



Aliento Handbook
LMFT/LPCC
2023-2024

Master of Arts in Clinical Psychology
With an Emphasis on Marriage and Family Therapy with Latinx
Communities

MACLP Degree
Evening Format Program

Miguel E. Gallardo, PsyD

Program Director, MACLP Aliento Program - Evening Format Latinx Communities
emphasis
Irvine Graduate Campus Irvine Graduate Campus

Liliana Vasquez

Program Administrator, MACLP Aliento Program - Evening Format Latinx Communities emphasis
Irvine Graduate Campus Irvine Graduate Campus

Lindsey Peters, MA LMFT

Clinical Training and Professional Development Coordinator
Irvine Graduate Campus Irvine Graduate Campus





TABLE OF CONTENTS

INTRODUCTION

[The MACLP, Latinx Emphasis Program at Pepperdine](#)
[Hybrid Cohort-based Model](#)
[Program Administration](#)

ADMINISTRATIVE STAFF

[Program Director](#)
[Program Administrator](#)
[CTPD Staff](#)
[Degree Program Certification](#)
[Transcripts](#)
[GSEP Specific and University Wide Resources](#)
[Where Do Program Requirements Originate](#)
[MACLP Latinx Emphasis Program Accreditation Status](#)
[Legal Notification](#)
[Syllabus statements](#)

GENERAL REQUIREMENTS FOR LICENSURE

[Deviation from Policy](#)
[Statutes and Regulations](#)
[Questions about this Document: Resources](#)

LMFT/LPCC LATINX EMPHASIS HANDBOOK

[Aliento Program Curriculum, 60-72 Units](#)
[Program Levels](#)
[Length of Time to Complete the Program](#)
[Continuous Enrollment and Leave of Absence](#)
[Grade Point Average](#)
[Incomplete \(I\) and In Progress \(IP\)](#)
[Academic/Grading Standards](#)
[Previous Coursework](#)
[Waiving a Course](#)
[Transferring a Course](#)
[Semester vs. Quarter Units](#)
[Transfer Limits](#)
[Need Additional Units for the Degree?](#)
[Prerequisite and Course Scheduling](#)
[The MACLP, Latinx Communities Emphasis Curriculum: Required Courses](#)
[Community-based Learning Projects](#)
[Immersion Experiential Trip](#)



The Master of Arts in Psychology (MAP Degree) and the MFT License

[MACLP Degree Needed for the LMFT and LPCC License](#)

[MAP Student Transfers to the Aliento Program](#)

THE ASSESSMENT REQUIREMENTS

[MAP Transfer Students DO take PSY 675](#)

CONTINUATION IN THE PROGRAM

[Interpersonal Competencies](#)

[GSEP Faculty Panel](#)

EVALUATION OF STUDENTS' READINESS TO BECOME THERAPISTS

PERSONAL THERAPY: SHOULD YOU BECOME A CLIENT?

CLINICAL TRAINING EXPERIENCE

[Questions About Licensed Marriage & Family Therapists \(LMFTs\) and Licensed Professional Clinical Counselors \(LPCCs\)](#)

[What Do LMFTs Do?](#)

[What Do LPCCs Do?](#)

[Can LMFTs and LPCCs Conduct Psychological Testing?](#)

[Are LMFTs or LPCC's Psychologists?](#)

[Becoming Licensed in Other States](#)

LEGAL AND PROFESSIONAL BOARDS AND ASSOCIATIONS

[Board of Behavioral Sciences \(BBS\)](#)

[The California Association of Marriage and Family Therapists \(CAMFT\)](#)

[The American Association for Marriage and Family Therapy \(AAMFT\)](#)

[The California Association of Licensed Professional Clinical Counselors \(CALPCC\)](#)

[National Latinx Psychological Association \(NLPA\)](#)

[California Latinx Psychological Association \(CLPA\)](#)

[Career and Professional Issues](#)

LICENSING JOURNEY: TRAINEE TO ASSOCIATE TO LICENSED

[The Master Checklist for MFT Licensure from CAMFT](#)

[MFT/PCC Trainee, MFT/PCC Associate, Licensed MFT & PCC](#)

["MFT Trainee" & "PCC Trainee"](#)

[No Private Practice for Trainees?](#)

["MFT and PCC Associate"](#)

["Licensed Marriage and Family Therapist" \(LMFT\) or "Licensed Professional Clinical Counselor \(LPCC\)"](#)

CAREER DEVELOPMENT SERVICES AND RESOURCES FOR PSYCHOLOGY STUDENTS



CLINICAL PRACTICUM EXPERIENCE

[What is Clinical Practicum?](#)

[What is PSY 661 - Preparation for practicum?](#)

[Pre-Practicum Resources](#)

[Tevera](#)

[Mod 1: Prep for Practicum](#)

[Action Plan: Important Steps to Prepare for Clinical Practicum](#)

[STEP 1: Review the Action Plan Assignment in Tevera/Complete Action Items](#)

[STEP 2: Resume & Cover Letter](#)

[STEP 3: Research Practicum Sites](#)

[STEP 4: Identify your Top 5-10 sites and Apply. Apply. Apply](#)

[STEP 5: Arrange for Interviews with Sites](#)

[STEP 6: Grow in your Interviewing Skills and Document Interview Outcomes](#)

[STEP 7: Choosing a Site: Required Steps for Site Offers](#)

[STEP 8: SiteConnect Placement process in Tevera](#)

[STEP 9: Prepare yourself for PSY 662: Clinical Practicum](#)

[STEP 10: Start Initial Required Paperwork for PSY 662/PSY 663](#)

[STEP 11: Upload your Mod 1 Prep for Practicum Certificate to your Tevera PSY 661 Assignments](#)

[Considerations in deciding to work at a site](#)

[Malpractice Insurance as MFT/PCC Trainee at Practicum Site](#)

[“Un-approved” Sites — How To Get Them Evaluated](#)

[Problems at the Site?](#)

[Is switching sites okay? Is adding an additional site okay?](#)

[Number of Sites](#)

[Working at a Site after Completing 6 Units](#)

[Out-Of-State Sites](#)

[Can I be paid as an MFT Trainee?](#)

PSY 663/662 – BILINGUAL CLINICAL PRACTICUM

[How to use the term “practicum”](#)

[Legal Definition of Practicum](#)

[What is Practicum at Pepperdine?](#)

[Why Must You Be Enrolled in PSY 662 – Clinical Practicum, or in 663 – Bilingual Practicum \(Latinx emphasis Spanish speaking students only\) to Have Your Experience Approved?](#)

[When to Take Practicum: It Depends](#)

[Practicum Prerequisites](#)

[Practicum Course Objectives](#)

[Aliento Practicum Information](#)

[PSY 663 – Bilingual Clinical Practicum \(For Aliento Students\)](#)

[Frequently Asked Questions](#)

[Consecutive Terms](#)

[Sequential Terms](#)

[How Many Practicum Instructors to Take?](#)



[Training in Diversity Encouraged by BBS](#)
[Practicum and Financial Aid](#)

[REQUIREMENTS FOR PRACTICUM COURSE CREDIT](#)

[Practicum/MFT Trainee Required Hours Overview](#)

[BBS Forms: Descriptions and Guidelines for Use](#)

[Hours of Direct Client Contact](#)

[Weeks of Supervision](#)

[Client Centered Advocacy Hours](#)

[Workshops Attended](#)

[Max Total Hours Allowed at MFT Trainee](#)

[Flexible Hours](#)

[PCC Hours](#)

[Does Pepperdine Actually Approve Hours?](#)

[Make Your Experience Count: Follow the pre-degree BBS 90 Day rule](#)

[Making up Hours](#)

[Earning Hours during Academic Breaks](#)

[Planning to Graduate? A Word of Caution](#)

[Required Resources & Forms for Practicum Class and MFT Traineeship](#)

[Practicum Required Resources](#)

[Tevera](#)

[Mod 2: Practicum Guide](#)

[CA BBS Licensure Forms for Practicum](#)

[The BBS Supervision Agreement](#)

[The BBS Weekly Summary of Hours \(The Weekly Log\)](#)

[The BBS In-State Experience Verification Form](#)

[Pepperdine Required Forms for Practicum Credit](#)

[MOD 2: Practicum Guide Certificate for 1st Term Practicum Students](#)

[4-Way Agreement](#)

[Practicum Check In Form](#)

[Supervisor Evaluation of MFT Trainee](#)

[Direct Observation Form](#)

[MFT Student's Evaluation of Supervision and Agency](#)

[Practicum Instructor Evaluation](#)

[Multi-Week Hours Report from Tevera](#)

[Graduating Students: 225/280 Confirmation of Total Hours Form](#)

[Acceptable Signatures for BBS & Pepperdine Paperwork](#)

[GRADES FOR PRACTICUM](#)

["CREDIT"](#)

["NO CREDIT"](#)



[“IN PROGRESS”](#)

[**Challenges at your Practicum Site?**](#)

[IMPORTANT NOTE: You may not terminate at a site without seeking consultation](#)

[Concerns? See your Clinical Practicum Instructor First](#)

[What happens if I am not able to fulfill my academic and clinical responsibilities during practicum?](#)

[What do I do if I am dismissed from the Practicum Site?](#)

[Procedure for Investigating Problems at the Site](#)

[**SUPERVISION AND SUPERVISORS**](#)

[Supervision Defined](#)

[“Losing Hours” due to Unqualified Supervisor: The Trainee’s Nightmare](#)

[Supervision: An Overview](#)

[How to Calculate Supervision Ratios](#)

[Specific Requirements of Supervisors](#)

[Supervisors who are signing off on BBS Weekly Logs must meet the following:](#)

[Supervisor Training](#)

[“Interim” Supervisor](#)

[Paying for Supervision](#)

[Do my supervisor and I have to be employed by the same employer?](#)

[Does my supervisor need to be on site?](#)

[**GRADUATION CHECKLIST**](#)

[The MACLP STUDENT CHECKLIST FOR GRADUATION](#)

[**POST-DEGREE RESOURCES**](#)

[**ASSOCIATE REGISTRATION NUMBER: HOW TO APPLY**](#)

[IMPORTANT: Should you register as an associate if you don’t want to gain hours immediately?](#)

[Can I continue to count hours after I graduate \(Post-Degree 90 Day Rule\)](#)

[Applying for my Associate Registration number?](#)

[Checklist of Items to submit to the BBS](#)

[Timeline to complete Application Items](#)

[How do I order my transcript for Associate Registration?](#)

[Do I submit the In-State Program Certification to the BBS?](#)

[**GAINING HOURS AS AN ASSOCIATE**](#)

[Collecting BBS/LMFT Hours: Overview of the Process](#)

[Associate MFT Overview of Hours](#)

[Associate PCC: Overview of Hours](#)

[**Time Limits for Gaining Hours: The “Six-Year” Rule**](#)

[**EXAMS FOR CALIFORNIA LICENSURE**](#)



[Required Exams](#)

[MFT & PCC CA Law and Ethics Exam](#)

[You gained 3,000 hours! Now What?](#)

[Submission Checklist for Application for MFT Licensure](#)

[MFT - CA Clinical Exam](#)

[PCC - National Clinical Counselor Mental Health Exam](#)

[New Examination Information](#)

[APPENDICES:](#)

[*Appendix I: Demographics of MFTs IN CALIFORNIA*](#)

[*Appendix II: Aliento Program*](#)

[*Appendix III: Acknowledgement of BBS/ MACLP Requirements for Students*](#)

[*Appendix IV: Pepperdine University Supervisor Evaluation of MFT Trainee*](#)

[*Appendix V: MFT Student's Evaluation of Supervision and Agency*](#)

[*Appendix VI: Pepperdine Verification of Hours*](#)

[*Appendix VII: BBS MFT Experience Verification*](#)

[*Appendix VIII: BBS MFT Weekly Summary of Hours*](#)

[*Appendix IX: CAMFT "Master Checklist for MFT Licensure*](#)



Pepperdine University

GRADUATE SCHOOL OF EDUCATION AND PSYCHOLOGY

Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy with
Latinx Communities (MACLP Degree or LMFT/LPCC Aliento Program)

LMFT/LPCC, Latinx Emphasis Handbook

INTRODUCTION

Welcome to Pepperdine and to the Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy with Latinx communities degree Aliento Program, also known as the LMFT/LPCC Latinx Emphasis Program. Here you will have an opportunity to learn clinical psychology, marriage and family therapy and clinical counseling. With the MACLP degree, and 3,000 hours of approved supervised clinical experience, you will be eligible to sit for the license exam to practice independently as a Licensed Marriage and Family Therapist (LMFT) and/or a Licensed Professional Clinical Counselor (LPCC) in California.

Pepperdine University's MACLP program enables students to simultaneously satisfy the curriculum requirements for both the LMFT and LPCC professional licenses in the State of California. In addition, the specialized training in couple and family counseling will permit LPCC's to provide family counseling services.

Please note that additional pre-degree and post-degree requirements must also be fulfilled if graduates can expect to obtain both licenses simultaneously (i.e. 280 direct client hours pre-degree, two separate law & ethics and license exams post-degree, 500 hours with couples, families and children out of 3000 total hours required for licensure, etc.).

The Aliento Handbook is designed to supplement the information distributed by the BBS. As licensing requirements change, academic requirements follow suit. Pepperdine makes every effort to inform students of changes that impact their programs; however, it is ultimately the student's responsibility to understand the effects of legal and regulatory changes on license eligibility as well as to keep original BBS and practicum documents safe and secure after graduation (to stay informed, join [CAMFT](#) for the LMFT license in California, and/or [CALPCC](#) for the LPCC license in California).

The MACLP, Latinx Emphasis Program at Pepperdine

In the Latinx emphasis program, you will learn how to use a variety of psychotherapeutic and counseling theories in the assessment, diagnosis and treatment of Latinx individuals, families, and communities. You will also learn how to apply models of individual and family therapy including, but not limited to, psychodynamic,



humanistic, cognitive-behavioral, strategic, structural, narrative, solution-focused models and models emphasizing recovery-oriented mental healthcare with Latinx communities. Courses will be didactic, experiential and practical, including both theory and technique. In your three-term clinical practicum Traineeship, at least 50% of your direct client contact hours must be with Latinx community members. Additionally, if you are providing services in Spanish at your practicum site, you must see clients under the supervision of bilingual licensed professionals at approved sites while concurrently enrolled in a clinical bilingual practicum class (PSY 663 (Spanish)). If you are providing services in English to Latinx community members at your practicum site, you will see clients under the supervision of licensed professionals at approved sites while concurrently enrolled in a clinical practicum class (PSY 662 (English)). The clinical site experience, in conjunction with the clinical practicum class, provides the opportunity to integrate theory and therapy skills and earn hours towards the LMFT license. **Note: For students intending to qualify for the LPCC license as well, practicum hours earned as a graduate student satisfy Pepperdine's and the BBS' requirements for graduation but do not apply to the 3,000 hour requirement . Hours fulfilling LPCC pre-license requirements can only be accrued *after* graduation.**

Hybrid Cohort-based Model

The MACLP, Latinx program is a hybrid cohort-based program where students enroll in all of their Aliento specific courses with their entering fall classmates. Beyond the Aliento specific courses, students can enroll in the general program course requirements for degree completion at any one of our campus locations. Since general program courses can be taken at any of our graduate campus locations, with the exception of our Malibu campus, it is possible that some students may not have the opportunity to take ALL of their classes together throughout the entirety of the program.

Program Administration

The MACLP, Latinx Emphasis Program is administered out of Aliento, The Center for Latinx Communities. This Center is currently overseen by the Program Director and consists of adjunct faculty and administrative staff.

ADMINISTRATIVE STAFF

Program Director

The current Program Director for the Aliento program is **Dr. Miguel E. Gallardo**. His office is located at the Irvine Graduate Campus, Office 336. If further consultation is needed, you may reach him at (949) 223-2524, or miguel.gallardo@pepperdine.edu.

Program Administrator

The current Program Administrator for the Aliento Program is **Liliana Vasquez**. The Program Administrator



works with enrolled students and handles questions about classes, enrollment, registration, add/drop, challenge exams, enrolled student course waivers and other academic matters. Her office is located at the Irvine Graduate Campus, Office 335. In person office hours are available at the Irvine Campus Mondays through Wednesdays. You may reach her at liliana.vasquez@pepperdine.edu or (949) 223-2571.

M.A. Clinical Training and Professional Development (CTPD) Staff

Lindsey Peters, Clinical Training and Professional Development Coordinator, oversees the clinical training for the MACLP programs, including the Latinx emphasis program, and professional development for the MACLP programs. Her office is located at the Irvine Graduate Campus, Office 340. You may reach her at lindsey.peters@pepperdine.edu or (949) 223-2580.

Note: For the sake of simplicity staff are referred to as “Clinical Training Staff.”

Degree Program Certifications (BBS Associate Registration)

For questions about Program Certifications (not transcripts) please contact the GSEP Certification Manager, Claudia Walters, at claudia.walters@pepperdine.edu or (310) 258-2811

Transcripts (BBS Associate Registration)

For questions about Transcripts, you can contact the following staff:

1. Sergio Lopez, sergio.lopez@pepperdine.edu
2. Easten Simpson, easten.simpson@pepperdine.edu
3. OneStop@pepperdine.edu or (310) 506-6130.

GSEP-Specific and University-Wide Resources

A list of important contact information for GSEP-specific and university-wide resources.

Where Do Program Requirements Originate?

Some of the requirements for your MACLP and Latinx emphasis degrees have been designed by Pepperdine Graduate School of Education and Psychology; others originate in state law. The Board of Behavioral Sciences (BBS), a division of the California Department of Consumer Affairs, regulates the LMFT and LPCC licenses. The Board provides forms, verifies applicants’ educational and clinical experiences, administers the licensing exams and issues the LMFT and LPCC license.

MACLP Latinx emphasis Program Accreditation Status

Pepperdine University is accredited by the Western Association of Schools and Colleges (WASC), the regional accrediting agency for higher education. The Pepperdine PsyD program is accredited by the American Psychological Association (APA); the APA does not accredit master’s degrees. The MAP/MACLP programs, including the Latinx



program, are not accredited by AAMFT through its Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE) or by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Pepperdine University is accredited by the Western Association of Schools and Colleges (WASC), the regional accrediting agency for higher education. The Pepperdine PsyD program is accredited by the American Psychological Association; APA does not accredit master's degrees.

LEGAL NOTIFICATION

Applicants seeking the LMFT or the LPCC license must graduate with a *qualifying degree* that has been approved by the BBS. At Pepperdine, that program is the MACLP and Latinx emphasis degrees. **We are required by law to notify you that:**

The Master of Arts in Clinical Psychology with an emphasis in Marriage and Family Therapy (MACLP) with Latinx Communities degree is designed to meet the education requirements of Sections 4980.36 of the Business and Professions Code of the State of California, leading to licensure as a Licensed Marriage and Family Therapist. In addition, the MACLP degree is designed to meet the education requirements of Sections 4999.33, 34, 36 of the Business and Professions Code of the State of California as a Licensed Professional Clinical Counselor.

SYLLABUS STATEMENTS

ANTIRACISM INTERSECTIONAL STATEMENT:

The Aliento program embraces an antiracist-intersectional philosophy in order to situate oppression and power within our curriculum. An antiracism intersectional approach is central to understanding the power held by institutions and systems, including our own, and to better understand the multiply oppressed experiences of Black, Indigenous, and people of color (BIPOC). An anti-racist intersectional framework makes evident that the role of racial oppression cannot be fully eliminated without investigating the intersections of all forms of oppression based on immigration status, class, gender/gender identity(ies), sexual orientation, religious/spiritual and ability. The Aliento program is committed to creating a more just and equitable society by recognizing that racism in the United States is situated in anti-Black racism. The Aliento program recognizes the legacy of White Supremacy in understanding the enslavement of Black communities, the colonization and genocide of Native and Indigenous peoples, both of which have contributed to internalized racism and colorism within Latinx and other communities of color. The Aliento program is acutely aware of the issues affecting historically, and currently, oppressed communities, and thus, rejects pathological explanations of culturally centered behaviors and outcomes that support systems, including educational ones, that reinforce the exploitation of many to the benefit of few.

We encourage conversations about race and intersectionality, knowing these conversations involve emotions and address the lived experiences of both personal and institutional racism and other isms. Throughout the Aliento program, students will explore who they are within the context of their own communities, within the



larger society, and what these discoveries mean in the delivery of services to underserved and unserved Latinx communities. Without exception, it is the expectation of the Aliento program that our students endorse antiracist-intersectional actions in personal, academic, and professional domains. If you experience or witness racism and/or other forms of injustices in our program, including in classes, you are encouraged to address it directly with your instructor when possible. Additional or alternative steps are provided in the grievance procedures of the 2021-20211 GSEP Catalog.

TERRITORIAL/LAND ACKNOWLEDGEMENT STATEMENT:

We acknowledge that Pepperdine University is built on the ancestral and unceded territories of the Chumash, Tongva and Acjacheman peoples. It is important to acknowledge the peoples on whose land we live, learn, and work as we seek to improve and strengthen our relations with our First People nations. We also acknowledge that words are not enough. We must ensure that our institution provides support, resources, and programs that increase access to all aspects of higher education for our First Nation and Indigenous students, staff, faculty, and community members.

To learn more about the original stewards and protectors of the land you occupy, please visit:

<https://native-land.ca/>

PRONOUNS STATEMENT:

In the Aliento program everyone has the right to be addressed by the name and personal pronouns that correspond to their gender identity, including non-binary pronouns, for example: they/them/theirs, ze/zir/zirs, etc. We recognize that preferred names and pronouns may change during the semester, and through your time in the Aliento program, if at any point during your time with us you would like to be addressed differently, please let me know.

