licensed supervision.
2. MFT Intern: An MFT Intern is an unlicensed person who holds a degree from an accredited MFT graduate program, is registered with the BBS, and sees clients as an MFT intern under licensed supervision.
3. MFT: An MFT is a licensed Marital and Family Therapist who holds a degree from an accredited MFT graduate program, has fulfilled the experiential requirements (3,000 hours), has passed written exams administered by the BBS and has applied for and received a license from the BBS. A licensed MFT is required to meet Continuing Education (CE) requirements each licensing period.

C. Students Interested in Becoming a Licensed Professional Clinical Counselor

The pathway to LPCC licensure is slightly different from that to MFT licensure in that all 3,000 hours must be earned post-degree; practicum hours will not count towards the hours required for LPCC licensure. However, all students, even those only interested in an LPCC license, must complete the practicum requirements set in this program.

SECTION II: UNDERSTANDING PRACTICUM

A. What is Practicum?

1. Practicum (I, II and III) is the name of a series of three required two-unit courses (CNS 530: Practicum I, CNS 531: Practicum II and CNS 532: Practicum III). These courses are designed to support and educate students who are completing hours as an MFT Trainee. **Please note: you are required to be enrolled in a Practicum course if you are seeing clients as a Trainee. If you have completed the required courses (Practicum I, II and III) you must be enrolled in Advanced Practicum (CNS 539) to continue seeing clients.**
2. Practicum is the graduate-level clinical experience required of all MFT students. This clinical experience must be performed at an approved Practicum Site with a qualified Supervisor (see "Section III: Practicum Site Resources" for requirements). All Practicum hours are logged for conferral of the MFT degree and most Practicum hours can be counted towards licensure as an MFT (See "Practicum Hour Requirements" below).

B. Practicum Prerequisites

Before finding a practicum site or registering for CNS 530 a student must:

1. Complete at least 12 units of coursework as follows...
 - _____ CNS501: Clinical Foundations
 - _____ CNS 502: Psychological Theory and Techniques
 - _____ CNS 504: Psychotherapeutic Systems
 - _____ CNS 505: Psychopathology
 - _____ CNS 506: Legal and Ethical Issues
 - _____ CNS507: Human Life Span Development
2. Complete at least 10 hours of personal psychotherapy

C. Practicum Hour Requirements

1. Minimum Hour Requirements
 - a. Students must complete 325 hours of clinical experience at an approved site with a qualified site supervisor. Of these 325 hours the following requirements must be met:
 - A minimum of 225 hours of direct, face-to-face client contact
 - An adequate number of supervision hours per the following BBS requirement: "As an MFT Trainee, you must meet the mandatory minimum of one unit of supervision per week to count work experience in a work setting. Also, you will be required to obtain **one unit** of supervision for every **five hours** of direct counseling experience earned in each setting."
 - A minimum of 30 hours of personal psychotherapy (See "Personal Psychotherapy Requirements" below)
 - b. Students who entered the program before August 2012 must complete 250 hours of clinical experience at an approved site with a qualified site supervisor. Of these 250 hours the following requirements must be met:
 - A minimum of 150 hours of direct, face-to-face client contact
 - An adequate number of supervision hours to meet BBS standards
 - A minimum of 30 hours of personal psychotherapy (See "Personal Psychotherapy Requirements" below)

c. Students may also count the following hours toward the minimum hours requirement of 325 or 250:

- Administering and Evaluating Psychological Testing, Report Writing, and Writing Notes
- Client-Centered Advocacy
- Workshops and Training

2. Maximum Hours Accepted

Students may receive a maximum of 1300 hours during practicum. These hours will be counted by the BBS toward licensure and may include the following:

- | | |
|-----|--|
| 750 | Counseling and Supervision |
| 250 | Administering and Evaluating Psychological Tests, Report Writing, Writing Notes, or Client-Centered Advocacy |
| 250 | Workshops, Seminars, Training Sessions or Conferences |
| 300 | Personal Psychotherapy (maximum 100 hours which are triple counted) |

D. Personal Psychotherapy Requirements

1. All students are required to receive at least 30 hours of personal psychotherapy by a licensed psychotherapist before graduation.
2. Each 1 hour of personal psychotherapy is counted as 3 hours by the BBS towards licensure.
3. Up to 100 actual hours (300 total hours) may be counted toward licensure.
4. *You must be formally admitted into an MFT program for the BBS to count personal psychotherapy hours. Psychotherapy prior to formal admission cannot be counted.*

PRACTICUM CHECKLIST

Trainee Name _____

Site _____

Practicum Semester Dates _____

Prior to registering for Practicum I – submit the following *copies* to the MFT Program Coordinator

- _____ New Practicum Site Approval form (if the site is not on the Approved Sites list)
- _____ Proof of CAMFT Membership (www.camft.org) (AAMFT, AACC, and SVC-CAMFT optional)
- _____ Proof of Malpractice Liability Insurance (a free benefit of the CAMFT student membership)
- _____ Proof of a Track Your Hours account (www.trackyourhours.com)
- _____ Verification that at least 10 hours of personal psychotherapy have been completed

During the first session of Practicum I – submit the following *copies* to the Practicum Faculty (upon review the Practicum Faculty will forward these to the MFT Program Coordinator to add to your file)

- _____ Practicum Agreement Form (with the Site Supervisor's license and supervision certification)
- _____ Responsibility Statement for Supervisor (BBS Form)

At the end of Practicum I, II, III, and Advanced Practicum (CNS 530, 531, 532, 539) – submit the following copies to the Practicum Faculty (upon review the Practicum Faculty will forward these to the MFT Program Coordinator to add to your file)

- | | | | | |
|---------|---------|---------|---------|---|
| CNS 530 | CNS 531 | CNS 532 | CNS 539 | |
| _____ | _____ | _____ | _____ | Weekly Summary Hours of Experience (BBS Form) |
| _____ | _____ | _____ | _____ | Trainee Performance Evaluation |
| _____ | _____ | _____ | _____ | Practicum Site Evaluation |

At your Exit Interview with the MFT Program Director and the MFT Program Coordinator – submit the following copies and verify that your file contains the copies listed above

- _____ MFT Experience Verification Form (FAQ's about this BBS form - http://www.bbs.ca.gov/pdf/forms/mft/faq_mft_expver_summary.pdf)
- _____ Record of 30+ Personal Psychotherapy Hours (If you use another form please include the number of hours, therapist license number, and the therapist signature)

SECTION III: PRACTICUM SITE RESOURCES

A. Requirements for a Qualified Practicum Site

1. Practicum Site Requirements

- a. Trainees may not see clients in private practice settings, even as a volunteer.
- b. Trainees may receive a salary but may not be paid directly by clients.
- c. Trainees may work in a non-profit or charitable corporation, school, college or university, government entity or licensed health facility or other non-private practice sites that provide mental-health counseling or psychotherapy and qualified supervision.

2. Supervision Requirements

- a. Trainees must receive “one unit” of qualified supervision for every five hours of psychotherapy or counseling performed.
 - **One unit equals one hour of individual supervision or two hours of group supervision.**
- b. Group supervision sessions shall not include more than eight persons receiving supervision.

3. Supervisor Requirements

- a. Supervisor must be a licensed mental health professional (Marriage and Family Therapist, Licensed Professional Counselor, Clinical Social Worker, Psychologist or Physician certified in psychiatry by the American Board of Psychiatry and Neurology)
- b. Supervisor must maintain a valid California license
- c. Supervisor must have held that license for at least two years and practiced psychotherapy or directly supervised as part of their clinical practice for at least two years within the last five year period immediately preceding supervision
- d. Supervisor must complete a minimum of six hours of supervision training or coursework within two years immediately preceding supervision (or within 60 days of the commencement of supervision) and every renewal period thereafter (Psychologists and Physicians certified in psychiatry are exempt from supervision training)
- e. In a setting that is not a private practice the supervisor may be employed by the registrant’s employer on either a paid or voluntary basis. An off-site supervisor must sign a letter of agreement with the agency employing the applicant.

B. Finding a Practicum Site: The Process

Western Seminary does not “place” students in a Practicum Site. It is the student’s responsibility to find a placement. However, we are continuously expanding our resources to better assist students in this process. The MFT Program Coordinator is the practicum point person until a student finds a practicum placement and begins Practicum I. After that, the Practicum Faculty will become the practicum point person for the student and the Practicum Site Supervisor.

Students preparing for practicum should:

1. Attend the Practicum Orientation in January or schedule an appointment with the MFT Program Coordinator if a group orientation is not available.
2. Review the Practicum Site List. Contact the MFT Program Coordinator about pursuing a practicum site that is not on this list.
3. Contact prospective practicum sites. Investigate whether the site takes Trainees and if they have openings. (Note: It is important to treat this like a professional job search)
4. Prepare a professional resume and cover letter personalized for each site.
5. Arrange for an interview.
6. Select a site, notify the MFT Program Coordinator, and register for Practicum I
7. Review the Practicum Paperwork Checklist.

Western Seminary Sacramento
Counseling Department
2014 Practicum Site List

Site	Location	Contact	Contact Information	Website
Another Choice Another Chance	Sacramento		(916) 388-9418	Acacsac.org
Anew Day	Grass Valley	Barbara Coffman	(530) 470-9111	Anew-day.com
Bayside Church	Roseville	Julie Black	(916) 791-1244	Baysideonline.com
California Relationship Center	Auburn	Kim Sanders	(530) 889-0178	
Capital Counseling Center	Sacramento	Bob Bohling	(916) 856-5955	Capitalcounselingcenter.com
Community Counseling	Sacramento	Tim Dakin	(916) 764-6997	Cccnow.com/ministries
First Baptist of Elk Grove	Elk Grove	Michael Beckner	(916) 685-4821	Fbceg.org/counseling
Healing Grace	Folsom, Rocklin	Natalie Grindy	Natalie.confidential@gmail.com (916) 205-9845	Hgcounseling.org
Holistic Family Services	Sacramento	Majica Phillips	(916) 835-9034	Holisticfamilyservices.com
HOPE Counseling	Roseville, Midtown	Darlene Davis	(916) 444-2170	Hope-counselingcenter.org
Life Practice	Stockton, Sacramento	Carisa Sherwood	(916) 300-6576	Lifeppractice.org
Lighthouse Family Resource Center	Lincoln		Send a cover letter and resume to info@lighthousefrc.com	Lighthousefrc.com under Employment Opportunities
My Dream Ranch	Placerville	Julie Stass	(805) 704-3626	
Parent Cooperative Community		Carla DeRose	(916) 947-0371	
River Oak Center for Children	Carmichael		(916) 244-5800	Riveroak.org
Soul Care at Bridgeway Church	Rocklin	Laura Faudree	(916) 626-3017	Mysoulcare.net
Stand Up Placer			(530) 823-6244	Standupplacer.org
St Joseph's Behavioral Health	Stockton	Cathy Francis	(209) 461-2054	Stjosephscanhelp.org
The Place Within	Auburn, Roseville	Gary Henderson	(916) 772-6158	Theplacewithincounseling.com
Triad Family Services	Sacramento		(916) 631-0771	Triadfs.org
UC Davis CAARE Diagnostic and Treatment Center		Kim Lundquist	(916) 734-6639	Ucdmc.ucdavis.edu
Windows of Hope	Roseville, Sacramento	Dawn Hulme	(916) 932-8124	Windowsofhopecounseling.org
William Jessup University	Rocklin	Student Services	(916) 577-2321	Jessup.edu
Yolo Community Care Continuum	Davis and Woodland	Michelle Kellogg	(530) 758-2160	Y3c.org

WESTERN SEMINARY SACRAMENTO
290 Technology Way, Suite 200 • Rocklin • CA • 95765
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Department of Marital and Family Therapy

New Practicum Site Approval Form

Dates of Practicum Experience _____

GENERAL INFORMATION:

Student Name _____

Prospective Site Name _____

Prospective Supervisor Name _____

Site Address _____

Site Phone _____

SUPERVISOR EDUCATION

Graduate Degree _____

Graduate Major _____

Degree Granting Institution _____

SUPERVISOR LICENSE INFORMATION (please complete all applicable)

Psychology Lic. No. _____ Date Issued: _____

MFT Lic. No. _____ Date Issued: _____

LPCC Lic. No. _____ Date Issued: _____

Social Work Lic. No. _____ Date Issued: _____

Psychiatry Lic. No. _____ Date Issued: _____

EXPERIENCE AS A THERAPIST

Primary Identity: Therapist Educator Administrator Pastoral Counselor

Time devoted to Therapy: 0-35% 36-69% 70-100%

Number of Years Licensed: _____ Weekly Case Load (in hours): _____

Primary Client Type(s): Individuals Couples Families Groups

Predominate age served: Children Adolescents Adults

Gender Preference for Clients: Female Male Either

OTHER RELEVANT INFORMATION:

Approved By: _____ Date: _____

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Department of Marital and Family Therapy

Practicum Agreement

This is the Practicum Agreement for:

_____ *Trainee – please print*

This agreement is made on _____ by and between
Date

Field Site Name, Address, & Phone Number

and **Western Seminary**. This agreement will be effective for a period from

_____ to _____

Western Seminary Agrees:

1. That the Trainee has completed: CNS501(Clinical Foundations), CNS 502 (Psychological Theory and Techniques), CNS 504 (Psychotherapeutic Systems), CNS 505 (Psychopathology), CNS 506 (Legal and Ethical Issues), CNS507 (Human Life Span Development).
2. To assign a Faculty Practicum Supervisor to communicate with the Site Supervisor.
3. To notify the Trainee that he/she must adhere to the administrative policies, rules, standards, schedules and practices of the site.
4. That the Faculty Practicum Supervisor is responsible for the assignment of a Practicum grade based, in part, on the recommendation of the Practicum Site Supervisor.
5. That the MFT Program Coordinator and MFT Program Director will provide support and oversight.

The Practicum Site Agrees:

1. To assign a Site Supervisor who has appropriate credentials, experience, time and interest for training the student.
2. To provide opportunities for the Trainee to engage in a variety of counseling activities under supervision in sufficient amounts to allow an adequate evaluation of competence in each activity.
3. To provide the Trainee with adequate work space and supplies.
4. To provide supervisory contact which involves examination of the Trainee’s work using audio/visual tapes, observation and/or live supervision.
5. To not hold Western Seminary liable for any injury or malpractice caused to or by the Trainee.

The Site Supervisor Agrees:

1. To submit copies of a professional license and certification to supervise
2. To provide the adequate number of units of group or individual supervision per week to meet the client/supervision ratio set by the BBS for Trainees.
3. To complete the Trainee Performance Evaluation Form at the end of each semester and review this form with the Trainee.

The Faculty Practicum Supervisor Agrees:

1. To be the faculty liaison with both the Trainee and Site Supervisor regarding progress, problems and performance evaluations.
2. To meet with the Trainee as outlined in the practicum course description.
3. To review the Practicum Site Evaluation Form, Trainee Performance Evaluation Form, and the Weekly Summary of Hours at the end of each semester.
4. To be available to advise pre-practicum students regarding placement readiness

The MFT Program Coordinator Agrees:

1. To assist pre-practicum students with practicum site placement, new practicum site approvals, and placement readiness.
2. To support Trainees, Faculty Practicum Supervisors, and Site Supervisors as needed.
3. To develop and strengthen relationships with practicum sites.
4. To store each student's practicum paperwork in preparation for the Exit Interview.

The MFT Program Director Agrees:

1. To ensure that the practicum program meets BBS requirements.
2. To develop and strengthen relationships with practicum sites.
3. To ensure that the practicum program remains competitive.
4. To conduct the Exit Interview.

The Trainee Agrees:

1. To spend _____ hours per week at the Practicum site. At least 50% of the hours spent will involve direct client contact.
2. To participate in the adequate number of units of group or individual supervision per week to meet the client/supervision ratio (5:1) set by the BBS for Trainees.
3. To participate in *no less than 80%* of the practicum class sessions.
4. To follow the Practicum Paperwork Checklist
5. To accept responsibility for his/her own actions during counseling practicum and not hold Western Seminary liable for any injury or malpractice caused to or by the Trainee.

Trainee Signature

Phone Number

Date

On-Site Supervisor Signature

Phone Number

Date

Faculty Practicum Supervisor Signature

Phone Number

Date

This form must be submitted to the Practicum Faculty before or during the first session of class. Upon review this form will be forwarded to the MFT Program Coordinator.

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Department of Marital and Family Therapy

Agreement for Practicum Experience Not Approved by the BBS

*(Fill out ONLY for Practicum Experience **NOT** approved by the BBS)*

I/we are aware that the Practicum arranged between _____

and _____ from _____
Field Site Name Date

until _____ does **not** meet the requirements of the Board of
Date

Behavioral Science (BBS) for licensing as a Marriage & Family Therapist (MFT). These Practicum hours will **not** be counted towards the pre-degree requirements for licensure.

The Trainee understands that he/she will need to repeat the Practicum should he/she decide to pursue licensure in the future. The Trainee further understands that since the laws and BBS guidelines are constantly being updated, it may not be possible to pursue licensure in the future at all, due to the fact that this Practicum is not approved by the BBS.

Projected client contact hours per week (50% of total hours):

Individual _____ Group _____ Couple _____
Family _____ Other _____

Trainee Signature

Date

Site Supervisor Signature

Date

Campus Practicum Supervisor Signature

Date



Board of Behavioral Sciences
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834
 Telephone: (916) 574-7830 TTY: (800) 326-2297
www.bbs.ca.gov



**RESPONSIBILITY STATEMENT FOR SUPERVISORS
 OF A MARRIAGE AND FAMILY THERAPIST TRAINEE OR INTERN**

Title 16, California Code of Regulations (16 CCR) Section 1833.1 requires any qualified licensed mental health professional who assumes responsibility for providing supervision to those working toward a Marriage and Family Therapist license to complete and sign, under penalty of perjury, the following statement prior to the commencement of any counseling or supervision.