As part of our commitment to inclusion in this course, and program, it is important that all students in this class respect the preferred names and pronouns of their peers. Mistakes in addressing one another may happen. If you make a mistake or are corrected, please briefly apologize and correct yourself. To learn more about personal pronouns and why they are important please visit mypronouns.org.

GENERAL REQUIREMENTS FOR LICENSURE

To obtain licensure as an LMFT or an LPCC, applicants must fulfill specific educational and experiential requirements, in addition to passing written exams. In general, applicants must have completed an appropriate graduate degree and 3,000 hours of experience under the direct supervision of qualified supervisors. To qualify for licensure as an LMFT up to 1,300 hours may be completed while enrolled in the master's program. All 3,000 hours should be completed in the six years after registering as an Associate MFT / Associate PCC.

Applicants are eligible to take the written exams when all academic and experiential requirements have been completed. In order for hours to be counted as supervised experience, students in master's programs must



comply with the specifications of their educational institutions for appropriate experience. To earn ANY hours in private practice, one must have already graduated and registered with the BBS as an MFT Associate or a PCC Associate and have received an Associate Registration Number from the Board (the **LMFT/LPCC, Latinx Emphasis Handbook** provides a full discussion of these and other requirements).

Deviation from Policy

The BBS has no discretionary authority to deviate from the statutes and regulations governing the LMFT/LPCC license. Therefore, they can make no exceptions to LMFT or LPCC requirements. We hold firmly to the MACLP, Latinx emphasis clinical training procedures as these policies adhere to state regulations and have refined our program over time to ensure, to the best of our ability, that our MACLP, Latinx emphasis students receive the most meaningful practicum experience possible

Statutes and Regulations

As therapists licensed to practice independently, LMFTs and LPCCs must know the legal parameters of their profession. **Statutes** typically originate with the legislators or their lobbyists and go through the standard legislative channels. The legal code most relevant to the LMFT and LPCC license is the Business and Professions Code. **Regulations** carry out the law and, in the case of the LMFT and LPCC licenses, are written by the Board of Behavioral Sciences and adopted after public hearings. The Board of Behavioral Sciences issues the “Laws and Regulations Relating to the Practice of Professional Clinical Counseling, Marriage and Family Therapy, Licensed Clinical Social Work, and Licensed Educational Psychology.” Instructions on how to obtain the laws and regulations are distributed to students enrolled in PSY 623, *Ethics and Law for Mental Health Professionals*.

Questions about this Document: Resources

The LMFT/LPCC, Latinx Emphasis Handbook was written for the specific purpose of providing information about the LMFT/LPCC, Latinx emphasis program. We are happy to answer questions, but we have a favor to ask: ***PLEASE READ THIS HANDBOOK BEFORE YOU CONTACT US!***

THE LMFT/LPCC, LATINX EMPHASIS HANDBOOK

The **LMFT/LPCC, Latinx Emphasis** Handbook contains the policies and procedures for the MACLP, Latinx Emphasis degree program and is a contract for your performance in the program. It will also guide you through the academic and experiential requirements for the LMFT license and will address questions you may have about the exam process. ***READ THIS HANDBOOK THOROUGHLY*** and become familiar with its contents.

In addition, please read these publications that contain useful information for your success in the graduate



program:

1. The GSEP Catalog for your year of entry or transfer to the MACLP Program (see <https://gsep.pepperdine.edu/content/2023-2024-gsep-catalog.pdf>);
2. *Laws and Regulations Relating to the Practice of Marriage and Family Therapy*, published by the Board of Behavioral Sciences. (found online at: https://www.bbs.ca.gov/about/law_reg.html)
3. *CAMFT Code of Ethics – Part I*. (found online at: https://www.camft.org/COS/About_CAMFT/Code_of_Ethics/COE.aspx)

ALIENTO PROGRAM CURRICULUM, 60-72 UNITS

Program Levels

The MACLP/MACLP Latinx Communities Emphasis curriculum has two levels: foundation and core.

A note about the units for the program: Effective Fall of 2014, students who have an undergraduate degree in psychology or a closely-related field, will not have to take foundation courses. Effective Fall of 2023, students who have earned a bachelor's degree in psychology from a Spanish speaking country and successfully completed the Aliento Spanish Assessment exam, are eligible to waive the Spanish Language required courses. Waiver petitions should be submitted to the Program Administrator and Program Director. Permission to waive or transfer credits should be requested at the time of admission and is subject to final approval.

The total number of units a student will need to take in the program fall under one of three criteria noted below:

1. **If the Foundation and Spanish courses are waived, the student can graduate from the program by completing a total of 60 units.**
2. **If the Foundation courses are waived, but the student does not meet the criteria to waive the Spanish language courses, the student can graduate from the program by completing a total of 66 units.**
3. **If the student does not meet the criteria to waive the Foundation and Spanish courses, the student will need to complete a total of 72 units to graduate from the program.**

Since some of our students have not had academic backgrounds in psychology, we offer courses at the graduate level that are usually part of an undergraduate degree in Psychology. These foundation courses prepare you for advanced study and should be taken in your first year in the program. However, you are encouraged to enroll in a core course, PSY 606 Interpersonal Skills and Group Therapy, early in your course of study. The experiential nature of this course can provide a good introduction to your graduate program.

Some students delay the inevitable by waiting until the end of their programs to take courses that they think will be difficult (perhaps they are saving the best for last!). Don't be tempted; it is wise to take the foundation courses first as they will better prepare you for the core courses.



Length of Time to Complete the Program

MACLP Aliento Program: How long it takes to complete the master's degree depends on a variety of factors. Even with an undergraduate background in psychology, students rarely finish the required units in two years, however some do. Depending on what scenario the student meets as outlined in the "A note about the units in the program" section above, it is likely that most students will take more than two years to complete the program. The number of units students need to take in the program depends on whether or not they have their foundation and/or Spanish Language courses waived (Please above for more information).

The BBS doesn't care how long you take to complete your degree, but Pepperdine does: The GSEP Catalog gives a seven-year limit for finishing a master's degree. If you need an extension on this limit, please put your request in writing to Miguel E. Gallardo, Psy.D., Program Director of the Aliento program and Robert deMayo, PhD, Associate Dean, Psychology

Continuous Enrollment and Leave of Absence

Students who temporarily drop out of school may find that degree requirements have changed during their absence. To keep curricular modifications to a minimum, it is a good idea to remain continuously enrolled until you graduate. This means that you must enroll in at least one course during each of the Fall and Spring semesters. (Enrollment in the Summer Sessions is optional, although students in practicum settings may need to take Practicum during the summer.) Students who are *absent for two or more years* must reapply to the program and comply with admissions and program requirements in effect at the time.

The above notwithstanding, we understand that choice and chance do not always create manageable situations. If there are circumstances in your life that require you to suspend your academic progress temporarily, please do not hesitate to contact us. We want you to succeed and will do our best to assist you in maintaining continuity in your program.

IMPORTANT: If you are going to take a temporary break from school, including from summer sessions, please call or email your Program Administrator, Liliana Vasquez, at liliana.vasquez@pepperdine.edu or (949) 223-2571. She will ensure that you receive the necessary paperwork for pre-registration upon your return.

Grade Point Average

Students must maintain a 3.0 grade point average. If the G.P.A. falls below 3.0, the student has only one 28 term to raise it to 3.0. Grades of "C" or lower will lead to a review of the student's academic record and possible remediation.

Incomplete (I) and In Progress (IP)

Life's emergencies do not respect final exams; at times, they seem perversely drawn to the end of the term! A grade of "**Incomplete**" is a temporary grade that is given to a student who is passing the course and who, at the



end of the term, cannot complete all course requirements due to factors beyond their control. A grade of **“In Progress”** is used for students enrolled in PSY 662, Clinical Practicum or PSY 663, Bilingual Clinical Practicum, who cannot complete all course requirements by the end of the term. “Incompletes” are not to be used to “buy” extra time to bring up a low grade. **Please be aware that if it is not completed by the end of the following term, an “Incomplete” grade will automatically convert to an “F.” or “No Credit”.** You will not be able to receive credit towards practicum if you are on a leave of absence. If you are having difficulty in your academic program and/or personal life and cannot finish your coursework on time, please speak with your instructor. If you find that you must temporarily suspend your education, you may apply for a temporary withdrawal (Leave of Absence). In most cases, if you re-enroll within six months, your financial aid repayment schedule will not be affected. Call Financial Aid for details.

Academic/Grading Standards

Many students feel that they **MUST** get an “A” in each course. For these students, an “A-” will not do and a grade of “B” or “B+” is thought of, mistakenly, as “failing.” We want to encourage you to focus on being the best student you can be, study, and learn all that you can — the profession can be challenging, but by focusing on your personal and professional development and the process of learning, will serve you best. Please don’t let the pursuit of a letter grade become more important than the level of knowledge that it implies.

A grade of “A” should indicate exemplary accomplishment in a course. A grade of “B” should indicate satisfactory class work. A grade of “C” should indicate substandard work, and is to alert the student to deficiencies in academic performance. Plus and minus grades may be assigned for intermediate grade achievement.

Previous Coursework

If you have taken psychology courses *before* entering Pepperdine, you may be able to waive or transfer a required course.

Waiving a Course

If you have taken one or more courses at the undergraduate or graduate level that are equivalent to courses in the foundation level, you may be able to use them *in lieu of* foundation courses. (Note that you must still complete a minimum of **60** units to graduate). Courses used as waivers must be recent (taken within the past seven years), must have been earned at an accredited college or university and must have a grade of “B” or better on your transcript.

The curriculum sheet that you received at admission will inform you of any foundation courses that have been waived based on your previous coursework. If it is not clear whether or not a course is equivalent, you will be asked to provide supporting documentation such as syllabi, texts, exams, and class notes. Only foundation level courses can be waived; in the MACLP, Latinx communities emphasis program



these are: PSY 657 and 659.

Transferring a Course

If you have previously taken a *graduate-level* course that is equivalent to either a foundation level or core course, you may petition to have that course transferred, rather than take the equivalent course at Pepperdine. Up to six (6) semester units may be transferred and/or challenged. (See discussion under “Total Unit Limits” below.) Courses eligible for transfer credit must be recent (taken within the past seven years), must have been earned at an accredited college or university and must have a grade of “B” or better on transcript.

If you believe that a previous graduate course is equivalent to an existing MACLP, Latinx communities emphasis course, you may file a “Petition to Transfer Coursework” with the program administrator for admissions and provide supporting documentation as requested. A transferred course becomes part of your Pepperdine transcript and counts toward degree requirements. The grade recorded on the transcript will be “CR” for credit; letter grades are not awarded for transfers.

Again, whenever possible, verify with specific out-of-state licensing boards that a transferred course will be acceptable to them.

Semester vs. Quarter Units

Schools offer courses in semester or quarter units, depending on contact hours and number of weeks of class. A semester is 15 weeks long and a quarter is 10 weeks long. The difference in course length means that the units differ in value: 5 quarter units = 3 semester units. Pepperdine courses are offered in semester units. Courses that are used for waiver or transfer must not only be equivalent in content, but they must also have equivalent unit value.

Transfer Limits

Although you may waive as many of the foundation courses for which you are eligible, the number of units you may transfer is limited to six (6) units *total*. Limits on transfers function as a residency requirement, in which schools maintain control of the quality of most of the academic experience required for their degrees (accrediting bodies prefer this). Please refer to the [GSEP Academic Catalog](#) for more information.

Need Additional Units for the Degree?

The MACLP, Latinx emphasis degree must contain at least 60 units. Transferred courses (see above) count toward this total. If additional units are needed to fulfill the 60-unit requirement for graduation, students may enroll in seminars, electives or independent study. Check the course schedules or see your Program Administrator for assistance.

Prerequisites and Course Scheduling



Prerequisites represent the faculty's attempts to ensure student readiness for new course content. In planning your schedule, ***you must attend to prerequisites***. Attempts to enroll in a class without having taken its prerequisite will be blocked by the computer registration. ***(Please note that concurrent enrollment in a course and its prerequisite is not permitted.)***

THE MACLP, LATINX COMMUNITIES EMPHASIS CURRICULUM: REQUIRED COURSES

For a complete list of the program course requirements, please access [here](#).

Community-based Service Learning Projects

As part of their enrollment in 672/672A or 673/673A, students are required to spend a minimum of 15 hours during the spring semester (672 or 673) and 7 hours during the second summer session (672A or 673A), working in Latinx communities to learn how to build relationships in communities, how to learn from communities, and to serve in some capacity. Students can meet the Service Learning Project hours through their work with community-based organizations, church communities, schools, etc. The goal of these projects is to leave communities with sustainable outcomes that will last beyond the hours our students' serve in each of these communities.

Immersion Experiential Trip

In addition, each summer students have an opportunity to take the second semester of their Spanish Language Courses (672A or 673A) as part of an Immersion Experiential trip to Latin America. Students who choose to go on the Immersion Trip will enroll in the second semester of their Spanish Language Course and receive credit while in Latin America. Information about the Immersion Experiential trip will be provided during the first semester in the program in preparation for the scheduled trip in June during the summer of the first year in the program. The immersion trip is optional and not required by students enrolled in the program.

THE MASTER OF ARTS IN PSYCHOLOGY (MAP DEGREE) AND THE MFT LICENSE

MACLP Degree Needed for the LMFT and LPCC License

Students in the Master of Arts in Psychology (MAP) program often plan to enter a doctoral program or work in the field when they graduate. If these plans don't work out, MAP program graduates may decide to pursue the LMFT or LPCC license instead. Unfortunately, it is not possible to add MACLP courses to the MAP degree. It would be necessary to transfer programs. California law specifies that all coursework must be taken within a single degree program that is approved by the BBS and meets state regulation for licensure. The MAP degree is not acceptable for the LMFT or LPCC license.



MAP Student Transfers to the Aliento Program

Students in the Master of Arts in Psychology (MAP) program who wish to transfer to the Aliento program must file a formal request. The application will be evaluated by the Program Director; admission is not guaranteed. Here is the procedure to follow:

1. Contact your academic advisor to discuss the process to request a change of programs. It is imperative that any student who wishes to transfer to the Aliento program must not have taken any MAP courses that are the equivalent to the Aliento program courses before applying for a transfer of program.
2. Follow the admission procedures described on the form. (An updated personal statement describing the applicant's reasons for changing programs is required.)
3. Please note that an interview with the program director is required prior to admission.
4. Upon acceptance into the Aliento program, read the Aliento LMFT/LPCC Handbook in its entirety.
5. Complete and sign an "Acknowledgment of BBS Requirements." (See Appendix III)
6. Follow the curriculum listed for the Aliento program (See also the discussion of PSY 603, Assessment for Marriage and Family Therapists, below.)
7. Be sure NOT to graduate until you have completed all of the Aliento Program's requirements. If you have already applied to graduate, notify the Manager of Records and Enrollment at the West Los Angeles Campus that you have changed programs and wish to postpone graduation. Once issued, a degree cannot be rescinded.

THE ASSESSMENT REQUIREMENTS

MAP Transfer Students DO take PSY 675

MAP Transfer Students DO take PSY 675. The instruments covered in PSY 601, Assessment of Intelligence, and PSY 602, Personality Assessment, focus on the individual, not the relationship. The emphasis of PSY 675 is on the assessment of relationships, although individual testing is covered as well. MAP transfer students must take PSY 675 to be eligible for licensure in the state of California.

CONTINUATION IN THE PROGRAM

The MACLP and Latinx communities emphasis programs are designed to prepare students to become entry-level psychotherapists who are licensed as MFTs. The assessment, diagnosis and treatment of people in crisis or with ongoing problems require considerable knowledge and skill. But in addition to competence, the practice of psychotherapy (as well as BBS regulations!) requires the personal qualities of maturity, integrity, judgment, compassion and flexibility on the part of the therapist. Thus, there are two sets of criteria for continuation in the MACLP and Latinx communities emphasis programs: academic and behavioral.

Interpersonal Competencies



Graduate study in psychology requires individual behavioral and interpersonal competencies in addition to intelligence, motivation, and academic preparation. Such generally accepted behavioral criteria include, but are not limited to, interpersonal attributes and skills such as the ability to work with others, the ability to listen and communicate effectively, the ability to consider and use feedback, sensitivity to features of multicultural diversity and respect for others, and abilities in personal awareness and self-reflection. Students are expected to exhibit behaviors and attitudes consistent with appropriate ethical-legal canons of the respective professions of education and psychology and to maintain a professional attitude and conduct in classroom, research, and experiential and training environments as well as in interactions with faculty, staff, and students. The appearance of interpersonal-emotional behaviors or attitudes that could significantly affect academic performance and professional competence may result in administrative review; recommended or mandated psychological consultation; and/or intervention, probation, suspension, or dismissal from the program. While every attempt is made to remediate difficulties, serious unresolved problems could lead to termination from the program.

GSEP Faculty Panel

A faculty panel will review feedback from faculty, staff, and/or practicum site personnel concerning individual students and make their recommendations to the associate dean of psychology, who will make the final determination in the matter. Whereas every attempt will be made to resolve problems, it is possible that these procedures could lead to dismissal from the program. The details of the "Continuation in Program Policy Review Procedures" can be found in the "Regulations and Legal Notices" section of the GSEP Academic Catalog.

***Note:** Information disclosed during the “group therapy” portion of **PSY 606, Interpersonal Skills and Group Therapy**, is *confidential*. Faculty who teach this course may not reveal this information to the MACLP Program, but are encouraged to discuss their concerns directly with the student

EVALUATION OF STUDENTS’ READINESS TO BECOME THERAPISTS

The BBS has given the educational institutions the responsibility to ensure that their graduates demonstrate personal characteristics and interpersonal skills appropriate to the practice of psychotherapy. Supervisors, agency directors and the BBS strongly request that the schools screen their students for unprofessional behaviors and interactions, emotional immaturity or questionable ethics and they not send these students on to clinical sites.

Please note that on an ongoing basis or by request of the Latinx communities emphasis Program Director, faculty who teach Latinx communities emphasis students are asked to communicate with the Latinx communities emphasis Program Director and Clinical Training staff about any student whose behavior in or around class or practicum sites may lead them to question the student’s suitability to work with the public as a psychotherapist. Program and GSEP staff are also asked to provide their



impressions of students based on their interactions with them.

Because it is the goal of the Latinx communities' emphasis Program faculty and staff to maintain the integrity of the program, aspire to ensure the wellbeing of mental health consumers receiving services from their students and facilitate students' successful completion of their program, evaluations of student conduct and academic performance are taken very seriously. The Latinx communities emphasis Program Director, in concert with Clinical Training staff and/or faculty members, may require discussions with a student who has presented significant emotional, behavioral, or academic concerns to the faculty and staff. These discussions may result in requirements of student rehabilitation to include faculty or peer-mentoring and specific evidence of rehabilitation in order for the student to continue in the program. There may also be requirements for ongoing monitoring of the student's rehabilitation to ensure the successful resolution of the problems.

The student may choose to concur with these requirements or decide that they do not agree with the decisions. If there is no consensus between the Program Director, staff, or faculty and the student, the matter can be referred to the GSEP Faculty Panel. For more information about Student Conduct Policies, please visit: <https://gsep.pepperdine.edu/student-life/services/catalog/>.

PERSONAL THERAPY: SHOULD YOU BECOME A CLIENT?

The BBS encourages those who apply for an LMFT or LPCC license to undergo their own personal therapy. Pepperdine does not require its MACLP students to undergo personal therapy, but we solidly recommend it. The GSEP Academic Catalog states:

The psychology faculty and administration recommend personal therapy for all students training to be psychotherapists since it is believed that personal therapy is a vital component of the training and growth of the psychotherapist, and that it is the professional responsibility of every therapist to identify, address and work through personal and relational issues which may have an impact on clinical interactions with future clients.

Personal therapy may increase your chances of securing a practicum site when it comes time to find a site for practicum and/or your post-degree associate position. There are some top-notch agencies that will *only* consider applicants of their trainee or associate positions who have already been in therapy or who are currently involved in psychotherapy. If you are planning on continued study in a doctoral program, or even if you are not, personal therapy may demonstrate your sensitivity to the issues of being a client in therapy.

Please reach out to the Pepperdine University Counseling Center at 310-506-4210 or student.counseling.center@pepperdine.edu to ask about therapy services for Pepperdine students. Or, ask your fellow students or faculty for referrals. Just remember that your therapist cannot be your clinical supervisor - now, in the past, or in the future.



CLINICAL TRAINING EXPERIENCE

PEPPERDINE | GRADUATE SCHOOL OF
EDUCATION & PSYCHOLOGY



QUESTIONS ABOUT LICENSED MARRIAGE & FAMILY THERAPISTS (LMFTs) AND LICENSED PROFESSIONAL CLINICAL COUNSELORS (LPCCs)

What Do LMFTs Do?

Marriage and Family Therapists are mental health practitioners who are specifically trained to help individuals, couples and families improve and maintain healthy relationships. Check out [Understanding the Benefits of Marriage and Family Therapy](#) to learn more.

With the LMFT license, you can help children, adolescents and adults with a variety of problems. You can treat individuals, couples, families, groups and larger systems; work in private practice by yourself or with a group; work in community clinics, residential treatment centers and hospitals or you can consult, develop and manage programs. As an LMFT, you will be a psychotherapist by law and may be paid for your services directly.

LMFTs work with clinical populations and are required to be trained in the assessment and diagnosis of mental disorders, it is appropriate that LMFTs refer to their work as therapy. LMFTs are defined in the California Evidence Code as “psychotherapists” and are governed by the same laws as psychologists and other mental health professionals in the state.

The Business and Professions Code applying to LMFT’s states, “...the practice of marriage and family therapy shall mean that service performed with individuals, couples or groups wherein interpersonal relationships are examined for the purpose of achieving more adequate, satisfying and productive marriage and family adjustments.” While the regulations emphasize the improvement of relationships, the actual practice of Marriage and Family Therapy has been broadly defined, permitting any number of emotional and psychological difficulties to be approached from a relational perspective.

What do LPCCs Do?

Professional clinical counseling’ means the application of counseling interventions and psychotherapeutic techniques to identify and remediate cognitive, mental, and emotional issues, including personal growth, adjustment to disability, crisis intervention and psychosocial and environmental problems. Professional clinical counseling includes conducting assessments for the purpose of establishing counseling goals and objectives to empower individuals to deal adequately with life situations, reduce stress, experience growth, change behavior and make well-informed rational decisions”. [Business and Professions Code (BPC) 4999.20].

According to the California Association of Licensed Professional Clinical Counselors, this means that LPCCs may employ various therapeutic modalities to address wellness, personal growth, or career development, as well as pathology. The primary purpose of counseling is to empower the client to deal adequately with life



situations, reduce stress, experience personal growth, and make well-informed, rational decisions.” The primary focus of an LPCC is on counseling for purposes of improving mental health. LPCC’s are trained to work with individuals, families, and groups in treating mental, behavioral, and emotional problems and disorders.

Important: As of August 1, 2012, Pepperdine University’s MACLP Program enables students to simultaneously satisfy the curriculum requirements for both the LMFT and LPCC professional licenses in the State of California. In addition, the specialized training in couple and family counseling will permit LPCC’s to provide family counseling services.

Can LMFTs and LPCCs Conduct Psychological Testing?

This is a controversial and often misunderstood area involving arguments of restriction of trade, scope of practice, competence, and similar issues. Under the licensing act, an LMFT or LPCC may administer, score and interpret tests of *intelligence, aptitude, and personality* (traditionally referred to as “psychological tests”) ONLY if each of the following conditions is met:

1. The LMFT or LPCC has received adequate training in the instruments used for assessment and is competent in their use. (Competence is defined by general standards for the profession, based on education and supervised training.)
2. The tests are used *for the purpose of assessment and treatment of the licensee’s own clients*.
3. MFTs cannot hire out their services to test people who are not their clients.
4. The activity is **not** called psychological testing.

Are LMFTs or LPCC’s Psychologists?

Only those who have passed the licensing exam for psychology may call themselves psychologists. LMFTs and LPCCs may NOT call themselves “psychologists,” may not refer to their services in any form as “psychological,” nor advertise in any medium holding themselves out to be “psychologists.”

You may refer to your practice as “psychotherapy” or “counseling” and refer to yourself as a “psychotherapist” or a “counselor” on business cards and written materials as long as you also write out the full name of your license status – e.g. Marriage and Family Therapist Trainee, Associate or Therapist or Professional Clinical Counselor Trainee, Associate - at the same time. The Board of Behavioral Sciences main interest is the protection of the consumer, and in this case, the consumer must not be confused into thinking that the LMFT or the LPCC holds a psychologist license.

Becoming Licensed in Other States

As of 2010, all 50 states currently regulate LMFTs and LPCCs, either by license or certification. Requirements are not identical across states, but there are some similar requirements for education and training.

Historically, Pepperdine University LMFT with Latinx communities emphasis graduates have been very successful in acquiring licensure in other states. MACLP program administrators have created the following



[website](#) to assist those who desire to seek out-of-state licensure. Due to the COVID-19 pandemic, many shifts have occurred in the mental health field and telehealth services are much more common. Some states are revising laws and regulations, thus allowing licensed professionals to provide teletherapy in other states.

To find out about out-of-state requirements for licensure or certification, contact the appropriate state licensing board for the requirements to practice at the master's level. *It is important to find out about licensure requirements in another state in which you are interested in as early as possible so that we can assist you in determining if our curriculum will meet this other state's requirements or if there are additional experiences you must complete. While we will do our best to aid you in the process, please remember that our program is, first and foremost, designed to meet the LMFT and LPCC licensure requirements in California. Ultimately, if you wish to become licensed in another state, it is your responsibility to ensure that you meet the qualifications to be licensed in that state.* CAMFT and AAMFT list the various state regulatory agency contact information on their websites. Although you will need to complete the required forms on your own, we will do our best to help you in your efforts.

LEGAL AND PROFESSIONAL BOARDS AND ASSOCIATIONS

Board of Behavioral Sciences (BBS)

The Board of Behavioral Sciences (BBS) is a group of licensed professionals and members of the public who are charged by the Department of Consumer Affairs to protect the consumer by carrying out the statutes and regulations which assure minimum standards for education and training as well as ethical practice by the professionals under its jurisdiction. In essence, the BBS issues the professional licenses that legally permit therapists to provide mental health services.

Members of the Board are appointed by the governor to represent the licenses that it regulates: Licensed Marriage and Family Therapists (LMFTs), Licensed Clinical Social Workers (LCSWs), Licensed Educational Psychologists (LEPs), and Licensed Professional Clinical Counselors (LPCCs). Two public members also serve on the Board. (For more Board history visit their website, www.bbs.ca.gov).

The Executive Officer of the BBS assists the Board in carrying out its motions, as well as overseeing the evaluative and research functions of the license analysts (BBS staff members who determine eligibility for the various licenses and registered positions). Board meetings are held in both Northern and Southern California and are attended regularly by a few hardy souls from the academic community as well as by members of CAMFT, AAMFT, CLPA, and other organizations. We encourage you to attend a meeting—you'll learn about the legislative body that oversees your professional activities and you may even have an opportunity to influence the direction of the LMFT and/or LPCC profession through your testimony.

The BBS's voicemail system handles many questions. For recorded messages, call (916) 574- 7830. The board may also be reached through email at BBSWebMaster@bbs.ca.gov or on its homepage



www.bbs.ca.gov. **BBS forms** are available through the BBS homepage's forms and publications link, although you will receive most of what you need from the Clinical Training Coordinators when you go through the preparation for practicum and information meetings.

In addition to this aforementioned regulatory body, there are two state professional organizations that licensed LMFTs frequently join. One is CAMFT, the *California Association of Marriage and Family Therapists*, a free-standing organization that claims a membership of about 29,000 combined licensed and pre-licensed MFTs and functions more or less as a "professional union" for LMFTs in the state. They can be contacted at <https://www.camft.org/>. AAMFT-CA, the state division of the *American Association for Marriage and Family Therapy*, is smaller but is nationally affiliated. They can be contacted at <http://aamftca.org/>.

The professional advocacy group for LPCC in California is the California Association for Licensed Professional Clinical Counselors (CALPCC). They can be contacted at www.calpcc.org. The national organization for professional counselors is the American Counseling Association (ACA) which has been established since 1952. They can be contacted at www.counseling.org.

CLPA is an association that provides a networking venue for Latinx mental health providers, scholars, students and professionals dedicated to the wellbeing of Latinx. The CLPA continues to grow, building a social and professional network via consultation groups, student groups, seminars, and conferences that address a myriad of issues facing Latinx in California. A foundation in their effort is ongoing collaboration with national associations, colleges and universities, and public and private institutions. Through the collaborative effort of mental health professionals, students, statewide public officials and community members, the CLPA serves both our local communities and our statewide professional family of clinicians, scholars, and students. In this regard the CLPA advocates for the increased attention of Latinx issues in the areas of research, clinical training, academic opportunities, and community education and the development of affirming public policy. This includes an emphasis on approaching research, training and the development of statewide legislation from a strength-based perspective, with a deep respect for the healing power inherent within our culture and in honoring the contributions of prior Latinx mental health professionals across generations and borders. They can be contacted at <http://latinopsych.org/>

Each of these organizations offers student-members the opportunity to learn about the field of marriage and family therapy and professional clinical counseling and to receive certain professional benefits. CAMFT, AAMFT, CALPCC, and CLPA offer impressive annual conferences and have an active interest in the training and professional development of their members.

The California Association of Marriage and Family Therapists (CAMFT)

[CAMFT](#), the California Association of Marriage and Family Therapists is a free-standing organization that claims a membership of about 34,000 combined licensed and pre-licensed MFTs. CAMFT, more or less, operates as a "professional union" for LMFTs in the state. CAMFT has been a long-standing advocate for LMFTs in California, working tirelessly with legislators and with the BBS to ensure professional parity for



LMFTs.

We highly recommend that you [join CAMFT as a pre-licensed member](#). Member benefits include:

1. **Community and Networking:** Check out our CAMFT Chapters across the state for even more networking opportunities and ways to find mentors and like-minded colleagues. You can also join your fellow Pre-licensed CAMFT members on Facebook and Instagram.
2. **Job Board:** Daily job postings for employment and internships.
3. **Pre-Licensed Job Sites and Job Openings:** This directory showcases job sites throughout California that pay Associate Marriage and Family Therapists and provide supervision for hours. Sites listed may or may not be hiring at this time.
4. **Road to Licensure Support** which include test-taking and self-care resources, and regular communications regarding BBS activities and licensing mandates.
5. **Scholarships & Grant:** Three Scholarships and a grant are offered through CAMFT's Educational Foundation each year. Membership in CAMFT is one of the factors considered in the scholarship and grant selection process.
6. **Malpractice and Student Liability Insurance:** Graduate student members are now eligible to receive FREE professional liability insurance coverage through CPH and Associates. Get the details.
7. **Continued Education:** CAMFT offers Educational and Training Workshops that can count toward licensure, advance your clinical skills, and provide information on the road to licensure. We also host regular Pre-Licensed Corner LIVE webinars about a variety of topics to help you succeed in your career.
8. **The Therapist Magazine:** When you join CAMFT, you'll receive a subscription to our premier member magazine, *The Therapist*. Each issue provides news and information to help you stay abreast of trends and developments in the field. And, you can GET PUBLISHED by submitting clinical articles or Member Spotlight applications to The Therapist's editorial staff. Click here for information.
9. **Advocacy and Grassroots Opportunities:** CAMFT continues to advocate for behavioral health professionals, including Pre-licensed MFTs, at the state and national level. CAMFT not only participates in meetings of the Board of Behavioral Sciences and its committees, but also represents your interests in stakeholder forums. Get the details here.
10. **Legal Team Consultations:** Exclusive access to speak to CAMFT lawyers who can answer your legal, ethical, and licensure related questions.
11. **E-Newsletters:** Join CAMFT and receive a free subscription to CAMFT's monthly E-newsletters to stay one step ahead of what's going on professionally in your area. View E-Newsletters.
12. **EBSCOhost:** Your CAMFT membership entitles you to free, unlimited access to a database of almost 600 peer-reviewed journals in the fields of psychology and behavioral science. Access the database of articles now.

CAMFT has a number of local chapters that have pre-licensed members. By affiliating with established



professionals in your geographical area, you can develop valuable contacts and learn from those who are more experienced. Explore local chapters: [CAMFT Chapter Map](#)

While you're in school, we will inform you of changes in BBS requirements. Once you graduate, however, it will be your responsibility to stay informed. Joining CAMFT is an excellent way to learn about changes in the statutes or regulations that might affect your practice as both an associate and as a licensed LMFT.

IMPORTANT: *Those who work in clinical settings should carry professional liability insurance – this includes student MFT and PCC Trainees, LMFT and LPCC Associates and licensed LMFTs and LPCCs!*

The American Association for Marriage and Family Therapy (AAMFT)

[AAMFT](#) is the national professional organization for marriage and family therapists, equivalent to the American Psychological Association for psychologists. AAMFT puts on an excellent annual conference and provides its members with considerable information on the practice of marriage and family therapy as well as the research upon which it is based. AAMFT is also working to create parity for LMFTs with other mental health professionals on the national level, as well as to educate the public about the value of marriage and family therapy. The Journal of Marital and Family Therapy and its other publications are excellent; [we encourage you to join this excellent organization](#) for both professional benefits and for continuing knowledge about the practice of therapy. Once you are a member of AAMFT, you are eligible to join AAMFT-CA.

The California Association of Licensed Professional Clinical Counselors (CALPCC)

[CALPCC](#), the California Association for Licensed Professional Clinical Counselors was designed to protect licensure for counselors in California and to serve newly licensed professional clinical counselors. CALPCC ensures the effectiveness and credibility of the LPCC in California.

We highly recommend that you [join CALPCC as a pre-licensed member](#). Member benefits include:

1. Connections with other LPCCs
2. Job listings, peer consultation and telehealth resources
3. Updates on matters of interest to LPCCs, PCCIs, students and applicants
4. Representation of LPCCs at BBS committee and board meetings and other mental health meetings
5. Advocacy through lobbyists in Sacramento to represent LPCC interests
6. Monitoring of other bills that could impact the LPCC license
7. Personalized email responses to questions through the application process and beyond
8. Information on counseling services, such as professional liability insurance, continuing education providers and conferences
9. Conferences and workshops
10. Promotion of the LPCC to the mental health community, the public, employers and insurance companies.
11. Local gatherings of members by geographical area
12. Discounts on conference and courses!



13. Access to expert on private practice

National Latinx Psychological Association (NLPA)

[NLPA](https://nlpa.ws/) is a national organization of mental health professionals, academics, researchers, and students whose objective is to generate and advance psychological knowledge and foster its effective application for the benefit of the Latinx population. Membership benefits include: Receiving the NLPA newsletter, access to NLPA Electronic Communication List, Special member prices for biennial conference and job postings, voting privileges, networking opportunities, opportunity for advocacy and mentorship in Latinx psychology, Journal of Latina/o Psychology (published quarterly). Graduate student membership is \$50/year. For more information visit <https://nlpa.ws/>

Membership Benefits include:

- Receiving the NLPA Newsletter
- Access to NLPA Electronic Communication List
- Special member prices for biennial conference and job postings
- Voting privileges
- Networking opportunities
- Opportunity for advocacy and mentorship in Latinx psychology
- Journal of Latina/o Psychology (Published quarterly)

California Latinx Psychological Association (CLPA) - Currently Inactive

[CLPA](http://www.myclpa.org) is an association that provides a networking venue for Latinx mental health providers, scholars, students and professionals dedicated to the wellbeing of Latinx communities. The CLPA continues to grow, building a social and professional network via consultation groups, student groups, seminars, and conferences that address a myriad of issues facing Latinx communities in California. A foundation in their effort is ongoing collaboration with national associations, colleges and universities, and public and private institutions. Through the collaborative effort of mental health professionals, students, statewide public officials and community members, the CLPA serves both our local communities and our statewide professional family of clinicians, scholars, and students. In this regard the CLPA advocates for the increased attention of Latinx issues in the areas of research, clinical training, academic opportunities, and community education and the development of affirming public policy. This includes an emphasis on approaching research, training and the development of statewide legislation from a strength-based perspective, with a deep respect for the healing power inherent within our culture and in honoring the contributions of prior Latinx mental health professionals across generations and borders. For more information regarding membership, please check out their website www.myclpa.org.

Career and Professional Issues

Do you have questions regarding your future as a professional and the opportunities that exist in professional



practice? (Who doesn't?) Do you wonder how to work within the current health services environment? Where are the jobs for LMFTs and LPCCs? These and similar questions are addressed in **PSY 642, Mental Health Systems, Practice and Advocacy**.

The results of CAMFT's [2017 Member Practice Demographic Survey](#) available from CAMFT in the September/October 2015 issue of *The Therapist* lends empirical support for an optimistic view of practice patterns. Here is one important highlight: 20% of licensed therapists surveyed earned between \$65,000 to \$80,000 annually. Appendix II of this MFT Handbook and the September/October 2017 issue of *The Therapist* lists a sampling of findings from the CAMFT survey.

In the first half of 2022, AAMFT conducted an industry workforce study to examine the shifts related to COVID-19, their short- and longer-term impacts, and what challenges and opportunities are facing the field. Follow the link below to the 2022 MFT Industry Workforce Study for insight into these as well as anticipated challenges and trends facing the profession in the coming years.

[American Association for Marriage and Family Therapy](#)

LICENSING JOURNEY: TRAINEE TO ASSOCIATE TO LICENSED

The Master Checklist for MFT Licensure from CAMFT

MFT/PCC Trainee, MFT/PCC Associate, Licensed MFT & PCC

The following definitions are taken from the California Business and Professions Code specifying the legal parameters and scope of practice, both before and after licensure as an LMFT (see Chapter 13, Sections 4980.02, 4980.03, 4980.43 and 4980.44). The legal parameters and scope both before and after licensure as an LPCC are designated in Sections 4999.12-51).

“MFT Trainee” & “PCC Trainee”

An unlicensed person who is currently enrolled in a state-approved graduate degree program, has completed at least 12 semester units of coursework in that program, fulfilled practicum course prerequisites and who performs MFT and PCC services under supervision and who has a written “4-Way Agreement” on file in the Clinical Training Department.

You are considered an MFT & PCC Trainee if:

1. You are still in school and have completed 12 units of coursework at Pepperdine.
2. You have signed the “Acknowledgment of BBS Requirements.”
3. You have a 4-way Agreement signed and on file with Pepperdine University.
4. Is enrolled in a Psy 662/663 class and is adhering to the BBS 90-day-rule.

[Back to the Table of Contents](#)



5. **The Clinical Training Department must approve the practicum experience for every MACLP student.**

As an MFT & PCC Trainee:

1. You may be paid a salary by a non-profit or charitable corporation, school, college or university, government entity or licensed health facility but you may NOT be paid directly by your clients.
2. You may also work in additional settings in the manner defined by law and as defined in *Business and Professions Code*:
3. You must inform your clients before starting therapy that you are unlicensed and are working under the supervision of (your supervisor's name).
4. As an MFT Trainee, you may count up to 1,300 hours of pre-degree experience. As a PCC Trainee you must complete at least 280 hours of face-to-face counseling with clients to graduate, but no counseling hours gained as a Trainee count towards licensure.

What you are not allowed to do as an MFT/PCC Trainee:

- You may NOT be paid directly by your clients.
- You may NOT gain any hours in private practice, *even as a volunteer* (see below).

No Private Practice for Trainees?

The regulations that restrict MFT and PCC Trainees from working in private practice were adopted to protect Trainees. It is believed that a private practice is vulnerable to economic and other pressures that a public, non-profit agency is not. Although it is an obvious generalization, private practitioners are responsible only to themselves and have the freedom to move about more or less at will. The Board is concerned that a Trainee in private practice could be left "high and dry" if the supervisor were to suddenly abandon his or her office.

In addition, the Board is concerned that the economic pressures upon a private, for-profit venture might be placed upon the Trainee, who would then be required to perform duties beyond those appropriate for his or her level of education and ability. LMFT and LPCC Associates, with their M.A. degrees and practicum experience, are thought to be more knowledgeable about the possibility of exploitation.

"MFT and PCC Associate"

Upon graduation from your MACLP program, you may register with the BBS as either a MFT associate or



PCC associate or both if you have satisfied the practicum requirements of the respective professions.

You are considered an MFT and/or PCC associate if:

- You have graduated with your M.A. in Clinical Psychology (MACLP degree) and have accrued your minimum eligibility hours (MFT = 225 PCC = 280).
- You have registered with the BBS as an MFT or PCC associate

As an MFT and/or PCC associate:

1. You may work, *under supervision*, either in private practice or in a non-profit venue.
2. You may be paid by your supervisor or employer, but NOT paid directly by your clients.
3. You must inform your clients before starting therapy that you are “unlicensed and are working under the supervision of (your supervisor’s name).”
4. You must earn at least 1,700 hours post-M.A. as an MFT Associate and at least 3,000 hours post degree as a PCC Associate.
5. While working on associate hours, you must renew your registration annually. Five renewals are allowed, for a total of six years in which to gain hours as an Associate.
6. You must furnish your new supervisor with your previous supervisor’s name and address.

Important: Upon graduation, you may register with the BBS as either an MFT Associate or PCC Associate or both if you have satisfied the practicum requirements of the respective professions.

“Licensed Marriage and Family Therapist” (LMFT) or “Licensed Professional Clinical Counselor (LPCC)

You are considered an LMFT and/or LPCC if:

1. You have fulfilled all of the academic and experiential requirements for the license, and have passed all required examinations for Licensure.

As an LMFT and/or LPCC:

2. You may work independently in private practice.
3. You may get paid directly by your clients or their health care providers.
4. You may call yourself a Licensed Marriage and Family Therapist or a Licensed Professional Clinical Counselor.
5. After two years of practice, you may begin to supervise your own Trainees and Associates, following the requirements for supervisors in effect at the time.
6. You are eligible to join CAMFT and AAMFT as full Clinical Members. As an LPCC you are eligible to join CALPCC as a full Clinical Member

**The above definitions are taken from the California Business and Professions Code specifying the legal parameters and scope of practice, both before and after licensure as an LMFT (see [Chapter 13, Sections](#)*



[4980.02, 4980.03, 4980.43 and 4980.44](#)). The legal parameters and scope both before and after licensure as an LPCC are designated in [Sections 4999.12-5](#)

CAREER DEVELOPMENT SERVICES AND RESOURCES FOR PSYCHOLOGY STUDENTS

The office of Career Development offers support services and resources to help students and alumni of the Graduate School of Education and Psychology (GSEP) explore career possibilities, develop skills for successful employment searches and secure full-time employment. The focus of the Career Development staff is on individual consultation and interactive workshops designed to provide students and alumni with the strategies necessary to market their skills in a competitive environment and establish themselves as competent professionals. Career services include: career counseling and assessment, resume and curriculum vitae writing, job search tips, interview preparation, and employment listings on monstertrak.com. For an overview of services offered, please visit the Career Services Website at <http://gsep.careerservices@pepperdine.edu>, or call directly to (310) 568-5666.