Name of MFT Trainee/Intern:	Last	First	Middle
Name of Qualified Supervisor:		Qualified Supervisor's Daytime Telephone Number:	

As the supervisor:

- I am licensed in California and have been so licensed for at least two years prior to commencing this supervision. (16 CCR § 1833.1(a)(1) and Business and Professions Code (BPC) § 4999.12 (h))

A. The license I hold is:

Marriage and Family Therapist

_____ License # _____ Issue Date

Licensed Clinical Social Worker

_____ License # _____ Issue Date

Licensed Professional Clinical Counselor

_____ License # _____ Issue Date

*Psychologist

_____ License # _____ Issue Date

*Physician certified in psychiatry by the American Board of Psychiatry and Neurology

_____ License # _____ Issue Date

- I have had sufficient experience, training, and education in marriage and family therapy to competently practice marriage and family therapy in California. (16 CCR § 1833.1(a)(2))

- I will keep myself informed about developments in marriage and family therapy and in California law governing the practice of marriage and family therapy. (16 CCR § 1833.1(a)(3))

- I have and maintain a current and valid license in good standing and will immediately notify any trainee or intern under my supervision of any disciplinary action taken against my license, including revocation or suspension, even if stayed, probation terms, inactive license status, or any lapse in licensure, that affects my ability or right to supervise. (16 CCR § 1833.1(a)(1), (a)(4))
- I have practiced psychotherapy or provided direct supervision of trainees, interns, associate clinical social workers, or professional clinical counselor interns who perform psychotherapy for at least two (2) years within the five (5) year period immediately preceding this supervision. (16 CCR § 1833.1(a)(5))
- I have had sufficient experience, training, and education in the area of clinical supervision to competently supervise trainees or interns. (16 CCR § 1833.1(a)(6))
- I have completed six (6) hours of supervision training or coursework within the renewal period immediately preceding this supervision, and must complete such coursework in each renewal period while supervising. If I have not completed such training or coursework, I will complete a minimum of six (6) hours of supervision training or coursework within sixty (60) days of the commencement of this supervision, and in each renewal period while providing supervision. (16 CCR § 1833.1(a)(6)(A)&(B))
- I know and understand the laws and regulations pertaining to both the supervision of trainees and interns and the experience required for licensure as a marriage and family therapist. (16 CCR § 1833.1(a)(7))
- I shall ensure that the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the trainee or intern. (16 CCR § 1833.1(a)(8))

- 8) I shall monitor and evaluate the extent, kind, and quality of counseling performed by the trainee or intern by direct observation, review of audio or video tapes of therapy, review of progress and process notes and other treatment records, or by any other means deemed appropriate. (16 CCR § 1833.1(a)(9))
- 9) I shall address with the trainee or intern the manner in which emergencies will be handled. (16 CCR § 1833.1(a)(10))
- 10) I agree not to provide supervision to a TRAINEE unless the trainee is a volunteer or employed in a setting that meets all of the following: (A) lawfully and regularly provides mental health counseling or psychotherapy; (B) provides oversight to ensure that the trainee's work at the setting meets the experience and supervision requirements and is within the scope of practice for the profession as defined in BPC Section 4980.02; (C) is not a private practice owned by a licensed marriage and family therapist, a licensed psychologist, a licensed clinical social worker, a licensed physician and surgeon, or a professional corporation of any of those licensed professions. (BPC § 4980.43(d)(1))
- 11) I agree not to provide supervision to an INTERN unless the intern is a volunteer or employed in a setting that meets both of the following: (A) lawfully and regularly provides mental health counseling or psychotherapy; (B) provides oversight to ensure that the intern's work at the setting meets the experience and supervision requirements and is within the scope of practice for the profession as defined in BPC Section 4980.02. (BPC § 4980.43(e)(1))
- 12) If I am to provide supervision on a voluntary basis in a setting which is not a private practice, a written agreement will be executed between myself and the organization in which the employer acknowledges that they are aware of the licensing requirements that must be met by the intern or trainee, they agree not to interfere with my legal and ethical obligations to ensure compliance with these requirements, and they agree to provide me with access to clinical records of the clients counseled by the intern or trainee. (16 CCR § 1833(b)(4))
- 13) I shall give at least (1) one week's prior written notice to a trainee or intern of my intent not to sign for any further hours of experience for such person. If I have not provided such notice, I shall sign for hours of experience obtained in good faith where I actually provided the required supervision. (16 CCR § 1833.1(c))
- 14) I shall obtain from each trainee or intern for whom supervision will be provided, the name, address, and telephone number of the trainee's or intern's most recent supervisor and employer. (16 CCR § 1833.1(d))
- 15) In any setting that is not a private practice, I shall evaluate the site(s) where a trainee or intern will be gaining hours of experience toward licensure and shall determine that: (1) the site(s) provides experience which is within the scope of practice of a marriage and family therapist; and (2) the experience is in compliance with the requirements set forth in 16 CCR Section 1833 and Section 4980.43 of the Code. (16 CCR § 1833.1(e))
- 16) Upon written request of the Board, I shall provide to the board any documentation which verifies my compliance with the requirements set forth in 16 CCR Section 1833.1. (16 CCR § 1833.1(f))
- 17) I shall provide the intern or trainee with the original of this signed statement prior to the commencement of any counseling or supervision. (16 CCR § 1833.1(b))

I declare under penalty of perjury under the laws of the State of California that I have read and understand the foregoing and that I meet all criteria stated herein and that the information submitted on this form is true and correct.

Printed Name of Qualified Supervisor

Signature of Qualified Supervisor

Date

Mailing Address: Number and Street

City

State

Zip Code

The supervisor shall provide the intern or trainee being supervised with the original of this signed statement prior to the commencement of any counseling or supervision.

The trainee or intern shall submit this form to the board upon application for examination eligibility.

* Psychologists and Physicians certified in psychiatry are not required to comply with #5.

** Applies only to supervisors NOT licensed as a Marriage and Family Therapist.



Board of Behavioral Sciences
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834
 Telephone: (916) 574-7830 TTY: (800) 326-2297
 www.bbs.ca.gov



**MARRIAGE AND FAMILY THERAPIST
 WEEKLY SUMMARY OF HOURS OF EXPERIENCE**

FOR HOURS GAINED ON OR AFTER January 1, 2010

THIS FORM SHALL BE COMPLETED PURSUANT TO TITLE 16, CALIFORNIA CODE OF REGULATIONS SECTION 1833(e). Use a separate log for each supervised work setting and for each status indicated below.