CLINICAL PRACTICUM EXPERIENCE

In addition to earning a qualifying master's degree, applicants for the LMFT/LPCC license must learn how to do therapy. This training occurs when pre-licensed individuals, both trainees and associates, see clients and receive supervision on therapy performed with those clients. For LMFTs a complete list of requirements may be found in BPC Section 4980.36. For LPCCs, a complete list of requirements may be found in BPC Section 4999.30-64.

What is Clinical Practicum?

Clinical Practicum is a structured **three-course sequence** in which LMFT/LPCC students gain clinical hours by working under supervision at approved clinical sites, while attending a practicum class concurrently. Students have on-site supervisors who assume both legal and ethical responsibility for students' clinical work; the practicum class is similar to a case management seminar during which students discuss their clinical cases and receive feedback from both the practicum instructor and their classmates regarding clinical issues and treatment. **If students are providing services in Spanish in the community, then students MUST also receive supervision in Spanish at their practicum site and simultaneously enroll in Bilingual Practicum 663. For the Latinx communities emphasis program, at least 50% of your direct client contact hours must be served in Latinx communities.**

Note: The Program Director, in concert with faculty and/or clinical training and professional development staff members, may require a student, who has presented to University faculty or staff or practicum site personnel significant emotional, behavioral, or academic concerns that could adversely impact the student's ability to provide clinical services to the public, to engage in discussions with the Program Directors regarding the student's continuation in the program. These discussions may result in the Program Directors



requiring that the student meet certain conditions to continue in the program, including, but not limited to, ongoing faculty or peer monitoring, delayed entry into or temporary suspension of clinical work, and/or audit (e.g. attend and participate in class without receiving course credit) a practicum course prior to entry into a clinic site.)

PSY 661: PREPARATION FOR PRACTICUM

What is PSY 661: Preparation for Practicum?

This course addresses common questions and concerns students have prior to beginning clinical work at their practicum sites. Students are taught the beginning stages of therapy, how to effectively utilize consultation and supervision, how to deal with clients in crisis, advocacy practices, and other practical skills such as completing case notes and other forms of treatment documentation and recording clinical hours toward licensure. Special attention is given to recovery-oriented practices and intervention with diverse individuals, couples, families and communities, and those who experience severe mental illness. Three hours of this class will meet half of the requirement for training in Suicide Risk Assessment and Intervention that is required by the BBS. Three hours of the class will meet the requirement for training in Telehealth that is required by the BBS. Students must register for PSY 661 one term before beginning clinical practicum (PSY 663/PSY 662).

Students in PSY 661 often are applying to practicum sites for their MFT/PCC traineeship. They need various resources to support them in their pursuit of a practicum placement. Important resources include the Tevera, Assignments in your PSY 661 class in Tevera and the MOD 1: Prep for Practicum interactive training in Courses.

***Note To International MACLP Pre-Practicum Students:** We have learned from previous international students that there is much documentation and paperwork (and time residing in California) necessary to secure and onboard at some approved practicum sites. Please review in Mod 1 (On Courses):International Student Requirements for further information. [Office of International Students Services](#)

Pre-Practicum Resources: Tevera and MOD 1: Prep for Practicum (On Courses)

Tevera

Tevera is the required online platform that MACLP students use to track their practicum site hours and requirements while enrolled in the program. Students will use Tevera to **research approved practicum sites** and to **complete assignments** in PSY 661 and PSY 663/662 courses. Graduates also use Tevera to **track hours towards licensure** in and outside of California. You have lifetime access to Tevera as a Pepperdine MACLP student/alumni.

1) Register for [Tevera](#), the MACLP Clinical Training platform:

Click on [Tevera Registration Instructions](#) to learn how to register.

- To register early, contact your campus clinical training team to set up your account and proceed with registration.



How you will use Tevera during the program:

- Tevera is used throughout many semesters in the MACLP program.
- Tevera contains all MACLP approved practicum sites and information on those settings.
- You will complete all required PSY 661: Preparation for Practicum and PSY 663: Bilingual Clinical Practicum/ PSY 662 : Clinical Practicum assignments in Tevera
- You will complete all required BBS licensure paperwork as a Marriage and Family Therapist/Professional Clinical Counselor trainee in Tevera.
- Your Tevera registration will give you lifetime access to the platform and will be where you can track all your required hours for licensure in California. Tevera is a tool that you will use during your clinical training at Pepperdine and throughout your journey towards licensure. The average person takes a minimum of 3-5 years to become licensed in California as an MFT or PCC in the profession.

MOD 1: Prep for Practicum (in Courses)

In this module you will be introduced to important action plan steps that help you be successful in securing and beginning your clinical training at your practicum site. Additionally, you will learn about required PSY 663/662 course assignments and licensure paperwork that must be on file in order for you to be eligible to graduate from the program and pursue MFT/PCC licensure in California.

Action Plan: Important Steps To Prepare For Clinical Practicum:

Important: Please note that we do not “place” you at a clinical site, rather, you are expected to research the information about approved clinical settings and consider which sites may be the “best fit” for your clinical interests. The Clinical Training staff will discuss important steps you should take to secure your practicum site and will answer questions on meeting practicum and BBS requirements

In an effort to assist you with tracking your progress toward obtaining a practicum site, each student will complete an Action Plan Summary electronically through their Tevera PSY 661 Assignments..

STEP 1 - Review the Action Plan Assignment in Tevera/Complete Action items:

Complete the following before applying to sites:

- MOD 1: Prep for Practicum (on Courses): The Action Plan: Steps to Obtaining a Practicum Site & International Student Requirements (if you are international student)
- Read your Program Handbook
- Read and Sign Acknowledgement of MACLP/BBS Program Requirements Form (In PSY 661 Tevera Assignments).



STEP 2 - Resume & Cover Letter:

Create a resume and cover letter to apply to Practicum Sites. A concise and professional resume and cover letter are essential to obtaining a trainee position at a practicum site. Students are required to create and revise a professional resume and one cover letter following the guidelines recommended in MOD 1: Prep for Practicum Module.

Your resume and cover letter is due in your PSY 661: Preparation for Practicum course and your instructor will approve your resume and cover letter so you can start applying to practicum sites. As a person entering the mental health field, your background should indicate interpersonal skills and potential strengths as a therapist. A cover letter shows the agency directors and employers that you have the skills and characteristics they are looking for. The cover letter should have the same heading as the resume and reference page and should be about 3/4 of a page long. It helps the prospective employer if your resume, cover letter and reference match in color, style and heading

Use these resources below to create your draft resume and cover letter.

- **Review - MOD 1: Prep for Practicum (on Courses): Resumes and Cover Letter**
- **Upload Resume and Cover Letter Template to PSY 661 Assignment in Tevera for Professor Review**
- **Contact GSEP Career Services for resume and cover letter feedback and suggestions.**
GSEP Career Services staff have years of experience helping students and alumni make the best first impressions possible. GSEP Career Services can assist you with your resume, cover letter, interview tips, career goal sessions and more. To make an appointment with GSEP Career Services via [Handshake](#), follow the below steps:
 1. Login to Handshake through Wavenet and navigate to the [Appointments](#) tab on the Career Center page
 2. Select "Schedule a New Appointment," and then "Graduate School of Education & Psychology (GSEP) Career Services
 3. Select "Document Feedback Session" for resume and cover letter reviews
 4. Select an appointment on your preferred day and time.

To get written feedback on your resume or cover letter, upload your resume to Handshake.

 1. Click your profile picture/initials (top right circle)
 2. Click "My Documents"
 3. Upload Resume or Cover Letter and a GSEP Career coach will email you back with feedback on your document.

STEP 3 - Research Practicum Sites:



The MACLP Clinical Training staff follow CA BBS regulations and evaluate agencies in Southern California to determine their eligibility to become practicum sites for MFT Trainees. Keep in mind, not all mental health agencies are approvable settings for MFT Trainees to work according to BBS regulations. Review approved Practicum Site information on Tevera and agency websites to find out what an agency requires and/or prefers in terms of trainee skills, availability and requirements. Whenever possible, demonstrate your interest in a particular site by showing your knowledge of its requirements for trainees, its clinical orientations, populations served, and so forth. The Clinical Training department recommends students select a minimum of 5-10 potential sites in which to apply. .

- Review Action Items in MOD 1: Prep for Practicum (on Courses): Site Research
 - **Watch: Research Sites and Locate Site Profiles (YouTube Video)**
 - **Review: Site Evaluations from Students:** It is often useful to hear what other students have said about a particular site. Drawing from our database of site-specific evaluative comments made by Pepperdine trainees over the years, we can suggest practicum sites that are a good match for your personal training needs and geographical area. For example, some sites offer considerable structure, while other sites tend to provide more trainee autonomy. Review site strengths and weaknesses of various training sites, and after thoroughly reviewing multiple sites on Tevera, feel free to reach out to your campus area CTC for a half-hour "quick meet" and practicum application coaching session.
 - **Review: Practicum Mentor Panel List** and connect with a student practicum mentor, as they are often the best sources of feedback on the clinical practicum settings.
 - **Attend Practicum Mentor Panels** that are offered in the Fall and Spring; where current practicum students share their experiences at practicum sites

STEP 4 - Identify your Top 5-10 Sites & Apply, Apply, Apply

You will find that the initial steps for almost all of the sites are to email or telephone the contact person, send a resume, and arrange an interview. Please note that you will want to present yourself in a professional manner in all communications with the site. Please edit your emails before sending them off! CAUTION: If you are interested in a particular site but don't see it listed on Tevera, please consult the CT staff first

- Review Action Items in MOD 1: Prep for Practicum (on Courses): Site Research
 - MOD 1: Prep for Practicum (on Courses): Apply, Apply, Apply
 - Identify your Top 5-10 Preferred Sites.

STEP 5 - Arrange for Interviews with Sites

STEP 6 - Grow in your Interviewing Skills & Document Interview Outcomes



During the interview, the agency contact person will attempt to assess your potential as a trainee therapist and to determine the match between your interests and abilities and those needed by the agency. Some agencies need trainees with some prior clinical experience; others are quite satisfied to use therapists who are just starting out. Some might want trainees to have had personal therapy and others might require trainees to pay for supervision. There are a wide variety of needs at the various agencies MFT Trainees work in. Be flexible and open minded to the cultural systems you may encounter at your prospective practicum placement.

After each interview, follow up with a “Thank You” email.

- Review Action Items in MOD 1: Prep for Practicum (on Courses): Interview Tips
- If you have NO INTERVIEWS scheduled in the last month of your term, email your campus Clinical Training Team immediately.

*Should a site offer you a traineeship at your first interview, and you have other sites that you are considering, ask when you can let them know you can accept their offer. Once you have accepted an offer at a site it is unprofessional to not follow through with an offer. You will be at your practicum site for the entirety of your MFT Traineeship. You will want to ensure that you have selected the best site to match your needs. Email or call your campus CTC if you need to consult in making a practicum site decision between multiple site offers. CTCs can help you weigh the pros and cons of each site to make the most educated decision

STEP 7: Choosing a Site: Required Steps for Site Offers

There are various questions that arise when trying to decide on where to start your clinical training as an MFT/PCC Trainee.

- Please review MOD 1: Prep for Practicum (on Courses): Practicum Memes, Out of State Licensure?, Site Offers, SiteConnect in Tevera
- Check out the section in the Handbook below: **Considerations in Deciding Which Practicum Site to Work at as an MFT/PCC Trainee**
- Additional Tips from the Clinical Training Team:
 - **If you have received a site offer but are still wanting to wait on the responses from other sites** or need more time to make your final decision, be sure to clarify with the site when they need your response. You want to keep in mind the site’s timeline and maintain professionalism, while also advocating for yourself by asking when the site needs your final decision. Feel free to consult with your CTC to discuss your options.
 - **If you have a site offer that you want to accept, the first thing to do is contact your campus CTC by email to seek approval to accept the offer at the site.** Your Clinical Training Team needs to track the site offer you plan to accept and may also have vital information about the site that could impact your decision. 98% of the time students



receive a quick approval email from their CTC and can move forward with the site placement process in Tevera.

- Keep in mind that you can't complete important forms and connect to your site and supervisor in Tevera until you receive an approval email from your campus CTC member. Be sure to contact us when you want to accept a site offer!
- **You can only apply and accept a site that is approved/visible in Tevera.** A site that is visible in Tevera means that they have gone through our rigorous review process and have been deemed appropriate training settings for MFT trainees (so that your hours will be approved by the BBS when you apply for licensure).
- **If you are planning on declining an offer from a site you have interviewed with, you should respond in a timely manner, be sure to express your gratitude for the offer and share that you have decided to accept an offer elsewhere.** Reminder to be kind and courteous - the psychology field is small and you never know who might be a colleague in the future! Don't burn any professional bridges.
- **If the site start time at your practicum site does not align with your practicum start date, please consult with CTC.**
 - If the site start is earlier than your practicum course starting, you are able to volunteer and engage in NON-CLINICAL TIME (example: training, orientation, supervision) - Keep in mind you **cannot** count any hours prior to the first day of your Psy 662/663 clinical practicum semester.
 - If the site start date is after your practicum course start date, please keep in mind that there is a minimum amount of Direct Client Contact and weeks of supervision required to receive credit in the course. Additionally, you need to have a client assigned while in class as you will need to complete a Case Presentation for credit as well.
- **If you are enrolled and sitting in your first week of PSY 663/662 without a site placement or offer, you will need to drop the course prior to the ADD/DROP period** or you will be financially responsible for the course. You cannot be enrolled in a practicum course without a site placement. Please consult with your practicum instructor and campus CTC.

STEP 8: The SiteConnect Placement Process in Tevera

When you receive an offer at a site and intend to accept it, you will want to email your campus Clinical Training Coordinator for approval. After you receive the approval email it will be time to start the Site Placement process in Tevera at the tab "SiteConnect."

The Site Placement section in Tevera is where you will connect to your practicum site and supervisor/s. Additionally, you will complete important initial Pepperdine and California BBS paperwork in this section of Tevera.

- Please review [MOD 1: Prep for Practicum \(on Courses\): SiteConnect in Tevera](#)
 - **Review: Tevera SiteConnect Instructions**

Step 9: Prepare Yourself for PSY 663: Bilingual Clinical Practicum



- Review: MOD 1: Prep for Practicum (on Courses): Practicum Requirements,
- **Overview of Practicum Requirements:**
 - To graduate from Pepperdine's MACLP program and to be eligible to pursue MFT licensure, I need to accrue a total of (225) hours prior to graduation.
 - (150) is the minimum number of direct client contact hours required for graduation.
 - If I accrue a minimum of 150 hours of direct client contact hours prior to graduation, then I need to additionally accrue a total of (75) hours of client centered advocacy.
 - (280) is the number of hours of direct client contact required to graduate with eligibility to pursue the PCC licensure.
 - In the Fall and Spring Semesters of PSY 663 Bilingual Clinical Practicum, I need to accrue (30) hours of direct client contact to get a Credit.
 - In the Summer Semester of PSY 663 Bilingual Clinical Practicum, I need to accrue (14) hours of direct client contact to get a Credit.
 - Practicum hours towards graduation do not begin accruing until the start of practicum class. You may begin earlier at your site for training purposes; however, hours towards licensure or graduation requirements will not count.

Step 10: Start Initial Required Paperwork for PSY 663/PSY 662 (*before or when enrolled in PSY 663/662*)

As soon as you have secured an appropriate practicum site, start the site placement process in Tevera under the tab, "SiteConnect." You will need to gather your supervisor's name and email if they are not listed in Tevera already. Please contact your clinical training team to create any profiles for supervisors that are not listed in Tevera.

The SiteConnect tab in the Site Placement section will be where you will connect to your supervisor/s and complete your initial required practicum and licensure documents. In the SiteConnect section, you will complete the 4-Way Agreement (Pepperdine required document) and the BBS Supervision Agreement (CA BBS licensure document) for each supervisor who will be signing off on your traineeship hours.

In order to be prepared for PSY 663, please review the following:

- MOD 1: Prep for Practicum (on Courses): CA BBS Docs, Pepperdine Docs, Acceptable Signatures,

To review the required Pepperdine practicum forms and CA BBS Licensure forms in more detail, please go to PSY 663: Bilingual Clinical Practicum section of the handbook.

Step 11: Upload your MOD 1: Prep for Practicum Certificate to your Tevera PSY 661 Assignments



In order to receive a passing grade on the Action Plan assignment or graduate from the program, you need to upload the certificate from the MOD 1: Prep for Practicum module to your PSY 661 Tevera Assignment titled, "*Upload MOD 1 Prep for Practicum Certificate.*" Your PSY 661 Professor and Clinical Training Team will track completion of this module. You cannot graduate without completing the module.

Considerations in deciding to work at a site.

By offering a large number of sites, we hope to provide a variety of experiences for our students. But each site is different in its ability to fit your interests and needs. If you get an offer from a site, you might want to consider these factors in your decision to accept:

- **Don't Limit Your Experience.** The MFT license is a generalist license, and the BBS needs to know that your knowledge, skills and abilities apply to a general clinical population, not just to people with one particular clinical problem or syndrome. We have no history regarding the LPCC licensing exam to date as this is a new profession in California.

Ideally, the 3,000 hours of pre-licensed experience should contain both breadth and depth. Even if you plan to specialize, learning to work with a variety of clients and problems and using a variety of therapeutic modalities may enhance your versatility and your therapeutic effectiveness. If your caseload is restricted by the specificity of one site or one population, we encourage you to find additional sites before taking the licensing exam, as long as you are not breaking any contractual agreements by doing so.

- **Countertransference?** Please also consider the population with whom you would be working and its problems. A therapist's life experiences can greatly influence her or his ability to be objective with certain clients. Students may find themselves drawn to clients who present similar problems to those of their parents or families of origin. However, unless they have also had the opportunity to resolve their family of origin issues, students may find it difficult to view these clients impartially.
- **Don't Do Therapy in the Dark.** Another thing to consider prior to accepting a position is whether or not you will have access to enough information about your clients. In the Practicum course, students are encouraged to conceptualize clients systemically, considering biological, psychological, relationship, social, cultural and other systems in which clients are living and which give meaning to their experience. Clearly, this contextual information is relevant even for clients who present individually.

Gathering this information may be a difficult task if your contact with a client's family is either limited or forbidden or occurs outside the therapeutic context. Assessing relationships may be difficult or impossible if you are not allowed to interview the couple or family and observe their



interaction. Before you agree to work at a site, find out if you will have the freedom and flexibility to work with the members of the relationship conjointly. Can you see children and parents together? Can you see spouses or domestic partners together? And how about adults—can you invite their families to therapy?

- **You Have to Conduct Therapy.** Please keep in mind that the hours countable as “counseling performed by you” refers to the use of applied psychotherapeutic techniques to achieve therapeutic goals. A site that only allows you to do intakes, for example, would not be an appropriate practicum site for Practicum. Please let us know if this is all that you are being offered from a prospective site.
- **Family Members in the Same Room.** Before you apply for the LMFT license exam, you will need a minimum of 500 hours counseling couples, families, and children. These hours can be gained either as a Trainee or Associate or both. A Trainee who works at an agency that restricts the practice of Trainees to individuals (adults or children) would need an associate position that would *guarantee* work with couples and families. To keep your options open, discuss whether or not you can treat couples, families, and children at your potential site.
- **What to do?** Be very honest with yourself about your motivation for selecting a particular site and clientele. Be honest with your potential supervisor about your motivation. Most importantly, consider entering therapy yourself, so that you can use the “training” you received growing up in your family of origin to *help*, rather than hinder your abilities as a therapist.
- **Providing Telehealth as an MFT Trainee.** If you are allowed to / required to conduct telehealth sessions at your practicum site, you will need to become familiar with the BBS Comprehensive Requirements and Applicable Laws regarding practicing telehealth found here (<https://www.bbs.ca.gov/consumers/info.html>)

Malpractice Insurance as MFT/PCC Trainee at Practicum Site

While Pepperdine does not require students to acquire malpractice insurance, we strongly recommend that you acquire malpractice insurance as a pre-licensed MFT/PCC. CAMFT has a [Student Pre-Licensed Liability Insurance Program](#). Many practicum sites require students to obtain their own Liability Insurance.

“Un-approved” Sites — How To Get Them Evaluated

It is possible to gain hours in a setting that is not yet listed in Tevera, but the site must first be evaluated. To gain hours at an agency that is not listed in Tevera, you will first need to get it evaluated. Before going through the time and trouble to fill out the necessary forms, interview at the site or accept a position, please discuss the potential site with the Clinical Training staff! There may be a good reason why the site does not appear in



Tevera. It may have never been included because of some aspect of the site that would make it ineligible for our trainees.

To allow for adequate time to review the site, you must initiate the process with the CT staff no later than 8-12 weeks before the start of the term in which you wish to enroll in practicum. The process of approving a site may take several weeks and does not guarantee that the site will be approved. Note: Hours worked at a non-approved site will not count toward BBS requirements, nor will they fulfill the requirement for practicum course credit.

Problems at the Site

Note: We do our best to cultivate a database of sites and supervisors who are competent and effective and have found that problems with sites and supervisors are, fortunately, few and far between. Those that do occur can usually be resolved fairly easily. The selection below is provided FYI, in the unlikely event that problems do arise.

Pepperdine's initial approval of your clinical practicum site is based on both verbal and written information provided to us by the site's director and/or the prospective supervisor(s) during the site screening process. The continuing approval of students at practicum sites is largely based on the end-of-term site evaluations that we receive from students at the sites, as well as our own ongoing assessment.

Although we do our best to select sites that meet BBS and Pepperdine requirements, problems occasionally occur. Changes at the site, such as changes in management, loss of operating license, changes in supervisors, supervision practices, clients and operating policies may affect either the quality of training or the legality of trainee hours. Although we may notice problems ourselves, we often rely upon student feedback to identify problematic situations. If you have concerns about your practicum, supervisor or site, please let us know sooner rather than later. If we can get involved early on, the chances of correcting the situation are usually much better.

If you are placed at the following Aliento Practicum sites:

- Abrazar
- Orange County Center for Therapeutic Arts
- Resilience OC

Please address all site/supervisor concerns with the Program Director, Dr. Miguel Gallardo, the Program Administrator, and the Irvine CTC. If you are placed at an Aliento approved site, please discuss the situation with your practicum instructor and with your CT staff.

Is switching sites okay? Is adding an additional site okay?

Clinical Practicum students are expected to follow the 4-Way Agreement's contractual timeline of completing



their required experience at one practicum site. To change practicum sites prior to the end date listed on your 4-Way Agreement, you must first consult with your practicum instructor and Clinical Training Coordinator at your campus. Additionally, you must gain approval from your Program Director. Some students may need additional hours to reach LPCC licensure eligibility and want to add an additional site to accrue the additional hours. Consult your Clinical Training Coordinator for recommendations in order to gain approval.

Number of Sites

The majority of our Clinical Practicum students gain all their required experience at one practicum site. However, some students gain hours at additional sites. *Remember that you cannot count more than 750 hours of client contact and supervision as an MFT Trainee.* Consult your CT staff for recommendations. **Note: To change practicum sites, you must first gain the approval of your Clinical Training Coordinator and the Program Director.**

Working at a Site after Completing 6 Units

Some students have successfully completed 6 units of practicum and wish to continue working at their approved clinical sites while they take the final courses needed for the degree. The BBS requires a **4-Way Agreement** as well as written feedback to the school. **Again, as a reminder, you must be enrolled in a practicum course to count your clinical hours! If you need additional hours beyond your 225 hours and you have completed 3 terms of practicum, you do not need to enroll in a 4th practicum to count the balance of the 280 client contact hours for PCC Associate Registration, but keep in mind MFT hours cannot be counted unless you are enrolled in practicum or you are gaining clinical hours during a less-than-90-day period of time between your last day in practicum class and degree posting.**

Out-Of-State Sites

To date, our attempts to accommodate students who have moved out of state before finishing their degrees have largely failed. One requirement of the BBS is that a student graduate from a single “integrated” program, not a program that has been pieced together between two or more programs. However, the BBS has recently cleared the way for students to gain their practicum experience outside of California. But challenges remain. The BBS will evaluate hours earned out of state, but it has been difficult for students to find approved sites as well as supervisors who would agree to supervise them and sign the required paperwork for both California and Pepperdine. Until recently, it has been impossible to find a university that would allow an out-of- state student to enroll in a practicum class. All things considered, it’s probably more prudent to wait until you have completed your practicum requirement to relocate.

Can I be paid as an MFT trainee?

All Associates and Trainees must either be a paid W-2 employee or a volunteer employee. Trainees and associates may also not bill clients directly. There are limited circumstances under which you may be paid under a 1099. If you work as a volunteer and receive reimbursement for expenses actually incurred, receiving a 1099 for those reimbursements is acceptable. If you have received a stipend or educational loan repayment from a



program designed to encourage demographically underrepresented groups to enter the profession, or to improve recruitment and retention in underserved regions or settings, a 1099 for the stipend or loan repayment is acceptable. Those paid under a 1099 may be audited by the Board to ensure the payment was for one of the above purposes.

Associates working in private practice may not pay for supervision. Be careful how the accounting is set up. You need a W-2 from your supervisor, who is your employer. Please be aware that if the accounting is set up so that you give your supervisor/ agency a percentage of your “fees,” this arrangement is actually illegal, since associates cannot be paid directly for their services.

PSY 663 – Bilingual Clinical Practicum

PSY 662 – Clinical Practicum

Practicum also allows us to “encourage students to develop those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.” —Business & Professions Code, Section 4980.37(e4).

In addition to earning a qualifying master’s degree, applicants for the LMFT/LPCC license must learn how to do therapy. This training occurs when pre-licensed individuals, both trainees and associates, see clients and receive supervision on therapy performed with those clients. For LMFTs a complete list of requirements may be found in [BPC Section 4980.36](#). For LPCCs, a complete list of requirements may be found in [BPC Section 4999.32](#).

Effective January 1, 2018, the titles for Marriage and Family Therapist Interns and Professional Clinical Counselor Interns changed, as follows:

- Marriage and family therapist registrants must use the title “Associate Marriage and Family Therapist” or “Registered Associate Marriage and Family Therapist.”
- Professional clinical counselor registrants must use the title “Associate Professional Clinical Counselor” or “Registered Associate Professional Clinical Counselor.”

How to use the term “practicum”

The term “practicum” is used in several ways. One usage refers to the course or courses taken by the MACLP students, as in, “I’m in my second term of practicum.” Another use refers to the experience gained, as in, “How many practicum hours do I need to get credit for the course?” Still another use refers to the site itself, as in, “I’m doing my practicum at the Community Counseling Clinic at the graduate campus in Irvine. How about you?” Each of these uses is acceptable.

Legal Definition of Practicum

The scope of clinical experience sanctioned by the BBS for LMFT trainees is quite broad. According to



Section 4980.37(c) of the BPC, the master's degree must contain "not less than six semester units... of supervised practicum... in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions, healthy functioning, health promotion, and illness prevention, in a supervised clinical placement that provides supervised fieldwork experience within the scope of practice of a marriage and family therapist."

PCC trainees can fulfill practicum requirements in the same settings and the hours can be "double-counted." However, the hours accrued while in graduate school do not count towards licensure hours. All hours toward PCC licensure are gained as an Associate PCC.

What is Practicum at Pepperdine?

First and foremost, ***Practicum is a COURSE – PSY 662 or 663 (Latinx communities emphasis Spanish speaking students only)***. It has unit value (2 units per course taken over three terms), an instructor, required attendance, requirements for number of hours worked at the practicum site, in-class activities and "homework" (seeing clients). Students may have assigned and/or recommended readings and present their cases orally in class. Typically, instructors require written and/or oral reports and many require assigned reading. Students are evaluated both by their supervisors and their practicum instructors. ***At least 50% of Aliento students' direct clinical contact hours need to be conducted with Latinx communities, in either Spanish or English, to receive credit for practicum.***

Note: Students are required to complete two 15-week semester practicum courses and one Summer Session I practicum course.

Students receive *dual* credit for their practicum activities: academic and experiential. The Practicum courses count for 6 of the total units needed for the MACLP degree; for LMFT licensure, the hours earned in sites count toward both Practicum credit and the 3,000 hours needed for the license. For those students who may be seeking licensure as an LPCC, hours gained do not count towards licensure but do fulfill graduation requirements. Consistent attendance and participation are key in receiving a credit in each section of practicum.

Why Must You Be Enrolled in PSY 662 – Clinical Practicum, or in 663 – Bilingual Practicum (Latinx emphasis Spanish speaking students only) to Have Your Experience Approved?

Students are legally defined as "Trainees" after completing 12 semester units in the MACLP program and have a written agreement (4-Way Agreement) on file in Tevera. The BBS requires that LMFT and LPCC students are concurrently enrolled in Clinical Practicum (PSY 663/662) while earning clinical hours.

In order to remain enrolled in a practicum class, students must have secured an approved practicum site and complete their "SiteConnect" placement process in Tevera (which includes completing and acquiring signatures on the 4-Way Agreement and BBS Supervision Agreement).



Pepperdine does not sanction the acquisition of clinical experience until students have enrolled in PSY 663: Bilingual Clinical Practicum or PSY 662: Clinical Practicum. The MACLP Committee believes that the most effective way to carry out the coordination and approval function mandated by state law is to use the Clinical Practicum class to monitor the clinical training experience of our students and to encourage their growth as therapists. The course structure also allows us to collect evaluations from supervisors, students and practicum instructors, serving as the “regular progress reports” required by law.

If you have additional practicum requirements to complete beyond your third practicum class, you may either enroll in an additional practicum course or be aware that your hours of experience may not count after 90 days beyond your third practicum class.

If you enroll in your third term of Practicum in Summer Session I and plan to graduate in Summer Session II, then MFT hours may count towards licensure and LPCC hours may count towards the 280 hours required to graduate.

When to Take Practicum: It Depends

Students may receive conflicting advice about when to take Practicum - as soon as humanly possible or during their final three terms. Each plan has its relative merits.

We recommend that students take practicum during their final three terms as they will be better prepared academically. The downside is students don't get exposed to clinical issues early in the program.

Students who first take all practicum prerequisites may start gaining hours sooner but they will probably have “leftover” academic classes. In addition, if they wish to keep gaining hours at their clinical sites after completing their third practicum course, they must be concurrently enrolled in a 4th or 5th practicum class. (As a reminder, PCC associates only need to be enrolled in 6 units of practicum.)

As a reminder, the LMFT requirement for pre-degree client hours is a minimum 150 client contact hours plus 75 additional contact hours and/or client centered advocacy hours. The LPCC requirement for pre-degree hours is 280 client contact hours (client centered advocacy hours do not count).

Practicum Prerequisites

We also want to give our students a head start when they go out into the field. Prerequisite courses for Practicum help make the first clinical experience a positive one. From most reports, Pepperdine LMFT Trainees have a very good reputation throughout the training sites and are academically well prepared when they go out into the field. Competence at the student level is important for client welfare and for the maintenance of good professional relationships with our supervisors and agency directors.

For students in the M.A. in Clinical Psychology Program with Latinx Communities (ALIENTO) the following



prerequisite courses must be completed before enrolling in PSY 662 or 663:

PSY 674 (Diagnosis and Treatment of Mental Health Disorders)

PSY 606 (Interpersonal Skills and Group Therapy)

PSY 676 (Theories of Counseling and Psychotherapy)

PSY 623 (Ethics and Law for Mental Health Professionals)

PSY 678 (Techniques of Counseling and Psychotherapy)

PSY 639 (Couple and Family Therapy I)

PSY 661 (Preparation for Practicum)

Practicum Course Objectives

The primary goals of the Practicum course are twofold: (1) to help students learn to integrate theory and practice, and 2) to develop interpersonal skills that are associated with effective therapy. At the clinical practicum sites, student Trainees provide therapeutic services under supervision. In the Practicum class, students present cases, share assessment and treatment strategies, and discuss problems and issues relevant to case management. In their presentation of cases, students are expected to examine and evaluate clients using models of family therapy, individual counseling models and recovery oriented healthcare models. The instructor assists students in conceptualizing the problems from both individual and relational points of view. Students are encouraged to reflect upon their preferred therapeutic models and modalities and the rationale for their use, and to develop the skills of critical thinking.

The Board of Behavioral Sciences [B & P Code, Section 4980.37(4) expects degree programs to “*encourage students to develop those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.*” The three-term Practicum course sequence at Pepperdine gives us the opportunity to assist students in the development of these personal qualities through feedback from fieldwork supervisors, practicum instructors, the Clinical Training staff, and the MACLP and Latinx emphasis faculty.

ALIENTO PRACTICUM INFORMATION:

PSY 663 Clinical Practicum is a structured 3-course sequence. The Aliento MACLP students are required to take 6 total units of Clinical Practicum for the MACLP degree. Each PSY 663 Clinical Practicum course has unit value (2 units per course taken over three terms).

PSY 663 – Bilingual Clinical Practicum (For Aliento Students)

Students enrolled in the Aliento Program must enroll for PSY 663 IF providing services in Spanish.

- If students enrolled in the Aliento Program will be providing services to Latinx Communities and the services will be provided entirely in English, then the student can choose to enroll in PSY662 – Clinical Practicum OR PSY 663 – Bilingual Clinical Practicum.
 - Enrollment in PSY663 is based on availability, with priority given to students who provide



services in Spanish.

- PSY663 is Intermediate/Advanced – for students who are at an intermediate or proficient level of Spanish.

If students enrolled in the Aliento program will be providing services in Spanish, then it is a REQUIREMENT that the student receives clinical supervision in Spanish

- If students enrolled in the Aliento program will be providing services to the Latinx community and the services will be provided entirely in English, then there is no requirement for clinical supervision in Spanish. (English Clinical Supervision is acceptable).
- Students enrolled in the Aliento program **MUST** have 50% of their total direct client hours met by serving Latinx communities, in either Spanish or English, to receive credit for practicum

Frequently Asked Questions:

1. Does every student in the Aliento program need to be enrolled in PSY 663 at some point in the program?

Answer: No. Only students providing Spanish-speaking services need to enroll in PSY 663 Bilingual practicum.

2. Do I have to have my supervision in Spanish?

Answer: No. You only need supervision in Spanish if you are providing Spanish-speaking services.

3. What if I have 16 clients, 1 client that speaks Spanish and 15 that speak English. Do I have to have Spanish supervision?

Answer: No but it would be preferred that you have someone on site who you can consult with about these cases who is Spanish speaking, if possible.

Consecutive Terms

We recommend that you gain your practicum hours over three consecutive terms. If this is not possible, you may skip a term of PSY 662/Clinical Practicum/PSY 663/Bilingual Practicum and resume the following term, as long as all other requirements are met and it is acceptable with the agency. Recall that students sign an agreement that delineates the time commitment of the student to the agency. Breaking this commitment should only be done for serious reasons. It is imperative that you consult your CT staff if you want to skip a term of practicum. If you are taking a leave of absence from the University for a semester or longer, it is your responsibility to notify the GSEP Registrar. If you take a one week or longer vacation, even during semester/summer breaks, it is your ethical responsibility to work with your practicum agency to ensure client care during your absence.

Sequential Terms

Practicum courses are to be taken one at a time, in sequence, allowing for a learning experience of nine months to a year. They may not be taken simultaneously. Please note that Practicum (PSY 662/PSY 663) is



offered during the first summer session only and that it is required that you complete two 15-week and one 7-week practicum semesters to graduate.

How Many Practicum Instructors to Take?

We strongly encourage a varied Practicum course experience. What occurs in class is more or less standardized, but each instructor offers something unique to the process. To take advantage of our faculty's diversity, consider taking at least two different instructors for your three courses. Please know that it is not allowed to enroll in practicum class with the same instructor who is also your clinical supervisor at your site. This type of dual relationship is strongly discouraged when enrolling in your Psy 662/PSY 663 course.

Training in Diversity Encouraged by BBS

As you can see, the law permits Trainees to learn, under supervision, a wide variety of skills with a wide variety of client populations and issues. MACLP students are to become familiar with the "wide range of racial and ethnic backgrounds common among California's population". Educational institutions are required by the BBS to design practices that will "include marriage and family therapy experience in low-income and multicultural mental health settings". Practicum provides an ideal opportunity for students to appreciate, first-hand, how factors of diversity such as age, gender, culture, ethnicity, racial background, religion, sexual orientation, SES and other similar factors contribute to an individual's uniqueness and identity.

Practicum and Financial Aid

Financial Aid views Practicum as an "Internship", a special status in the academic program. Students whose only course is a 2-unit practicum are therefore considered to be half-time and may continue to defer payment on student loans and remain eligible for certain types of financial support.

REQUIREMENTS FOR PRACTICUM COURSE CREDIT

Practicum/MFT Trainee Required Hours Overview

When it is time to apply for the LMFT license exam, you may submit to the Board for evaluation ALL of the hours that you gained while enrolled in Practicum, including direct client contact, supervision, workshops, paperwork hours, and client-centered advocacy.

BBS FORMS: DESCRIPTION AND GUIDELINES FOR USE

For **Practicum course credit at Pepperdine**, we will evaluate only HOURS of DIRECT CLIENT CONTACT, WEEKS OF SUPERVISION and CLIENT CENTERED ADVOCACY.

- **Hours of Direct Client Contact:**
 - The minimum hours of **direct client contact** required for the Fall, Spring, Summer is 30, 30,



and 14.

- If these minimums are *not* met, the student receives a grade of “In Progress” (or, IP) until the client contact hour requirement is fulfilled. Further information provided later on this issue.
- The minimum hours of direct client contact required for graduation is **225** of which a minimum of **150** hours must be direct client contact.
- LPCC Trainees are required to complete a minimum of **280** hours of direct client contact to fulfill eligibility to pursue the LPCC license. But these hours cannot be counted towards the 3,000 hour requirement for licensure.

- **Weeks of Supervision**

- For both MFT and PCC trainees, direct client contact hours must be supervised during the week they are gained and must fall within the 5:1 ratio (5 clients to 1 unit of supervision) to be counted toward graduation requirements and licensure. This ratio is averaged over the duration of the traineeship
- The minimum number of weeks of supervision is 10 weeks for the Fall and Spring semesters and 5 weeks in the Summer terms.
- These limits allow for a variety of non- scheduled events involving supervisor vacations, client no-shows, illnesses, and so forth.
- **IMPORTANT:** Even though these are fairly relaxed standards, please recall that no hours will count during any week in which there was no supervision. If you notice that your supervisor is sick or will be out of town during a week that you are seeing clients, you should find another supervision group or supervisor to provide supervision that week so that your client hours will count. Hours of supervision that you participated in with "Interim" supervisors can be recorded and signed on the same weekly log as your Primary Supervisor (The BBS allows up to three weeks during a 5-week log to be signed by an "Interim Supervisor"). It's just that important to get supervision every week that you are seeing clients.
- Practicum class time is NOT counted as part of your supervised experience; it is counted as part of your 60 academic units.

- **Client Centered Advocacy Hours**

- Up to 75 hours of CCA can count towards MFT Licensure eligibility. Be sure to talk with your supervisor about what they will count for CCA hours to help you accrue hours.

- **Workshops Attended**

- Workshops attended are documented both on the Weekly Logs and the Experience Verification form. With the prior approval of your supervisor, you may count as Professional Enrichment a maximum of 250 hours for attendance at workshops, seminars, training sessions or conferences directly related to marriage, family and child counseling.
 - How to count workshops: On your Weekly Logs, enter the number of hours spent at approved workshops on the date(s) you attended them. Have your Clinical Supervisor sign for workshop hours at supervision that week.



- Note: The Board does NOT require that you submit flyers, brochures or notices of workshops. Many students find it helpful to keep an ongoing list of all workshops they attend. This list then becomes a valuable attachment to the resume!

- **Max Total Hours Allowed at MFT Trainee**

- You may count up to 1,300 hours before graduation (of the 1,300 hours, a maximum 750 can be Client Contact AND Supervision hours)

- **Flexible Hours**

- As long as 150 client contact plus 75 client centered advocacy hours for LMFT licensure and 280 hours of direct client contact for LPCC licensure are gained by the end of the three practicum courses, and as long as the course minimums for supervision are met, students may accumulate hours in a flexible pattern that suits both their experience and the specifics of their sites.

- **PCC Hours:**

- As long as students accrue the minimum 225 clinical hours by the end of the 6-8 units of practicum, those pursuing PCC licensure can earn hours after completing all terms of practicum and do NOT need to enroll in an additional practicum for 280 hours to count for graduation. Please note that you may need to stop counting MFT hours if there are more than 90 days between practicum classes or a practicum class and graduation.

Does Pepperdine Actually Approve Hours?

By law, only the Board of Behavioral Sciences has the authority to approve hours and does so at the time you file your application for the license exam. However, the board has given considerable responsibility to both supervisors and graduate schools for guiding and evaluating students' clinical experience. Supervisors verify the hours of their associates and trainees by signing both weekly logs and Experience Verification forms. Schools attempt to ensure that their students' clinical sites will provide supervision and clinical experience that is consistent with statutes and regulations.

Thus, Pepperdine approves each trainee's clinical experience in general, but not his or her hours per se. However, only those hours gained in an approved site with a written agreement between the school and the site will count toward LMFT licensing requirements and/or practicum class. Again, the 280 hours of direct client contact required for LPCC Practicum are not counted towards the 3000 hours. It is imperative that your 4-Way Agreement is completed through your Tevera site placement process within 30 days of enrollment in the course.

Make Your Experience Count: Follow the pre-degree BBS 90 Day Rule

A helpful explanation and example of how the 90-day rule works is cited [here](#) A Trainee may provide



counseling while not enrolled in practicum if **BOTH** of the following are met:

- The period of time is less than 90 calendar days **AND**
- The 90-day (or shorter) period is immediately preceded by enrollment in practicum and immediately followed by enrollment in practicum (or completion of the degree program).

Thus, if a Trainee's practicum break is 90 days or greater, the Trainee cannot count any hours gained during that time period.

The BBS pre-degree 90 day rule states, in order for MFT Trainee hours to count towards licensure, there must be no more than 90 days between enrollment in sequential practicum classes or between a practicum class and graduation. Therefore, if you have not met the minimum MFT hour requirements (225) during your final practicum class, you may need to enroll in an additional practicum class depending on the timing of your last class.

A Few Scenarios:

- If you only accrued 175 hours towards MFT licensure eligibility by the end of your final practicum class in the Fall term, you would need to take an additional practicum class to accrue the remaining 50 hours since there are more than 90 days between your last day of enrollment in practicum (Dec 16) and the end of the following semester (April 21).
- If you only accrued 175 hours towards MFT licensure eligibility by the end of your final practicum class in the Summer I term and plan to graduate in Summer Session II (7 weeks later or 49 days), then MFT hours may count towards licensure since there are less than 90 days between practicum class and graduation. PCC hours may also count towards the 280 hours required to graduate.
- If you have completed 225 hours for MFT and wish to continue earning PCC hours only, you do not need to enroll in an additional practicum class. Please note that the 90 day rule is only a BBS regulation for MFT Trainees, and doesn't apply when accruing extra hours toward the 280 direct client hour total for "LPCC Eligibility."