(Please type or print clearly in ink)

Name of MFT Trainee/Intern: Last		First	Middle
Name of Supervisor:		Date enrolled in graduate degree program:	BBS File No (if known)
Name of Work Setting:	Address of Work Setting: Number and Street		City, State, Zip
Indicate the status of the hours logged: <input type="checkbox"/> Trainee* <input type="checkbox"/> Trainee in Practicum* <input type="checkbox"/> Registered Intern (MFT Intern No. _____) <input type="checkbox"/> Post-Degree with Application Pending for Intern Registration [B & P Code Section 4980.43(h)] *Supervision via video conferencing is not allowed as a trainee			

Note: Child counseling can be logged in any appropriate category as specified by your supervisor

YEAR:	WEEK OF:																		Total Hours	
Individual Psychotherapy (performed by you)																				
Couples, Families, and Children (min. 500 hrs.)																				
Of the above CFC hours, how many <u>actual hours</u> were gained via conjoint couples and family therapy? *																				
Group Therapy or Counseling (max. 500)																				
Telemedicine (max. 375)																				
Administering & evaluating psych. tests, writing clinical reports, writing progress or process notes (max. 250)																				
Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling** (max. 250)																				
Client Centered Advocacy (CCA)**																				
Supervision, Individual Face-to-Face **																				
Supervision, Group **																				
Total Per Week																				
		Signature of Supervisor																		
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* Please see the FAQ's for instructions on how to report the Conjoint Couples and Families Therapy Incentive hours gained.
 **These categories when combined with credited Personal Psychotherapy shall not exceed 1250 hours of experience.



FAQ's for Weekly Summary of Hours of Experience & MFT Experience Verification Form

When completing these forms, be sure to complete all necessary fields. The *Weekly Summary of Hours of Experience* and the *MFT Experience Verification* form are the two forms used to document supervised work experience requirements.

1. How do I log/get credit for the conjoint couples and family incentive hours?

When completing the *Weekly Summary of Hours of Experience* form and the *MFT Experience Verification* form, you will document the total couples, families and children hours gained on or after 1/1/2010 on the form item titled "Couples, families, and children." In the subsection below, record the amount of actual conjoint couples and families hours. This subsection is only for recording purposes and will not affect your supervision requirements or increase your weekly totals. Please only document actual hours. **Do not double count the hours on your forms.** Once your application is received by the Board, those hours will be evaluated, and up to the first 150 hours of conjoint couples and family hours will be double counted to a maximum of 300 hours.

For example: If Allison completed 10 couples, families and children hours, and 6 of those hours were conjoint couples and family, Allison would record 10 hours in the couples, families and children category and 6 hours below in the conjoint couples and family subsection.

2. If I have already gained conjoint couples and family hours before 1/1/2010, can I count those prior hours towards the incentive?

No. Only the first 150 hours of conjoint couples and family hours gained on or after 1/1/2010 will be double counted.

3. How do I know when to stop using the old forms and start using the new forms?

For any hours gained on or after 1/1/2010 the Board of Behavioral Sciences (BBS) encourages all Trainees and Interns to start using the new *Weekly Summary of Hours of Experience* form and *MFT Experience Verification* form. Any hours gained prior to 1/1/2010 should be documented on the previous versions of the forms. The current version and prior version of the *Weekly Summary of Hours of Experience* and the *MFT Experience Verification* are available on the "Forms and Publications" section of the BBS Web site (<http://www.bbs.ca.gov/forms.shtml>).

4. Can I combine pre-degree and post-degree work experience on the same form?

The BBS advises separating pre- and post-degree experience on separate *Weekly Summary of Hours of Experience* and *MFT Experience Verification* forms. As long as your application for Intern registration is submitted within 90 days of your degree conferral date, you may count experience gained during this time and log these as post-degree hours. If you do not submit your application within 90 days, you will not be able to count hours until your Intern registration number is issued.

5. Now that W-2s or a letter verifying volunteer status are required for MFT Interns, do I have to locate all past employers when I was employed before 1/1/2010 to get documentation?

No. Only Interns must submit a W-2 or letter from the employer verifying voluntary status for hours gained on or after 1/1/2010. This is not required for any hours gained before this date or for Trainees.

6. How do I fill out the forms if I have more than one supervisor in the same work setting?

If you are receiving supervision from two individuals in an employment setting, you can document this on separate forms. As long as the time periods on the two forms overlap and the employment setting is the same, the BBS will lump the experience and supervision together upon evaluation of the forms.

7. As a Trainee, can I count administering and evaluating psychological tests of counselees, writing clinical reports and progress and process notes?

Yes. Starting 1/1/2010 Trainees can now count these hours up to the maximum of 250 hours. Any hours gained as a Trainee in this category prior to 1/1/2010 will not be able to count.

- Physical abuse problems
- Psychoactive substance use disorders
- Psychotic disorders
- Religion related issues
- Self-esteem/self-worth issues
- Sexual abuse
- Sexual dysfunctions
- Sleep disorders
- Special needs populations
- Social relationship problems with peers
- Suicide
- Unwanted pregnancy
- Other _____

Formats in which you provided a MAJOR portion of counseling this term:

- Individual Group Couple Family Other _____

Formats in which you provided a MINOR portion of counseling this term:

- Individual Group Couple Family Other _____

Age group(s) to whom you provided a MAJOR portion of counseling this term:

- 0-15 16-20 21-35 36-45 46-64 65+

Age group(s) to whom you provided a MINOR portion of counseling this term:

- 0-15 16-20 21-35 36-45 46-64 65+

Use the scale below to complete the following questions:

0 = Not Applicable 1 = Seldom True 2 = Sometimes True 3 = Often True

- _____ The site has a professional atmosphere.
- _____ The staff is supportive & respectful of the Trainee's work.
- _____ The Trainee is treated respectfully by the staff.
- _____ The general atmosphere of the site provides a climate of trust and openness.
- _____ The Trainee is treated respectfully by the clients.
- _____ Physical facilities are available for Trainee use (e.g., office, supplies, etc.).
- _____ The Trainee receives clerical support.
- _____ Staff members act professionally and ethically toward clients.
- _____ Staff members act professionally and ethically toward the Trainee.
- _____ Staff members act professionally and ethically toward each other.