Making up Hours

The student who does not have enough direct client contact or weeks of supervision may use those gained during breaks in the academic schedule to count for the previous term's IP. If there is not sufficient time during the break to clear the IP, the student applies the additional clinical experience of the next Practicum course toward the IP grade. If, after enrolling in Practicum for a minimum of 6 semester units and the student lacks hours towards the minimum practicum hour requirements (225 for LMFT Trainees or 280 for LPCC Trainees) the degree will be posted once the student demonstrates completion of the hours. **Note: degree posting occurs only once at the end of each semester.**

Reminder: you will need to enroll in a 4th practicum class if you have not completed the minimum MFT clinical hours requirements for graduation, unless your third practicum occurs during the Summer I term and your degree posts by the end of Summer II term.

Earning Hours during Academic Breaks:



Once a student has enrolled in and started Practicum, hours earned during semester and summer breaks will count toward the Practicum requirement, but minimum client contact hours are still required for each Practicum course. *The student should check the box on the Weekly Logs that says “Trainee in Practicum.” These hours must be earned during breaks between Practicum courses, **on the condition that the break does not exceed 90 days.***

Planning to Graduate? A Word of Caution

Students in their final term of the program should be aware that an Incomplete (“I” or “IP”) received in **any** course will not be changed on their transcripts until the end of the following term, even if a grade change has been submitted early in the term. This delay in the posting of the degree may *delay the student’s application for the MFT Associate registration number*. If this situation applies to you, consult your CT staff. Please note that if you are short just one clinical hour at the end of your last practicum class, and plan to earn it the following week, your degree posting will be at the end of the next semester. All 225/280 hours must be earned prior to your degree posting date.

Required Resources & Forms for Practicum Class and MFT Traineeship

Each time a student takes Clinical Practicum (PSY 662), changes sites, changes supervisors or changes status from trainee to associate, their progress is accompanied by a paper trail of substantial proportions. Some forms keep track of clinical hours and supervision; others are used to evaluate the student’s progress as a therapist in training. Some forms go directly to the BBS once 3,000 hours are accrued, others are reviewed by Practicum Instructors and Clinical Training Staff before grades are assigned and important documents stored in your Tevera account to meet state and program requirements toward graduation and licensure. The grade for the Practicum course is based, in part, upon the data contained in your Tevera documents.

Pepperdine is not required by the BBS to hold onto MFT/practicum student forms post-graduation. You are responsible for the safe-keeping of all of your BBS forms.

Practicum Required Resources: Tevera & MOD 2: Practicum Guide

Tevera

All students must submit Pepperdine practicum and CA BBS licensure requirements in their Tevera account when enrolled in PSY 662: Clinical Practicum/PSY 663 Bilingual Practicum. Tevera is used to **complete assignments** in PSY 662/663 courses.

Please note

- Your Tevera registration will give you lifetime access to the platform and will be where you can track all your required hours for licensure in California. Tevera is a tool that you will use during your clinical training at Pepperdine and throughout your journey towards licensure. The average



person takes a minimum of 3-5 years to become licensed in California as an MFT or PCC in the profession.

MOD 2: Practicum Guide

This module supports you in successfully completing practicum and licensure requirements. It is required for first-term students to complete for credit in practicum.

CA BBS Licensure Forms for Practicum (and as Associate)

- **BBS Supervision Agreement:** (In Tevera SiteConnect Section - linked PDF from BBS) Once you accept a site offer and are assigned a Clinical Supervisor (can be an individual/triadic or group supervisor), a BBS Supervision Agreement will need to be completed and signed at the beginning of your supervisory relationship.
 - *Keep in mind ANYTIME you start a new supervisory relationship, a new BBS Supervision Agreement is needed. For example, if you have worked with three supervisors as a trainee, you will need three completed BBS Supervision Agreements on file.
 - The BBS Supervision Agreement, once completed and signed, needs to be uploaded into Tevera under the site placement process for each new supervisory relationship you establish as an MFT Trainee. Your CTC team will mark that this required item is on file and you will be eligible to count hours as an MFT Trainee while in graduate school. If this form is not on file, your CTC department will not approve hours accrued under the supervisor until the required documentation is in Tevera.
- Retain all original and signed BBS Supervision Agreement Forms to submit to the BBS when you are ready to sit for the licensure exam.
- Review how to complete the BBS Supervision Agreement in MOD 1 (On Courses): CA BBS Docs
- **BBS Weekly Summary of Hours Log:** (Run/Generate report 508 in Tevera from the Timesheet section)
 - The BBS Weekly Log is used to track and organize all of your clinical and non clinical training time. Your Total Hours Per Week will be calculated by Tevera and generated to summarize your hours on a BBS Weekly Summary of Hours Log. It will add together your Direct Client Contact with your Non-Clinical Experience.
 - Run/generate the weekly logs in Tevera and have supervisor sign off on hours.
 - It is up to the supervisor to decide on how and when they want to sign off on these forms. Please consult with your supervisor.
 - Retain all original and signed weekly logs until you are licensed. The BBS may require you to submit all or portions of your logs to verify hours of experience. It is the responsibility of the student/graduate to keep all original BBS forms safe until time to submit them directly to the board. Note: Do NOT send your weekly logs to the BBS unless requested to do so.
- Review how to fill Out The BBS Weekly Log in MOD 2 (on courses): Hours and Logging



- **BBS In State Experience Verification Form:** (Generate report 528 as a PDF in Tevera from the Timesheet section) This form totals all of your weekly log hours for a specific supervisor into one form for the BBS to review. This form is needed when ending a supervisory relationship. This can happen when you change supervisors, when you complete your traineeship at your current site or when you graduate.
 - This form reflects all hours gained under a specific supervisor's license pre-degree and post-degree.
 - You will generate this form in Tevera, select the specific supervisor's name, the dates you started working with them (reflected on your Supervision Agreement) and the date you stopped working with your supervisor. Tevera will generate the hours for you, and this will then be signed by your supervisor.
- Retain all original and signed BBS In-State Experience Verification Forms to submit to the BBS when you are ready to sit for the licensure exam.
- A separate Experience Verification form should be used for pre-degree and post-degree hours for LMFT trainees and associates.
- Review how to complete a BBS In-State Experience Verification Form in MOD 2 (On Courses): BBS In-State Experience Verification

Pepperdine Required Forms for Practicum Credit

Pepperdine is required by law to oversee the evaluation of students enrolled in practicum and to “provide for regular progress reports and evaluations of the student’s performance at the site” [BPC, Section 4980.42(e)]. All the following items can be completed in Tevera. To ensure Pepperdine follows the law, the following items are required to be completed during your practicum course:

IMPORTANT NOTE: Most Practicum Requirements (excluding the Multi-week hours report) **are due the 2nd to last class of the term in order to audit all forms and provide accurate grading. If they are not completed, students risk receiving a No Credit grade.**

- **First Term Students: MOD 2: Practicum Guide (On Courses)**
 - First Term practicum students are required to complete the MOD 2: Practicum Guide Training which supports them in successfully completing the requirements of practicum and builds their understanding of the CA licensure requirements.
- **4-Way Agreement**
 - The 4-Way Agreement is a state-required contract between 4 people: You (the trainee/student), Site Agency Director, Site Clinical Supervisor and Pepperdine
 - Please read the 4-Way Agreement before you sign the document. Take care to notice your responsibilities as a Trainee, your supervisor's responsibilities, the termination clause and the Term of Agreement Dates. Make sure to fill in and complete the Term of Agreement Dates. The dates of this contract reflect your official start date and end date at your site. These should be discussed with your site as sites do have different contract term lengths. Remember this is a contract you are signing and you are responsible for fulfilling the dates of contract. Pepperdine



has long standing relationships with our sites, and we trust that you will uphold and honor the contracts you sign in order to respect the site and most importantly the clients you will be working with.

- **If the 4-way agreement is not completed, signed and on file in Tevera, none of your hours will count.**

- **Practicum Check In Form**

- Students complete this form to confirm with their CTC team and professor the following:
 - Practicum Site information
 - When you intend to graduate
 - Status of grades in practicum
 - Practicum mentorship participation

- **Supervisor's Evaluation of MFT Trainee** Students send the supervisor the evaluation form around the 10th week of the term so the supervisor has enough time to complete the assignment before the due date. If the student has completed or will complete a direct observation, the supervisor can document this on the evaluation. The clinical supervisor's evaluation is discussed with the student and is signed by the student and the clinical supervisor.

- **Direct Observation Form (Only Use If Not Documented on Supervisor Evaluation)** Students can submit this form to document that they did receive a direct observation at their site during the practicum term, if it was not documented on the Supervisor's evaluation form.

- **MFT Student's Evaluation of Supervision and Agency**

- Students fill this out towards the end of the term. The student's evaluation of supervision/site is reviewed by the practicum instructor and by the CT staff. Evaluations of supervision and sites are kept in site files and are used to make recommendations about the appropriateness of practicum settings for potential trainees. Students are not identified if and when we make recommendations to the agency.

- **Practicum Instructor Evaluation**

- The practicum instructor provides feedback to each student regarding class performance.

- **Multi-Week Hours Report from Tevera**

- The Multi-Week Hours Report from Tevera provides a summary of your clinical activity which will be used to verify that minimum requirements have been met for each practicum term.

- **Graduating Students: 225/280 Confirmation of Total Hours Form**

- The Pepperdine 225/280 Total Confirmation of Hours form in Tevera is one of the most important Pepperdine forms that needs to be completed on time in order to graduate. You will complete this when you are in your final term of practicum.
- Your CTC team provides this form to the Pepperdine registrar to inform them that you are



eligible to graduate from the program. The 225/280 Total Confirmation of Hours form verifies that you have completed the 225 and or 280 hours needed for graduation and licensure eligibility. The Pepperdine registrar must have this information as they post your eligibility for the PCC license on the transcript.

Acceptable Signatures for BBS and Pepperdine Paperwork

BBS Required Forms: Supervisors and MFT/PCC Trainees sign by hand. Please note, the BBS Weekly Log can also be signed in Tevera with a typed signature at this time. All other BBS licensure forms should be signed by hand at this time.

Pepperdine/State Required Forms: Typed or mouse-drawn in Tevera

PEPPERDINE / STATE REQUIRED FORMS	BBS REQUIRED FORMS
4-Way Agreement (completed w/in 30 days) *Need for first primary supervisor	BBS Supervision Agreement (completed w/in 60 days) *Needed for EACH supervisory relationship*
4-Way Agreement for additional supervisors *needed for any additional supervisory relationship*	BBS Weekly Log of Experience Hours *Documenting your entire 3,000 hour journey*
Pepperdine Confidentiality & Acknowledgement Form	BBS In-State Experience Verification Form *When ending EACH supervisory relationship*
Direct Observation Form	
Supervisor Evaluation	
Student Evaluation	
Instructor Evaluation	
Multi Week Hour Report for Practicum Term	
225/280 Total Hours Verification Form	

All of the above forms are needed for graduation from Pepperdine's MACLP program.
The BBS forms are needed to complete and apply for your license. These will be completed and saved throughout your 3,000 hour licensing journey so please keep these in a safe place (uploaded/saved & named correctly in Tevera)

Grades for Practicum

Practicum is graded on a "Credit/No Credit" basis.

"CREDIT" is given if **ALL** of the following criteria are met. The student:

- has filed an approved "4-Way Agreement" with the Clinical Training Coordinator, and abides by the terms of the "4-Way Agreement"
- attends class regularly to the standards set out in this syllabus and to the standards of the instructor;
- performed in class satisfactorily (for example: made accurate and effective case



presentations, contributed to discussions, showed knowledge and understanding of MFT theory and techniques, demonstrated critical thinking, was flexible and open to instructor feedback, showed knowledge of clinical issues, interact appropriately with peers, completed Tevera documentation assignments in a timely manner);

- earned the minimum number of direct client contact hours for the term (30: Fall/Spring - 14: Summer)
- received the minimum number of weeks of supervision for the term (10: Fall/Spring - 5: Summer)
- received a satisfactory evaluation from the clinical supervisor and saved the signed supervisor's evaluation on his or her Tevera documents for the professor to review during finals week.
- received a satisfactory evaluation from the Practicum instructor,
- demonstrated competence as a training therapist,
- did not show any signs of behavioral or emotional issues that would affect his or her clinical judgment and performance,
- showed understanding of and compliance with legal and ethical issues,
- *was directly observed (direct supervision of an actual session, or video, or audio-taped session) by the supervisor at least **twice** during the fall, spring and once during the summer term.*
- recorded, submitted and acquired signatures on regular BBS Weekly Logs and saved on Tevera for the professor to review during finals week;
- submitted in a timely fashion the Student Evaluation of Site, Supervisor Evaluation, and Practicum Instructor Evaluation each semester.
- earned a minimum total of 225 hours for LMFT trainees and a minimum total of 280 hours for LPCC trainees by the end of their final practicum; **Reminder:** students will need to enroll in an additional practicum class if they have not completed the minimum 225 MFT hour requirements for graduation. Please consult with your CTC for further guidance regarding adding an additional practicum class to ensure you are in compliance with the BBS pre-degree 90 day rule.

“NO CREDIT” may be given if **ANY** of the following conditions occur. The student:

- did not file an approved “4-Way Agreement” with the Clinical Training staff.
- fails to abide with the terms of the “4-Way Agreement.”
- attended class sporadically with unexplained or unexcused absences (over two absences in Fall/Spring and one in Summer term w/out explanation/documentation put a student at risk);
- performed in class poorly or did not meet instructor standards for adequate performance.
- has not accrued any client contact hours throughout the term (saw no clients);
- received an unsatisfactory evaluation from the clinical supervisor.
- received an unsatisfactory evaluation from the Practicum instructor.
- demonstrated gross incompetence as a training therapist.
- showed behavioral or emotional issues that raised questions about his or her clinical judgment and performance and/or violated ethical principles or legal standards in work with clients.
- was dismissed from the practicum site
- failed to complete requirements of a previous semester’s “In-Progress” grade.



Reminder: To get credit for the Practicum course, students must both attend class for the entire length of the course AND must work concurrently at an approved clinical site, doing psychotherapy under supervision. Note: *During the period of time that the student is enrolled in PSY 662, or 663 (Latinx communities emphasis Spanish speaking students) class attendance without client hours will not earn Practicum credit. Conversely, acquiring hours at a practicum site, but not attending or participating in the practicum class to the standards of the instructor will not earn practicum credit.*

“IN PROGRESS” Grade in Practicum:

A grade of IP is given to a student who successfully meets all the requirements for credit but:

- did not have enough hours - total, client contact or supervision - for credit at the end of the term
- did not receive 1 direct observation
- did not turn in the required paperwork by the last session of class and has made a good faith plan to complete requirements and is in direct communication with the professor and clinical training team.

To be eligible to receive a grade of IP, the student is still required to submit the supervisor evaluation and weekly logs to the instructor. An IP grade will not be assigned due to a student/supervisor's negligence in completing/signing/submitting the required documentation by the due date (the last class of the term). The student must discuss plans for submitting any missing paperwork or making up missing hours with both the practicum instructor and the Clinical Training staff. **Otherwise, a student is at-risk for receiving a “No-Credit” grade for that semester.**

Reminder: A grade of “IP” is not a permanent “stain” on your record as it must be cleared before graduation.

Challenges at Your Practicum Site

IMPORTANT NOTE: You may not terminate at a site without seeking consultation with your PSY 663/PSY 662 – Clinical Practicum instructor and the Clinical Training staff. You must have a Supervisor’s Evaluation (available from your CTC) completed by your clinical supervisor, whenever you terminate at a practicum site.

Concerns? See your Clinical Practicum Instructor First

Your faculty instructor has the responsibility of monitoring the academic course in which you are enrolled. For Clinical Practicum, this includes not only case conceptualization and training, but also those elements of the practicum experience that may be problematic or potentially so. If you think that you may not earn enough hours or if you have any practicum-related concerns regarding your supervisor, practicum site, or other training matters, *please consult your Clinical Practicum instructor as soon as possible.* If you need further assistance, your instructor will refer you to the CT and Aliento staff.. Please don’t wait for problems to get out of hand, especially those that may involve ethical or legal issues – consult your instructor, ASAP.



What happens if I am not able to fulfill my academic and clinical responsibilities during practicum?

The Program Director, in concert with faculty and/or clinical training and professional development staff members, may require a student, who has presented to University faculty or staff or practicum site personnel significant emotional, behavioral, or academic concerns that could adversely impact the student's ability to provide clinical services to the public, to engage in discussions with the Program Director regarding the student's continuation in the program. These discussions may result in the Program Director requiring that the student meet certain conditions to continue in the program, including, but not limited to, ongoing faculty or peer monitoring, delayed entry into or temporary suspension of clinical work, and/or audit (e.g. attend and participate in class without receiving course credit) a practicum course prior to entry into a clinic site. Refer to the Curriculum section in your respective program section for more information.

What do I do if I am dismissed from the Practicum Site?

If you were dismissed from a practicum site or choose to leave a site, you must meet with the MACLP Program Director before searching for another site and/or continuing in the MACLP program. You cannot begin earning hours at another site until you have received approval from your Clinical Training Coordinator and signed a new 4- Way Agreement.

Procedure for Investigating Problems at the Site

We attempt to conduct a fair and even-handed inquiry into the situation, making a preliminary assessment of the potential problem's nature and severity from the trainee(s) involved. Depending upon the circumstances, the Clinical Training staff may recommend one of the following actions:

1. If the problem appears to be one of a minor misunderstanding or miscommunication between the Trainee and the Supervisor or Site Director, we may encourage the Trainee to go to the person(s) in question and attempt to resolve the problem *without* the direct intervention of the Practicum Instructor. If requested, we can help the Trainee identify relevant interpersonal issues and provide coaching on how to approach the situation. This procedure can be useful for enhancing students' sense of personal competence and often resolves the problem.
2. If the above procedure fails, or if the problem appears to be one that is seriously questionable in terms of legal or ethical practice, we may contact the supervisor or site director ourselves with the assistance of the student, who will provide data on the situation. This is sometimes a deterrent to students, since they believe that if they remain anonymous, the problem will be handled and they won't need to get involved. However, it is very difficult to promise anonymity to students—even if we don't mention names, supervisors usually can figure out which trainee raised the concern. More important, anonymous complaints tend to be disrespectful to all parties concerned. We will support Trainees who have legitimate complaints but in the spirit of fairness, will seek to determine the facts on all sides before



taking action, and will share those facts only with those who need to know.

SUPERVISION AND SUPERVISORS

Supervision Defined

Section 1833 (b) of the BPC defines supervision as “ensuring that the extent, kind and quality of counseling performed is consistent with the education, training and experience of the person being supervised; reviewing client/patient records, monitoring and evaluating assessment, diagnosis and treatment decisions of the associate or trainee; monitoring and evaluating the ability of the associate or trainee to provide services at the site(s) where he or she will be practicing and to the particular clientele being served; and ensuring compliance with laws and regulations governing the practice of marriage and family therapy. Supervision shall include that amount of direct observation or review of audio or video recordings of therapy, as deemed appropriate by the supervisor.”

“Losing Hours” due to Unqualified Supervisor: The Trainee’s Nightmare

Under penalty of perjury, supervisors attest that they are both suitable to supervise MFT/PCC trainees and that they will ensure that their trainees practice within the law. The supervisor is responsible for making sure all of the conditions are met that would allow the trainee’s hours to be approved by the California Board of Behavioral Sciences.

Supervisors are required to complete training as part of their legal and ethical responsibilities to trainees and associates. Even so, we want to empower our students to take responsibility for becoming informed about the legal and ethical standards of both the site and their supervisors. These standards, which are critical to legal practice and to the acceptability of hours by the Board, are spelled out in considerable detail in the “4-Way Agreement” that Pepperdine uses to coordinate students’ clinical experience.

Clinical Supervisors are now expected to be well versed in the telehealth training modality and practice of therapy / supervision.

If your supervisor’s license is not current, you will lose hours worked during its lapse. Also, if you do not have your supervisor sign your "Weekly Logs" you are at risk of losing hours.

Supervision: An Overview

- For every week that you claim hours and at each practicum setting you work (if at more than one site), you must have a minimum of one (1) hour of individual/triadic or two (2) hours of group supervision.
- No more than eight (8) supervisees may attend group supervision.
- A SUPERVISION UNIT is either one (1) hour of individual/triadic or two (2) hours of group supervision.



- 1 hour of supervision must be 60 minutes of supervision
- For every five (5) hours of client contact, trainees must receive on ONE UNIT of supervision. This is called the “five-to-one ratio” and is discussed in greater detail below.
- No more than 6 total hours of supervision may be counted in any one week (Be sure to record all supervision hours on your logs for ratio purposes).
- Your supervisor at the clinical practicum site, not the Pepperdine Clinical Training staff, decides whether or not workshops, seminars and other training may be counted on the weekly logs.
- No supervision during a particular week? No hours may be counted for that week!

How to Calculate Supervision Ratios

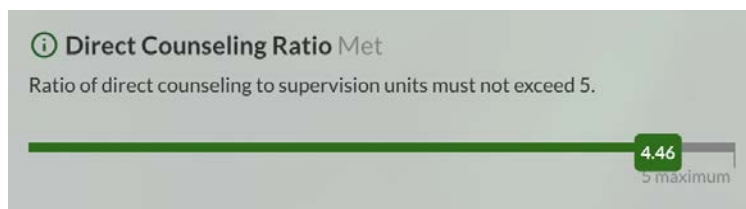
Both supervised experience and supervision itself are recorded on the BBS Weekly Summary of Hours of Experience Logs (Report 508) in Tevera.

On these logs, trainees must be able to show at least one hour of individual/triadic supervision or two hours of group supervision for every five hours of direct client counseling.

The BBS calculates allowable hours of client contact based on the total supervision received at each setting in which the trainee gains hours. To determine your allowable client contact hours per setting, first look to see that you have at least ONE UNIT OF SUPERVISION each week (the minimum required). This would be one hour of individual/triadic or two hours of group. Add any additional units of supervision to the sum.

Once you have your total supervision units, next, multiply that supervision unit total by five. “The result/number derived from this calculation is the maximum number of client contact hours the BBS will count for that particular setting.

The Tevera Progress Bar on the right hand side will show you if you are within the 5:1 ratio. If your ratio is Green, you are within the proper 5:1 ratio. If you see red, you will need to increase your units of supervision for your hours to count.



You can also see the units of supervision accrued as well as direct clinical contact if you are wanting to double-check the ratio for yourself. Example: if you have received 3 units of supervision, then you would be able to count 15 hours of direct client contact for that week.

Study these examples below to see how the ratios work in practice.



Example 1: If you have 6 weeks of individual/triadic supervision (one hour) and 9 weeks of group supervision (two hours), you have 15 “units” of supervision. Multiply 15 times 5 and you get how many hours of client contact the board will allow, in this case 75 hours. If you had recorded 80 hours of client contact on your experience verification form, the BBS would “lop off” 5 of those hours.

Example 2: A Trainee works one job and provides 16 hours of direct clinical counseling during a single week. This Trainee must receive four units of supervision during that week (three of those units may be averaged over other weeks).

Example 3: A Trainee works two jobs and provides four hours of direct clinical counseling at Job A, and seven hours at Job B during a single week. This Trainee must receive three units of supervision during that week (one unit at Job A and two units at Job B; one of the units at Job B may be averaged over other weeks).

Specific Requirements of Supervisors

The BBS requires that supervisor and supervisee complete and sign a “**Supervision Agreement: Between Supervisor and Supervisee**” within 60 days of the start of your supervisory relationship. The supervisor is responsible to the board for the trainee’s legal practice as a trainee. The supervisor shall have sufficient experience training and education in the area of clinical supervision to competently supervise trainees and associates. This form assures the Board, the school, and the trainee/associate that the supervisor meets certain standards of experience, and knows and will follow BBS laws and regulations.

Supervisors who are signing off on BBS Weekly Logs must meet the following:

- must sign the “4-Way Agreement”
- must be a California-licensed LMFT, licensed LPCC, Clinical Psychologist, LCSW, or Board Certified Psychiatrist who has held a valid, unexpired California license for at least two years prior to commencing supervision.
 - It is the responsibility of the Trainee to verify that their supervisor’s license is valid. Verify a license on bbs.ca.gov.
- may not be your spouse or relative by blood, marriage, domestic partnership or anyone with whom you have or had a personal or business relationship that undermines the authority or effectiveness of the supervisor.
- must keep informed of developments in marriage, family and child counseling, as well as the California laws and regulations governing trainees and associates.
- shall ensure that the extent, kind, and quality of counseling performed is consistent with the education, training and experience of the trainee or associate
- shall be responsible for assuring that all clinical experience gained by the trainee is within the parameters of marriage, family and child counseling. “Supervised fieldwork experience” is experienced within the scope of practice of a marriage, family and child counselor in applied psychotherapeutic techniques, assessment, diagnosis, and treatment of pre-marital, couple, family, and child relationships, including dysfunctions and healthy functioning and health promotion and disease prevention, in a supervised clinical placement as defined by section 4980.40 (b) (1) of the



Business and Professions Code. Revised 7/2021.

- must notify the trainee immediately of any event that affects the supervisor's ability to supervise.
- must give at least one (1) week's written notice to a trainee or associate of the intent not to certify any further hours of experience.
- **shall review and sign the "Weekly Summary of Hours of Experience" log (Report 508 in Tevera)**
- **shall complete the "BBS MFT In-State Experience Verification form (Report 528 in Tevera) upon termination of supervision, the totals of which should match the totals on the Weekly Summary of Hours of Experience.**
- shall provide regular progress reports and evaluations of the student's performance at the site to Pepperdine's CTC at the end of each fall and spring term of practicum.
- shall abide by the ethical standards promulgated by the professional associations to which the supervisor belongs (e.g., AAMFT, CAMFT, CALPCC, APA, NASW, AMA, etc.).
- shall provide the trainee with one (1) hour of face-to-face individual/triadic or two (2) hours of face-to-face group supervision for each five (5) hours of direct client contact provided.
- shall directly observe the student once during Fall/Spring semester and once in the summer term.
- shall provide the trainee with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.)
- shall, if providing supervision to a trainee on a voluntary basis, provide the trainee with a written agreement between yourself and the trainee's fieldwork setting required by CCR section 1833 (b)(4).
- shall notify Pepperdine's CTC in a timely manner of any difficulties in the work performance of the trainee or the supervisor should call the CTC if/when a student is terminated from a site before the end of a semester.
- shall have "Therapy Never Includes Sexual Behavior" pamphlets on hand
- shall communicate with the student's first practicum class instructor to discuss student's progress at the site.
- The university Practicum Instructor shall initiate the call.
- Additional requirements are in Section 1833.1 of the BBS regulations.

Supervisor Training

New BBS-licensed supervisors (LMFT, LPCC or LCSW) must complete 15 hours of initial training related to Clinical Supervision before working with Trainees/Associates. BBS-licensed supervisors must engage in 6 hours of Clinical Supervision training (i.e. continuing education) every two years. This training may be included in the 36 hours of continuing education required for license renewal every two years. Both AAMFT and CAMFT offer courses in supervision.

The regulations allow the supervisor to begin a supervisory relationship as long as the supervisor meets the training requirement within 60 days of starting supervision. Note: It is important that you ask your supervisor if they have taken this mandated training or plans to take it in the time allotted.



“Interim” Supervisor

If your regular supervisor is on vacation, ill, or cannot supervise you during a particular week, you will need a substitute in order to count your hours for that week.

Alternative supervision must be arranged. The substitute supervisor must meet all regular supervisor qualifications. In addition:

- The substitute supervisor must sign your weekly log.
- You and the substitute supervisor must sign a supervision agreement
- The substitute supervisor and your employer must sign a *Written Oversight Agreement* if one is required.

If the substitute will be supervising for MORE than 30 consecutive calendar days:

- A new supervisory plan is also required, and
- The substitute supervisor shall also verify the supervisee’s experience gained during that time (the substitute supervisor must sign the Experience Verification form for hours earned under the substitute).

If the substitute will be supervising for 30 consecutive calendar days or LESS:

- A new supervisory plan is not required. The substitute supervisor shall follow the supervisee’s pre- existing supervisory plan.
- The experience gained during this period may be verified by the regular supervisor (the regular supervisor may sign the Experience Verification form for hours earned under the substitute).

Please see the full explanation here:

[Supervision-Related Regulation Changes for Individuals Pursuing LMFT, LCSW or LPCC Licensure and Supervisors](#)

Paying for Supervision

BBS regulations apply to both trainees and associates—paying for supervision is allowable. However, this may change and we will keep you posted.

*According to the Department of Labor it is unlawful for an LMFT associate or trainee to pay his or her employer for supervision. An associate or trainee may lawfully pay for off-site supervision at any setting other than private practice. This may only be done where an appropriately executed letter of agreement exists.

Do my supervisor and I have to be employed by the same employer?

In any work setting, if the supervisor is not employed by the supervisee’s employer or is a volunteer, a written oversight agreement that addresses the supervisor’s and employer’s responsibilities must be



signed by the supervisor and the employer prior to commencement of supervision. Please see the Board's website for a sample written oversight agreement (go to www.bbs.ca.gov>Applicant>LMFT>Forms/Pubs). In any setting, supervisees may only perform services at the places where their employers permit business to be conducted, which may include performing services at other locations, so long as the services are performed in compliance with the laws pertaining to supervision.

Does my supervisor need to be on site?

Whether a supervisor is required to be on site depends on the situation. Supervisors must consider their responsibilities as defined in the LMFT statutes and regulations, which includes taking responsibility for, and control of, the quality of services being provided. Among other responsibilities, supervisors are required to do all of the following, whether they are on site or off site:

- Ensure that the extent, kind and quality of counseling performed by the supervisee is consistent with the education, training and experience of the person being supervised.
- Monitor and evaluate the supervisee's assessment, diagnosis and treatment decisions and provide regular feedback.
- Monitor and evaluate the ability of the supervisee to provide services at the site(s) where he or she will be practicing and to the particular clientele being served.
- Monitoring and addressing clinical dynamics, including, but not limited to, countertransference-, intrapsychic-, interpersonal-, or trauma-related issues that may affect the supervisory or the practitioner-patient relationship.
- Ensure compliance with all laws governing the practice of marriage and family therapy.
- Reviewing the supervisee's progress notes, process notes, and other patient treatment records, as deemed appropriate by the supervisor.
- With the client's written consent, providing direct observation or review of audio or video recordings of the supervisee's counseling or therapy, as deemed appropriate by the supervisor. Upon request by the Board, a supervisor is required to provide the Board with documentation that verifies the supervisor's compliance with all requirements.

GRADUATION CHECKLIST

Please review the following checklist to ensure that you are completing steps necessary to graduate from the MACLP program and pursue licensure in California.

[The MACLP STUDENT CHECKLIST FOR GRADUATION](#)



POST-DEGREE RESOURCES

PEPPERDINE | GRADUATE SCHOOL OF
EDUCATION & PSYCHOLOGY



ASSOCIATE REGISTRATION NUMBER: HOW TO APPLY **(Applies to both LMFT and/or LPCC)**

STOP AND READ!

Your degree will be posted approximately 5-7 business days after the term ends and all grades have been received. Check status of degree posting on Wavenet.

DO NOT do the following steps until your degree is officially posted with the registrar:

- **Order electronic transcripts to send to BBS**
- **Obtain Livescan for Application**
- **Send Associate Registration Application**

Review the Topic “Grad and Beyond” in your MACLP Homeroom (on courses). There are numerous resources available that walk you through how to register as an associate.

IMPORTANT: Should you register as an associate if you don’t want to gain hours immediately?

Don’t start your associate clock until you are ready. If, after graduation, you plan to step temporarily away from your career path for that ocean cruise or to have a family, we suggest that you delay your associate registration until you can be reasonably sure that you can earn the required number of hours within six years. The only caveat would be if the BBS required further education or added classes to the university’s required curriculum. If you register as an AMFT more than 90 days after degree posting, you can work with the BBS to verify if you will need to make up new education requirements prior to receiving your AMFT number.

Can I continue to count hours after I graduate? (Post-Degree 90 day rule)

To count hours gained after you finish your degree, you must register with the BBS as an MFT and/or PCC associate within 90 days of your graduation date. The Board requests that you allow up to 60 days for your application to be processed. (Instructions for completing the application are found on the BBS website).

Applicants graduating on or after January 1, 2020 may only count post-degree hours of experience gained under the [“90-day rule”](#) if the workplace required the applicant to complete Live Scan fingerprinting prior to gaining those hours.

The “90-day rule” is a clause that allows applicants for registration as an Associate Marriage and Family Therapist and/or an Associate Professional Clinical Counselor, whose Associate application is received within 90 days of the qualifying degree award date, to count supervised experienced gained during the window of time between the degree award date and the issue date of the associate registration number.



You may count hours worked during the time period between graduation and receiving your associate registration number as long as the following is met:

- The workplace required the applicant to complete Live Scan fingerprinting
- Applicant applied for their associate registration number within 90 days of the date the degree was posted on transcript
- Applicant is working in a setting defined by law for trainees. To work in private practice, even as a volunteer, you must have your associate registration number in hand.

Post-degree hours may only be counted as of the date recorded at the bottom of the Request for Live Scan Service form. Please keep your Live Scan receipt in a safe place. You will be required to submit a copy of this form upon application for licensure.

NOTE: If you miss the 90-day window, don't panic. The only result is that you won't be able to count post-degree hours until you receive your associate registration number.

Applying for my Associate Registration Number (Applies to both LMFT and/or LPCC)

For step by step instructions, please review [AMFT/APCC Associate Registration Application & Resources](#)

Be patient. The BBS takes from one to three months to issue an associate registration number. As long as you have applied for your Associate Registration number within 90 days of your degree posting date, are working in a non-profit or agency otherwise approvable for trainees, **AND** have been fingerprinted by your site, these hours count as post-degree hours, your hours may continue to count and your supervision ratio is increased to 10 direct client contact hours to 1 unit of supervision.

Checklist of Items to submit to the BBS

- Associate Marriage and Family Therapist Registration In-State Application (3 pages)
- Check or money order made payable to the Behavioral Sciences Fund for \$150
- One copy of your completed Request for Live Scan Service Application Submission form
- Official Transcripts
 - Electronic copy through <https://www.studentclearinghouse.org/students/>
- Degree Program Certification (**does not need to be included, Pepperdine takes care of this automatically upon your degree posting. Do not fill out Forms A or B included in the application**)

Timeline to complete application items

Required Associate Application Materials:	When should you complete?	How long will it take?
---	---------------------------	------------------------



3-page application & application fee (check)	Can fill out your paper application prior to degree posting	Approx. 15 minutes
Degree Program Certification (Form A/Form B)	Do nothing with this form. Pepperdine completes this and sends to the BBS for you <i>If you are applying 6 months or more after your degree posted, contact Claudia Walters to send an additional program certification to the BBS</i>	3-4 weeks
Order Transcript (through National Student Clearinghouse)	Do not order electronic transcripts for the BBS Associate Registration Application until you confirm that your degree has been posted on Wavenet. This will be 5-7 business days after the end of the term. Academic Calendar	6-8 weeks
Live Scan Fingerprinting	Right before submitting associate application	Requires appt.
Associate Application being sent to BBS	After degree posting date (5-7 business days after the end of the term. Confirm status of degree on Wavenet)	6-8 weeks

How do I order my transcript for associate registration?

- Go to <https://www.studentclearinghouse.org/students/>
 - Click on “Order A Transcript”
 - *Please note: Currently the National Student Clearinghouse is having issues dealing with the latest Chrome browser update. If you experience these issues please use the Firefox browser.*
 - Select School: Pepperdine University
 - Click Continue
 - After reading through the policies and notifications, click “Order Transcript”
 - Please note that electronic transcripts are considered Official Transcripts for BBS submission.

Any student who designates any of the BBS Email Addresses as the recipient in their official/unofficial transcript request will automatically have an official transcript sent to



the BBS. Please see the below screenshot of the first page of NSC - Do not let this confuse you, this message does not apply to students who designate the BBS as the recipient!

School Notifications

PLEASE READ IF YOU ARE ATTEMPTING TO ORDER OFFICIAL ELECTRONIC TRANSCRIPTS!

Welcome to the Pepperdine University Transcript Online Ordering System.

Transcripts are \$5 each whether they are official (printed) or unofficial (e-mailed) plus the National Student Clearinghouse processing fee per destination. Electronic PDF transcripts sent via e-mail are considered and clearly marked UNOFFICIAL. **Electronic PDF transcripts DO NOT bear Pepperdine University's name and logo and are for informational purposes only.**

- **Directions**

- Fill out your personal information. Please note you are only required to enter a Pepperdine CWID or your Social Security Number, not both.
- Fill out your contact information
- Enter your Degree Title (**M.A. in Clinical Psychology**) and the year your degree will post (**2023**)
- Recipient Group → select Education Organization, Application Information, Scholarship and Professional Licensing
- Recipient Organization → select Not in List
- Enter Organization → Type “CA Board of Behavioral Sciences”

- **For processing details:**

- “When do you want your transcript processed?” → **Select “After Degree is Awarded.” This will ensure that your transcripts are sent after your degree is posted.**
 - **The registrar has instructed students to wait and order transcripts once their degrees have been posted. Please note that it can take multiple weeks for your degree to post after classes end. Please check your WaveNet account to make sure your final grades and degree are posted before submitting your transcript order.**
 - **When students request a transcript as soon as they finish their last class and it takes longer than 30 days to process, the order is automatically canceled by the National Student Clearinghouse. This is why it’s essential to check to ensure your degree has been posted on WaveNet. Degrees will post 1-2 weeks after final grades are posted.**
 - Enter term and year that your degree was awarded, and enter degree title (M.A. in Clinical Psychology)



- Delivery method: Select “Electronic,” only 1 copy is necessary

When do you want your transcript processed?

After Degree Is Awarded

NOTE: Your transcript will be sent after you complete the degree program you indicate below you are working towards and

Degree Will Be Awarded On:

Term

Summer I

Year

2023

YYYY

Degree Title

MA Clinical Psychology

Delivery Information

How do you want your transcript sent?

Electronic - \$0.50

How many copies do you want?

1 copy = \$5.00

- **Send to Information:**

- Send to Name should have “CA Board of Behavioral Sciences”

- **Enter the email where you want the transcript delivered:**

- Enter one of the following BBS email address options:

- BBSLMFTtranscripts@dca.ca.gov – AMFT/LMFT license applications.
- BBSLPCCtranscripts@dca.ca.gov - APCC/LPCC license applications.
- BBStranscripts@dca.ca.gov (applying for multiple license types: AMFT & APCC)

Send To Information All fields required, unless otherwise indicated

Send To Name

BBS

Enter the Email Address where you want the transcript delivered.

Send To Email Address

BBSLMFTtranscripts@dca.ca.gov

Confirm Send To Email Address

BBSLMFTtranscripts@dca.ca.gov



- **Delivery information**

- You will automatically have an official transcript scanned and sent to the BBS after requesting it through this method
- Only one copy is required
- No additional instructions required
- Accept the terms and conditions of delivery

- **Complete payment information and submit request.**

If you have questions about transcripts for the BBS, you may email:

Sergio Lopez sergio.lopez@pepperdine.edu

Easten Simpson easten.simpson@pepperdine.edu

Do I submit the In-State Degree Program Certification to the BBS?

No, you do not submit the In-State Degree Program Certification to the BBS. In the application, you **do not** need to complete **Forms A or B**. Pepperdine automatically generates your Program Certification form for you and will upload it to the BBS Cloud system. You do not need to order a Program Certification or attach one in your application. If you intend to apply for your associate registration with the BBS 6 months or more after graduating, please contact your Program Administrator: Claudia Walters (contact information can be found above).

GAINING HOURS AS AN ASSOCIATE

Collecting BBS/LMFT Hours: Overview of the Process

Current BBS requirements include 1,750 hours of direct clinical counseling (500 of those must be experienced in diagnosing and treating couples, families, and children). The remaining 1,250 hours may be a maximum of non-clinical experience (direct supervisor contact, writing reports, or attending workshops or conference

Associate MFT: Overview of Hours.

1. You must take at least two years (104 weeks) to gain your hours; 52 weeks must occur post degree.
2. You may credit no more than 40 hours of experience (except for “workshop hours) for any week. This includes categories: client contact, supervision, workshops, and progress notes.
3. For any week in which you wish to count experience, you must have at least one (1) hour of individual supervision, one hour of triadic supervision, or two (2) hours of group supervision. *No supervision, no hours!*
4. As an associate, your supervision to client ratio changes. For your initial 10 hours of direct client



contact, you will need 1 unit of supervision. For all remaining client hours in a week, you will need an additional unit of supervision.

5. You must receive individual/triadic face-to-face supervision for at least 52 weeks of your total pre-licensed experience. Weeks do not have to be consecutive.
6. You may count up to 1,300 hours before graduation.
7. After graduation, you must gain at least 1,700 hours of clinical/non clinical work toward your total 3,000 hours.
8. All hours that you wish the board to evaluate for license requirements must have been earned within the six (6) years preceding the date you apply for the exam. (See [Time Limits for Gaining Hours](#)). However, the Board will evaluate up to 500 hours gained during practicum (excluding personal therapy), even if they were earned more than six years before filing for the exam.

Associate PCC: Overview of Hours

The requirements for LPCC licensure are the same for LMFT licensure, *therefore, for students interested in qualifying for both the LPCC license and the LMFT license, hours gained can be “double-counted”*, except for the following:

The 280 hours of PCC Traineeship do not count toward licensure, therefore:

1. All 3,000 hours must be gained as a PCC Associate (post degree).
2. There is no credit for client centered advocacy for PCC Trainees
3. PCC Associates need to accrue at least 150 hours of clinical experience in a hospital or community mental health setting by the time you reach your 3,000 LPCC hours.

(See additional information on the BBS website regarding APCC hours

https://www.bbs.ca.gov/pdf/publications/pcci_faq.pdf

Important: Remember, that for the LPCC license, hours earned at a practicum site count towards the degree only!...BUT do not count towards satisfying the 3,000 hours of clinical experience required for licensure – those 3,000 hours must be earned post-degree!

TIME LIMITS FOR GAINING HOURS: The “Six-Year” Rule

Two different regulations provide parameters for LMFT pre-license experience. The first ensures that applicants’ hours are **recent** and the second limits the length of time one may work as an **Associate**. In actuality, the time period affected by these regulations may overlap.

1. **Recent hours:** Spreading supervised experience over too long a period of time dilutes the learning experience; with the exception of up to 500 hours gained during practicum, all hours must be gained



during the six (6) years immediately preceding the date of filing for the license exam. When you send in your application for the license exam, send the BBS your Experience Verifications for **all 3,000 hours**. The LMFT analyst counts back six years from the date your application is received and evaluates only those hours gained during that time, as well as the maximum of 500 practicum hours, which may be older than six years.