Comments or Recommendations:

Supervision

Were the BBS standards for supervision met at this site? (I.e. one unit of supervision for every five hours of direct counseling each week)

- Yes
 No

Overall quality of supervision with the Site Supervisor PRIMARILY responsible for providing you with one-to-one or group supervision:

- None Poor Adequate Good Excellent

Overall quality of supervision with the Site Supervisor PARTIALLY responsible for providing you with one-to-one or group supervision:

None Poor Adequate Good Excellent

Assessment of number of seminars or other professional development experiences available through my placement site during this term:

None Poor Adequate Good Excellent

Use the scale below to complete the following questions:

0 = Not Applicable 1 = Seldom True 2 = Sometimes True 3 = Often True

- _____ The site provides appropriate references, books, & materials
- _____ The site gives students adequate guidance on ethical issues
- _____ There are sufficient clients for trainees
- _____ The site appropriately uses various therapeutic approaches
- _____ The professional staff is readily accessible to the Trainee

Trainee's Comments or Recommendations on Supervision:

Use the scale below to complete the following questions:

0 = Not Applicable 1 = Seldom True 2 = Sometimes True 3 = Often True

- _____ The staff provides opportunities for relevant feedback in a positive manner
- _____ The staff is sensitive to the Trainee's personal and professional development.
- _____ Staff conflicts are discussed in an open, non-threatening manner

Trainee's Comments or Recommendations on Communication

I rate the overall quality of my practicum experiences this term as:

None Poor Adequate Good Excellent

Additional Comments:

I am willing to talk with other students about this practicum placement: Yes No

I rate my preparation for this practicum experience as:

None Poor Adequate Good Excellent

To what courses or experiences do you attribute your preparedness:

What courses or experiences are needed to improve your professional preparedness for practicum placement?

Assessment Skill Competency

1. Uses current sources of information
IO 1 2 3 4 5 NA
2. Appropriately utilizes methods of assessment to determine client concerns, problems, or characteristics
IO 1 2 3 4 5 NA
3. Appropriately interprets and uses assessments with clients and others
IO 1 2 3 4 5 NA

Supervision Skill Competency

1. Meets with supervisor as scheduled
IO 1 2 3 4 5 NA
2. Forms working relationship with supervisor
IO 1 2 3 4 5 NA
3. Handles feedback well
IO 1 2 3 4 5 NA

Professional Skill Competency

1. Establishes and maintains facilitative working relationship with staff
IO 1 2 3 4 5 NA
2. Knows legal and ethical aspects of counseling
IO 1 2 3 4 5 NA
3. Participates in staff in-service training
IO 1 2 3 4 5 NA

Case Management Skill Competency

1. Appropriately uses referral within and outside the site
IO 1 2 3 4 5 NA
2. Responsibly schedules and meets with clients
IO 1 2 3 4 5 NA

3. Keeps adequate and timely client records

IO

1

2

3

4

5

NA

Based on your knowledge, what would you consider the Trainee's major strengths?

Suggestions for further professional development:

Other Comments?

WESTERN SEMINARY SACRAMENTO
290 Technology Way, Suite 200 • Rocklin • CA • 95765
(916) 488-3720 • FAX (916) 488-3735

Department of Marital and Family Therapy

Workshops, Seminars, and Training Sessions

Training/Workshop Name	Provider	Location	Dates	Total Hours

I authorize the applicant's attendance at the following, directly relating to his/her training as a Marital and Family Therapist. These hours were NOT used to fulfill the applicant's educational requirements.

Trainee Name – please print

Site Supervisor Name and License Number

Site Supervisor Signature

Date of Signature



Board of Behavioral Sciences
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834
 Telephone: (916) 574-7830 TTY: (800) 326-2297
 www.bbs.ca.gov



MARRIAGE AND FAMILY THERAPIST EXPERIENCE VERIFICATION

FOR HOURS GAINED ON OR AFTER JANUARY 1, 2010

The supervisor must complete this form. Use a separate form for each person verifying hours of supervised experience for licensure as a marriage and family therapist and for each employment setting. Complete a separate form for pre-degree and post-degree hours. **Make certain that the form is complete and correct prior to signing. Any change should be initialed by the supervisor and is subject to verification.** Experience verification forms are to be submitted by the applicant with his or her application for examination eligibility.

(Please type or print clearly in ink)

Applicant:	Last	First	Middle
------------	------	-------	--------

SUPERVISOR: (Please type or print clearly in ink)

1. Supervisor Name:	Last	First	Middle	2. Business Phone:
3. Address:	Number and Street	City	State	Zip Code
4. Name of Applicant's Employer:				5. Business Phone:
6. Employer's Address:	Number and Street	City	State	Zip Code
7. a	Was this experience gained in a setting that lawfully and regularly provides mental health counseling or psychotherapy?			Yes <input type="checkbox"/> No <input type="checkbox"/>
b	Was this experience gained in a private practice setting?			Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Experience was gained in a setting that provided oversight to ensure that the applicant's work meets the experience and supervision requirements and is within the scope of practice for the profession?			Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	For interns only, Was the applicant receiving pay for the employment? If yes, attach a copy of the applicant's W-2 statement for each year experience is claimed. For the current year in which a W-2 has not been issued, submit a copy of a current paystub.			Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicant volunteered, a letter from the employer verifying volunteer status is required.				
10. Dates of the experience is being claimed	From:	_____	To:	_____
			mm/dd/yyyy	mm/dd/yyyy
11. How many weeks of supervised experience are being claimed?	_____			
12. Show only those hours of experience as verified on the weekly summary of hours form.	Logged Hours			
a.	Individual Psychotherapy (No minimum or maximum hours required)			
b.	Couples, families, and children (minimum 500 hours)			
	• Of the hours recorded on line 12. b., how many actual hours were gained via conjoint couples and family therapy.			
c.	Group Therapy or Counseling (maximum 500 hours)			
d.	Telemedicine (maximum 375 hours)			
e.	Administering and evaluating psychological tests of counselees, writing clinical reports and progress or process notes (maximum 250 hours)			
f.	Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling* (maximum 250 hours)			
g.	Client Centered Advocacy (CCA)*			

Continue on next page.

Applicant:	Last	First	Middle
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13. Face-to-face supervision*:		Hours per week	Logged Hours
a. Individual			
b. Group (Group supervision contained no more than 8 persons)			

14. Supervisor License Information:			
Type of License	License Number	State of License	Date Originally Licensed
If M.D., were you certified in Psychiatry by the American Board of Psychiatry and Neurology during the entire period of supervision? Date Board certified: _____			Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct</i> Signature of Supervisor: _____ Date: _____			

*These categories when combined with credited Personal Psychotherapy shall not exceed 1250 hours of experience.

***Answers to
Most Frequently Asked Questions
Relating to
Marriage and Family Therapist Trainees and
Interns***



Board of Behavioral Sciences
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Vision

Strong minds, lives, families, and communities.

Mission

Protect Californians by promoting consumer awareness, advocating for improved mental health services, and setting, communicating, and enforcing standards.

1. What is the breakdown for the required hours of experience for Marriage and Family Therapist (MFT) licensure?

The Board requires 3,000 hours of supervised professional experience and 104 weeks of supervision to qualify for MFT licensure. Of the 104 supervised weeks required, 52 weeks must be weeks in which the applicant received at least one hour of one-on-one, individual, face-to-face supervision. A supervised week is any week in which a Trainee or Intern meets with an individual supervisor for one hour or a group supervisor for two hours. The required 3,000 hours of supervised experience must conform to the following breakdown:

Counseling Hours

- Individual Psychotherapy (no Min or Max hrs)
- Couples, Family, and Children (Min 500 hrs)
- The first 150 hours of conjoint treatment of couples and family hours can be double counted starting 1/1/2010.
- Group Therapy or Counseling (Max 500 hrs)
- Telemedicine Counseling (Max 375 hrs)(see question 24)

Administering and Evaluating Psychological Tests, Writing Clinical Reports, Writing Progress or Process Notes (Max 250 hrs)

Other Non-Counseling Hours (Max 1,250 hrs)

- Workshops, Seminars, Training Sessions or Conferences (Max 250 hrs)
- Personal Psychotherapy Received (Max 100 hrs triple counted as 300)
- Client Centered Advocacy
- Direct Supervisor Contact (Both individual and group)

The maximum amount of work experience that a Trainee or Intern may count in a given week is 40 hours. Personal Psychotherapy received does not count as work experience and does not require supervision.

Statutes and Regulations cited: B&P Code Section 4980.43; CCR Section 1833

The maximum number of hours a person can earn while a Trainee is no more than 1,300 hours of the following:

- Counseling and Supervision Hours (Max 750 hrs)
- Administering and Evaluating Psychological Tests, Writing Clinical Reports, Writing Progress or Process Notes (Max 250 hrs)
- Workshops, Seminars, Training Sessions or Conferences (Max 250 hrs)
- Client Centered Advocacy
- Personal Psychotherapy Received (Max 100 hrs triple counted as 300)

Statutes and Regulations cited: B&P Code Section 4980.43

2. What types of hours can I count as a Trainee?

<p>3. What is the maximum number of hours of supervision I can count in a week?</p>	<p>No more than five hours of supervision, whether individual or group, shall be credited as work experience during a single week.</p>
<p>4. Where do I record Personal Psychotherapy hours?</p>	<p><i>Statutes and Regulations cited: CCR Section 1833</i> The Board does not have a specific form for recording Personal Psychotherapy hours. Personal Psychotherapy hours are logged on the MFT examination eligibility application. This application is on the "Forms and Publications" section of the website.</p>
<p>5. What is the 6-year rule?</p>	<p>The Board cannot accept hours of experience older than six years from the time a person applies for MFT examination eligibility. The only exception to this rule is a maximum of 500 hours of work experience from an applicant's degree program. Up to 500 hours of counseling and supervision experience, obtained as an MFT Trainee while enrolled in practicum, can be older than 6 years.</p> <p>For example, Applicant A sends in an application for MFT examination eligibility, and the Board receives this application on March 24, 2010. The Board will only accept hours earned between March 24, 2004 and March 24, 2010. Of course, up to 500 counseling and supervision hours obtained while an MFT Trainee will be accepted even if they are older than March 24, 2004.</p>
<p>6. Do I need to separate hours gained pre-degree from hours gained post-degree? Do I need to separate hours gained prior to 1/1/2010 and hours gained on or after 1/1/2010?</p>	<p><i>Statutes and Regulations cited: B&P Code Section 4980.43</i> The Board encourages MFT Trainees and Interns to keep pre-degree and post-degree hours on separate Experience Verification forms. The Board also strongly encourages MFT Trainees and Interns to close out all hours on their Experience Verification forms and Weekly Log Sheets through 12/31/2009 and start with the new forms on 1/1/2010. Please see the new forms for hours gained on or after 1/1/2010 on the Board's Web site. Although not required by law, but doing so may decrease the processing time for applications.</p>
<p>7. What is the difference between the supervision requirements for MFT Trainees and Interns?</p>	<p>As a Trainee, an individual needs to receive at least "one unit" of supervision contact for every five hours of psychotherapy or counseling performed. Interns must receive "one unit" of supervision for the first 10 hours of counseling experience performed in any week in each setting. Interns must receive one additional "unit" of supervision during any week in which more than 10 hours of psychotherapy or counseling are performed in each setting. The requirements described only apply to direct counseling/psychotherapy hours. (Individual Psychotherapy; Couples, Family, and Children; Group Psychotherapy; and</p>

	<p>Telemedicine Counseling)</p> <p>Note: One "unit" if supervision equals one hour of individual supervision or two hours of group supervision.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43</i></p>
<p>8. Can I count hours after I graduate but before I receive an Intern registration number?</p>	<p>Applicants for Intern registration <u>may</u> count hours obtained post-degree but before issuance of an Intern registration number ONLY if the applicant applies for Intern registration within 90 days of the qualifying degree conferral date. The Board grants no exceptions.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43</i></p>
<p>9. Can I begin work in a private practice setting without having an Intern registration number?</p>	<p>A private practice setting is a place of business that lawfully and regularly provides mental health counseling or psychotherapy and is owned by a licensed marriage and family therapist, a licensed clinical social worker, a licensed psychologist, a licensed physician and surgeon, or a professional corporation of any of these professions.</p> <p>Trainees cannot work in a private practice setting. Registered Interns may be employees in a private practice setting.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43; CCR Section 1833</i></p>

<p>10. Who can supervise MFT Trainees or Interns?</p>	<p>Only licensed mental health professionals can supervise Trainees and Interns. Licensed mental health professionals include licensed marriage and family therapists, licensed clinical social workers, licensed psychologists, and licensed physicians certified in psychiatry by the American Board of Psychiatry and Neurology. Additionally, the supervisor must maintain a current valid California license. The supervisor must have held that license for at least two (2) years and practiced psychotherapy or directly supervised trainees, interns, or associate clinical social workers that perform psychotherapy as part of their clinical practice for at least two years within the last five-year period immediately preceding supervision.</p> <p>The Board requires supervisors of Trainees and Interns to complete a minimum of six (6) hours of supervision training or coursework within two years immediately preceding supervision (or within 60 days of commencement of supervision) and every renewal period thereafter. Psychologists and physicians certified in psychiatry are exempt from supervision training.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.03; CCR Section 1833.1</i></p>
<p>11. When do I need to send in supervisory forms?</p>	<p>MFT Experience Verification forms shall be sent with an applicant's MFT examination eligibility application. These forms are not required before that time. Responsibility Statements must also be submitted with the application for examination eligibility.</p> <p>Weekly Summary of Hours of Experience forms only need to be sent if the Board specifically requests an applicant in writing to do so.</p> <p><i>Statutes and Regulations cited: CCR Section 1833; 1833.1</i></p>
<p>12. How many people can participate in a session of group supervision?</p>	<p>Group supervision sessions shall include no more than eight (8) persons receiving supervision.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43; CCR Section 1833</i></p>

<p>13. What pre-licensure coursework do I need to complete prior to licensure?</p>	<p>In addition to holding a qualifying degree, an applicant for examination eligibility must complete specific pre-licensure required courses prior to submitting an application for MFT examination eligibility.</p> <p>These courses include:</p> <ul style="list-style-type: none"> • Child Abuse Assessment and Reporting (7 hrs) • Human Sexuality (10 hrs) • Alcoholism and Chemical Substance Abuse Dependency (15 hr/1 semester unit; must be within the qualifying degree program) • Spousal/Partner Abuse (must be within degree program; must be 15 hours for those after 1/1/2004) • Psychological Testing (2 semester or 3 quarter units) • Psychopharmacology (2 semester or 3 quarter units) • California Law and Professional Ethics (2 semester or 3 quarter units) • Aging and Long Term Care (10 hrs for those after 1/1/04) <p>Note: The dates above refer to when a person begins his or her degree program.</p> <p><i>Statutes and Regulations cited: B&P Code 4980.39, 4980.41; CCR Section 1807, 1807.2, 1810</i></p>
<p>14. What color ink can I use on Board forms?</p>	<p>The Board does not require applicants to use any particular color of ink on forms.</p>
<p>15. Do I need to take all pre-licensure required coursework prior to submitting an MFT Intern registration application package?</p>	<p>No. An applicant can apply for MFT Intern registration without completing all the required pre-licensure additional coursework. Pre-licensure coursework only needs to be complete at the time a person applies for examination eligibility.</p>
<p>16. Can I work in a private practice setting with my second Intern registration number?</p>	<p>No. If an individual applies for and receives a second MFT Intern registration, he or she cannot work in a private practice setting with that second intern registration number</p> <p><i>Statutes and Regulations cited: B&P Code 4984.01</i></p>

<p>17. Can I practice as a 1099 independent contractor while a Trainee or Intern?</p>	<p>No. Only a licensed MFT practicing within the scope of practice for MFTs may be paid on a 1099. All Interns and Trainees must be a paid employee of an agency or a volunteer.</p> <p><i>Statutes and Regulations cited: B&P Code 4980.43; CCR Section 1833</i></p>
<p>18. Do I need to maintain a current Intern registration number to participate in the examination?</p>	<p>The Board does not require an examination candidate to maintain a current registration number in order to take the licensing examination. However, many employers do require a current registration number to remain employed. The Board advises applicants to consult with their employer prior to allowing an Intern registration to expire.</p>
<p>19. Once I pass my exams, can I start practicing independently?</p>	<p>No. A successful examinee still must submit an MFT Initial License application form and fee before the Board will issue a marriage and family therapy license. Independent practice cannot begin until the Board issues a license.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980</i></p>
<p>20. Must I continue to have supervision while in the exam process?</p>	<p>All applicants, trainees, and registrants must receive supervision from an acceptable licensed mental health professional. Once issued a license, an individual no longer needs to be under supervision.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43</i></p>
<p>21. Does my supervisor need to be on-site?</p>	<p>Only in a private practice setting does a supervisor need to be employed by, and practice at, the same site as the applicant's employer. In a setting that is not a private practice, the supervisor may be employed by the registrant's employer on either a paid or voluntary basis. An off-site supervisor must sign a letter of agreement with the agency employing the applicant.</p> <p><i>Statutes and Regulations cited: CCR Section 1833</i></p>
<p>22. Do I need to resubmit fingerprints with my MFT examination eligibility application?</p>	<p>If you have a current MFT Intern registration number at the time the Board receives your application for MFT examination eligibility, you will not need to redo your fingerprints for the Board.</p> <p>If you do not have an open file with the Board, fingerprints will be necessary.</p>

<p>23. As a Trainee, when can I begin counting pre-degree hours of work experience?</p>	<p>A Trainee can only begin counting hours of experience if <u>both</u> the following requirements are met:</p> <ol style="list-style-type: none"> 1. The student must have completed a minimum of 12 semester or 18 quarter units in a qualifying MFT degree program. 2. The Trainee must have a written agreement between the school and each work site that details each party's responsibilities, including the methods by which supervision shall be provided. <p>Note: One exception is Personal Psychotherapy hours, which can count from the date a person begins his or her degree program.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.03; 4980.42</i></p>
<p>24. What is the definition of telemedicine counseling?</p>	<p>Telemedicine refers to the practice of health care delivery, diagnosis, consultation, treatment, transfer of medical data, and education using interactive audio, video, or data communications. Neither a telephone conversation nor e-mail between a provider and a client constitutes telemedicine.</p> <p>Note: Hours gained on or after 1/1/2010 will also include Telephone counseling to this category.</p> <p>The interaction must take place in real time or near real time.</p> <p><i>Statutes and Regulations cited: B&P Code Section 2290.5</i></p>
<p>25. Can group supervision be broken into one-hour increments?</p>	<p>Group supervision can be broken into one-hour increments, as long as both increments (full two hours) are provided in the same week as the experience being claimed.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43</i></p>
<p>26. Can I receive supervision via videoconferencing?</p>	<p>An MFT Intern working for a governmental entity; school, college, or university; or an institution that is both nonprofit and charitable may obtain supervision via live two-way videoconferencing. The supervisor is responsible for ensuring that the client confidentiality is preserved.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43</i></p>

The information provided in this publication is supplemental and intended to serve as a quick answer guide for common questions. The *Statutes and Regulations Relating to the Practice of Marriage and Family Therapy, Licensed Clinical Social Work, and Licensed Educational Psychology* contains the official legal code sections and language. The BBS encourages you to thoroughly read the *Statutes and Regulations* and refer to it in cases that require official legal authority or language