2. **The “LMFT Clock”** starts whenever you log your first countable hour. This includes therapy received. However, you are not required to submit to the board all of the hours that you have actually logged. You can simply hold back your earliest hours, thus delaying the start of the “clock.”
3. **Associate Renewal:** An Associate may renew five times. This gives Associates six (6) years in which to gain all of the hours they need for the exam, excluding up to LMFT hours gained during Practicum. Associates who have not gained all of their hours (less practicum) within six years need to apply for a new registration number. Only hours beyond the “six year maximum” will be deducted. The Associate *may not* work in private practice and will need to qualify under the academic requirements in effect at the time. Clearly, the Board wants Associates to finish their hours within the allotted six years!

The story behind the time limits is this: as usual, some people were abusing the system. It came to the attention of the Board that Associates working in private practice would renew their registrations year after year, either never taking the exam or taking and failing it repeatedly. But that didn’t matter: before supervision ratios, Associates could see up to 39 clients per week with only one hour of supervision and could renew their associate numbers indefinitely. It was a decent living for Associate and their unscrupulous supervisors, but it wasn’t the intent of the law. This evasion of the license exam not only took away income for legitimately licensed practitioners, but it also put clients at risk.

Important: Should you register as an Associate if you don’t want to gain hours immediately?

Don’t start your associate clock until you are ready. If, after graduation, you plan to step temporarily away from your career path for that ocean cruise or to have a family, we suggest that you delay your Associate registration until you can be reasonably sure that you can earn the required number of hours within six years. The only caveat would be if the BBS required further education or added classes to the university’s required curriculum. If you register as an AMFT more than 90 days after degree posting, you can work with the BBS to make sure you do not need to make up new education requirements prior to receiving your AMFT number.

EXAMS FOR CALIFORNIA LICENSURE

Required Exams

****Please check the BBS website for the latest licensing exam information****

Test Ethics Disclaimer: The following information has been drawn from general knowledge of licensing exams for psychotherapists, together with information about the LMFT exam published by the BBS. Nothing written here has been gained from direct or indirect knowledge of any actual exam used for the LMFT license.



Currently, the license exam has two parts – California Law & Ethics Exam and the Clinical Exam – and is designed to assess the candidate’s readiness to practice independently as a marriage and family therapist and/or professional clinical counselor . This means that on their own, the therapist can be expected to handle critical situations and emergencies – those “red flags” you learn about in your law & ethics class. It also means that the therapist can be relied upon to be generally helpful to clients, with sufficient skills in the diagnosis, assessment and treatment of problems.

The content of the exams is based upon an occupational analysis that was conducted by the Board. An Occupational Analysis is to be conducted every five years. In an occupational analysis, a survey is constructed and sent out to a random sample of those in the occupation. Items on the survey typically ask the respondent to indicate the frequency with which a certain activity is performed and to rate the activity’s importance. (For example, a therapist may not need to arrange for the hospitalization of clients very often, but it is essential that she or he know how to do so.)

The survey that went out to the sample of licensed LMFTs contained many items of a generic nature and a minority of items specific to marriage and family therapy. Not surprisingly, the picture that emerged was that LMFTs have a generic practice and do not do much work with couples and families. (This is actually more often true than not.) As a result, the newly- standardized and revised LMFT license exam tests for a generic, master’s-level psychotherapist, who may or may not necessarily use systemic models of conceptualizing and treating clients. However, since the regulations specify that the academic degree must contain at least 12 semester units in marriage and family therapy, one would expect that the Board would examine this area in some fashion.

MFT & PCC CA Law and Ethics Exam

- California Law and Ethics Exam must be taken within the first year of Associate registration.. It is designed to assess the applicant’s knowledge of the ability to apply legal and ethical standards relating to clinical practice.
 - If a registrant does not take the Law and Ethics Exam during their first year of Associate registration, they will not be permitted to renew the registration until the exam has been taken.
 - If you do not pass the exam you will not be eligible to retake the exam for 90 days.
 - [California Law and Ethics Exam FAQs](#)

You Gained 3000 hours! Now What?

Congratulations. You have obtained 3,000 hours of clinical and non-clinical experience and are now eligible to submit your Application for MFT/PCC Licensure. If you are approved by the Board, you will take the MFT Clinical Exam or the National Clinical Counselor Mental Health Examination for the PCC license. Please submit the following with your Application for Licensure:

Submission Checklist for Application for MFT Licensure

- Complete application (Obtain from BBS)
- BBS Supervision Agreement(s) (Trainee and Associate)
- BBS MFT In-State Experience Verification Form(s) (Trainee and Associate)



- Keep all other originals (e.g. 4-Way Agreement & BBS Weekly Logs) and copies of forms already sent to the BBS in a safe place until you receive your MFT and/or PCC License.

MFT - CA Clinical Exam

California Clinical Exam will be taken upon completion of your 3,000 supervised experience hours. It is designed to assess an applicant's knowledge of psychotherapeutic principles and methods in treatment and their application and the ability to make judgments about appropriate techniques, methods and objectives as applicable to the profession's scope of practice.

PCC - National Clinical Counselor Mental Health Exam

The National Clinical Mental Health Counseling Examination (NCMHCE) is designed to assess the knowledge, skills, and abilities determined to be important for providing effective counseling services. The NCMHCE is a requirement for counselor licensure in many states. It is one of two examination options for the National Certified Counselor (NCC) certification and also fulfills the examination requirement for the Certified Clinical Mental Health Counselor (CCMHC) specialty certification.

New Examination Information

- **Effective January 1, 2016, MFT applicants are now required to pass two new exams, replacing the existing exams.**
- ***California Law and Ethics Exam* replaced the Standard Written Exam and must be taken within the first year of registration. It is designed to assess the applicant's knowledge of the ability to apply legal and ethical standards relating to clinical practice.**
- ***California Clinical Exam* replaced the Clinical Vignette Exam and will be taken upon completion of supervised experience hours. It is designed to assess an applicant's knowledge of psychotherapeutic principles and methods in treatment and their application and the ability to make judgments about appropriate techniques, methods and objectives as applicable to the profession's scope of practice.**

Additionally, "...Registrants must take the California Law and Ethics Exam within their first year as an associate, and before renewing their associate number if not passed the first time. If a registrant does not take the Law and Ethics Exam during a renewal period, he or she will not be permitted to renew the registration until the exam has been taken. If a registrant does not pass the Law and Ethics Exam during a renewal period, he or she will be required to take a 12-hour continuing education course on California Law and Ethics in order to be eligible to re-take the Law and Ethics Exam..." (California BBS).

Dear Student:

We hope that this handbook has been helpful to you. If you have any comments or questions about the handbook or about the MACLP Latinx Emphasis program, please let us know — we would enjoy hearing from you. Thank you very much for your attention and diligence in reading this document completely.



We wish you the best in both your academic program and in your professional career.

Yours sincerely,

Dr. Miguel Gallardo, MFT Clinical Training Office and Aliento Program Office

September 2023



APPENDICES:

Appendix I

MFTs IN CALIFORNIA: DEMOGRAPHICS

In 2015, CAMFT conducted a survey to compile demographic data on its licensed clinical members. There were 15,464 clinical and 10,930 pre-licensed surveys sent with a 16% composite return rate. The following is a summary of the survey highlights in both categories of membership.

A Snapshot of the Typical California MFT:

- Over 50% of LMFT's and Pre-Licensed LMFT's live in LA or the greater Bay areas · 80.7% Licensed and 83.2% Pre-Licensees are female
- The average age of LMFT's is 57.6 years, the average pre-licensed age is 41 · 75.8% of LMFT's have had a prior career
- 78% of LMFT's are in Private Practice either full- or part-time
- 66.1% consider Private Practice to be their primary source of income
- Only 16.7% of pre-licensees work in a private practice setting
- Individuals and adults are the most commonly treated populations
- Most common disorders treated: Anxiety disorders (66%) and Depressive disorders (62%) · The most commonly modality used is CBT (76%)
- LMFT's spend between 13-24 sessions with a client before concluding treatment · 86% of LMFTs identified 50-60 minutes as the average length of sessions · 85% of LMFT's have a 24-48 hour cancellation policy
- 77% of LMFT's devote time to volunteer or pro bono therapy
- The average annual income earned in private practice is \$50,948
- The average usual and customary fee *charged* by LMFTs is \$146.86 per session · The average fee *paid* is \$108.05
- 20% of LMFTs are paid for services by a third party
- Approximately 40% of LMFTs are affiliated by a PPO, HMO, EAP or other managed care · 55% of pre-licensees have paid internships, ranging from \$15-\$25/hour.

Marketing: Almost 83% of LMFTs and 73% of pre-licensees use professional or client referrals as their primary marketing tool. 53.5% of LMFTs and 76% of pre-licensees use *Psychology Today* to promote their services. The majority of LMFTs spend less than one hour per week marketing/promoting their services.



CAMFT: In order of popularity, legal consultation, professional liability insurance, *The Therapist* magazine, and CAMFT advocacy efforts were indicated as the most beneficial member benefits by both clinical and pre-licensed members. Pre-licensurees were almost twice as likely to cite the CAMFT Community as a valuable member benefit: 32% of pre-licensurees did, compared to only 18% of LMFT's.

*For further details, please see *THE THERAPIST*, September/October 2015.

Appendix II

Aliento Program

Aliento Requirements For Practicum:

- If students enrolled in the ALIENTO program will be providing services in Spanish, then it is a requirement that the student receives clinical supervision in Spanish.
- If students enrolled in the ALIENTO program will be providing services to Latinx community and the services will be provided entirely in English then there is no requirement for clinical supervision in Spanish. (Only English clinical supervision will be required)
- Students enrolled in the ALIENTO program must have 50% of their total client contact hours met by serving Latinx communities.
 - Therapy services can be given in English or Spanish.

For students in the M.A. in Clinical Psychology Program with Latinx (ALIENTO) the following prerequisite courses must be completed before enrolling in PSY 662 or 663:

PSY 663 – BILINGUAL CLINICAL PRACTICUM (For ALIENTO students)

Students enrolled in the ALIENTO program must enroll for PSY 663 if providing services in Spanish. ● If students enrolled in the ALIENTO program will be providing services to Latinx communities and the services will be provided entirely in English, then the student can choose to enroll in the PSY 662 – Clinical Practicum course **OR** the PSY 663 – Bilingual Clinical Practicum course. ○ Enrollment in PSY 663 is based on availability, with priority given to students who provide services in Spanish.
○ PSY 663 is Intermediate/Advanced – for students who are at an intermediate or proficient level of Spanish.

❖ Why Must You Be Enrolled in PSY 662 – Clinical Practicum or PSY 663 - Bilingual Clinical Practicum: Latinx Emphasis for (ALIENTO program), to Have Your Experience Approved?

Students are legally defined as “Trainees” after completing 12 semester units in the MACLP program and have a written agreement (4-Way Agreement) on file in the Clinical Training Department. Pepperdine does not sanction the acquisition of clinical experience until students have enrolled in PSY



662 – Clinical Practicum or PSY 663 – Bilingual Practicum (ALIENTO program only)

FAQS:

1) True or False- Does every student in the Aliento program need to be enrolled in 663 at some point in the program?

False: Only students providing Spanish-speaking services need to enroll in the Bilingual practicum.

2) True or False- Do I have to have my supervision in Spanish?

False: You only need supervision in Spanish if you are providing Spanish-speaking services.

3) What if I have 16 clients, 1 client that speaks Spanish and 15 speak English, do I have to have Spanish supervision?

If you have 15-16 clients and only 1 or 2 clients speak Spanish, then your supervision can be in English, but it would be preferred that you have someone on site who you can consult with about these cases who is Spanish speaking, if possible.

4) True or False: Aliento program students need to have 40% of their hours with clients from the Latinx community.

False: 50 % of a student's total client contact hours must be from serving Latinx communities.

5) True or False: Aliento program students don't need to have a Spanish speaking Supervisor, even while working with Latinx clientele IF that student is enrolled in Psy 663, Bilingual Practicum.

False: If a student is providing services in Spanish in the community, then they must receive Spanish supervision at their site AND be enrolled in the bilingual practicum class.



Aliento Program Addendum

RESPONSIBILITIES OF THE PARTIES (Students are responsible for reading all sections of this agreement.)

PEPPERDINE UNIVERSITY, the QUALIFYING DEGREE PROGRAM

- a. Shall be responsible for informing students that if they will be providing services in Spanish, they are required to receive supervision in Spanish
- b. Shall be responsible for informing students that 50% of their total 225 client contact hours must be met by serving Latina/o communities.
- i. Therapy services can be given in English or Spanish.

THE SUPERVISED FIELDWORK SETTING/AGENCY DIRECTOR

- a. Shall evaluate the qualifications and credentials of any employee providing clinical Spanish supervision to MFT trainees providing services in Spanish.
- b. Shall be responsible for making sure that the employed supervisor will be providing Spanish supervision for trainees that do provide services in Spanish.
- c. Shall be aware that Aliento MFT Trainees must meet a minimum of 50% of their client contact hours by serving Latina/o communities.

THE SUPERVISOR

- a. Shall be responsible for providing bilingual Spanish supervision to Trainee, if Trainee provides services in Spanish.
- b. Shall be aware that Aliento MFT Trainees must meet a minimum of 50% of their client contact hours by serving Latina/o communities.

THE TRAINEE

- a. Shall be aware that therapy services may be given in English or Spanish, but if providing services in Spanish, it is his or her responsibility to make sure that he or she has a supervisor that can provide supervision in Spanish.
- b. Shall be aware that he or she must meet a minimum of 50% of his or her client contact hours by serving Latina/o communities.
- c. Shall be aware that if enrolled in the ALIENTO program and will be providing services in Spanish, then it is a requirement to enroll in the PSY 663 – Bilingual Clinical Practicum course.
- d. If enrolled in the ALIENTO program and will be providing services entirely in English, then there is a choice to enroll in the PSY 662 – Clinical Practicum course OR the PSY 663 – Bilingual Clinical Practicum course.
 - i. Shall be aware that enrollment in PSY 663 is based on availability, with priority given to students who provide services in Spanish.
 - ii. Shall be aware that PSY 663 is Intermediate/Advanced – for students who are at an intermediate or proficient level of Spanish.

Trainee Signature: Date



Acknowledgement of BBS/MACLP Program Requirements

Students who intend to pursue licensure as an LMFT/LPCC should know that certain conditions set by the Board of Behavioral Sciences (BBS) may impact their eligibility to sit for the LMFT/LPCC license exams. These and other conditions specific to the Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy (MACLP) Program appear below.

INSTRUCTIONS: Please complete, read carefully and sign this form. If you have concerns after completing this form please reach out to your Clinical Training Coordinator at your assigned campus.

Name:

Address:

City:

State:

Zip:

Phone:

Student ID #:

Pepperdine E-Mail:

Personal E-Mail:

Date first enrolled in (or transferred to) the MACLP Program:

By signing below, I acknowledge that I have read and understood the following:

A. The Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy (MACLP) degree that I will obtain through Pepperdine University is designed to meet the requirements of Sections 4980.36 of the Business and Professions Code of the State of California for the Marriage and Family Therapist license.

B. The Master of Arts in Clinical Psychology (MACLP) degree is the only Pepperdine degree that offers the academic preparation for the LMFT/LPCC licenses. If I graduate with the general Masters (MAP) degree in psychology I will not be eligible to take the LMFT or LPCC license exams.

C. My hours toward LMFT Licensure may begin accruing upon submission and approval of the 4-Way Agreement. I have been informed that I must complete all seven prerequisite classes and attend the "Tips for a Successful Practicum" that is offered within the Preparing for Practicum Class (Psy 661) prior to recording LMFT licensure hours. The state-required 4-Way Agreement is used by Pepperdine's LMFT/ LPCC Clinical Training Department to coordinate each MACLP student's practicum experience. An MACLP student is not allowed to be a 1099 Independent Contractor or train in a private practice setting. Even private types of settings put the MACLP student at risk of being exploited and/or losing valuable graduation/licensure hours. Pepperdine assumes no responsibility for the loss of hours caused by misstatements, incorrect information and/or negligence on the part of a supervisor and/or agency director. Approval of hours is, and always has been, the purview of the state Board of Behavioral Sciences. LMFT licensure hours will begin accruing once an MACLP student is enrolled in and attending their first a practicum class (Psy 662 or Psy 663).

D. I am aware that it is my responsibility to obtain/retain important original BBS documentation including "wet signatures" (i.e. Weekly Summary of Hours, Supervisor Responsibility Statements, etc.) for future verification of my clinical practicum experience by licensing agencies or state boards.

E. I am responsible for reading and abiding by the relevant BBS Laws and Regulations, the LMFT/LPCC Handbook, the GSEP catalog, and the Psychology Division Policies & Procedures.

F. If I intend to pursue licensure outside of the State of California, I will correspond with out-of-state licensing boards to ensure that the requirements of Pepperdine's MACLP program are consistent with theirs.



G. I may not be able to qualify for state licensure if I have been convicted of, or pled guilty or nolo contendere to, any misdemeanor or felony. I will need to disclose convictions dismissed under Section 1203.4 of the Penal Code. I will not need to disclose offenses prior to my 18th birthday or any traffic violations for which a fine of \$500 or less was imposed. If this section applies to me, I will contact the BBS at once to determine my eligibility for the L MFT/LPCC license.

H. I will need to disclose if I have ever been denied a professional license, or if my license privileges have ever been suspended, revoked, or otherwise disciplined, or if I have ever voluntarily surrendered any such license.

I. My continuation in the program is based on maintaining both academic and behavioral standards (including the misuse of chemicals, substances, medications, etc.). My suitability for the psychotherapy profession will be evaluated by faculty, clinical training staff, practicum instructors, and clinical supervisors.

J. I am aware that the majority of my clinical practicum experience is coordinated off campus, often requiring daytime commitments and not evenings or weekends exclusively.

K. I am responsible for registering and maintaining all hours as well as practicum requirements utilizing the Tevera platform in order to be eligible to graduate.

L. I am responsible for meeting requirements necessary for LMFT/LPCC licensing. I need to accrue 280 face-to-face client contact hours pre degree if I am going to pursue the LPCC license.

Student Signature: Date



Supervisor Evaluation of LMFT/LPCC Trainee Form

Student Name:

Evaluation Period:

☐ Fall

☐ Spring

☐ Summer

☐ Other:

Year:

Agency Name:

City:

Clinical Supervisor's Name:

Phone:

How did/will you engage in a direct observation with your trainee? Check all that apply.

☐ Audio

☐ Video

☐ In-Person observation

☐ One-way mirror

☐ Via Zoom

☐ Other:

Consultation with school requested by clinical supervisor:

☐ No

☐ Yes

Supervisor's Comments (optional):

One Direct Observation of student was/will be completed/reviewed by the end of this term:

☐ Yes

☐ No

Do you anticipate that the trainee will meet the Direct Client Contact hours required for the term (30 for Fall/Spring and 14 for Summer)?

☐ Yes

☐ No

Do you anticipate that the trainee will meet the required weeks of supervision for the term (10 for Fall/Spring and 5 Summer)?

☐ Yes

☐ No

The clinical supervisor met, reviewed and discussed this evaluation with the student:

☐ Yes

☐ No

Performance Levels:

Check all boxes that apply within each Competency area and rank student 1 thru 6 based on where majority of boxes are checked for that competency.

1: Fails to meet standard, requires further training

2: Meets minimum standard, would benefit from further training

3: Meets standard appropriate to current level of training and experience.

4: Meets Standard, appropriate to current level of training and experience.

5: Meets standard, exceeds in some competencies



6: Exceeds performance standard in most competencies.

Note: If student Fails to Meet Standard or Needs Improvement, provide explanation in the Comment box for that Competency.

COMPETENCY 1: Clinical Evaluation

Competency 1 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 2: Crisis Management

Competency 2 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 3: Treatment Planning

Competency 3 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 4: Rapport Building

Competency 4 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 5: Treatment

Competency 5 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 6: Human Diversity

Competency 6 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 7: Law

Competency 7 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 8: Ethics

Competency 8 Rating:



☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 9: Personal Qualities

Competency 9 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 10: Professional Documentation

Competency 10 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 11: Professionalism

Competency 11 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

COMPETENCY 12: Supervision

Competency 12 Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

OVERALL ASSESSMENT

Overall Assessment Rating:

☐ 6 (Exceeds Standard) ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 (Fails to Meet Standard) ☐ 0 (N/A)

Comments required if student ranks 1 or 2:

Areas of Strength:

Areas in Need of Further Development:

Plans for Development or Remediation:

SIGNATURES

Supervisor's Signature: Date



Student's Signature: Date



Practicum Student's Evaluation of Supervision and Agency

Note: Please complete this evaluation in Tevera by the last week of class. Should you have more than one practicum site or supervisor, please contact your Clinical Training Coordinator to discuss the evaluation procedures. Please know that information from this evaluation will be anonymously collected in order to share feedback with other MFT students. This information will not be shared with your practicum site or supervisor.

Student Name:

Date:

Student's phone number:

Email:

Supervisor Name:

Supervisor Degree/Title:

Supervisor License:

Practicum Site:

Practicum Site Address:

City:

State:

Zip Code:

Agency Telephone:

In which semester of Practicum are you enrolled?

☐ 1st

☐ 2nd

☐ 3rd

☐ 4th

Please note: If this is your final term of Practicum and you plan to graduate, you must have received 225 clinical hours (150 minimum client contact and up to 75 client centered advocacy). If a student intends to become a PCC Associate, the student will need 280 hours of direct client contact. If you have received any IP grades in Practicum, you must have them changed to a grade of "credit" in order for your degree to post.

Dates covered by this evaluation (first day of PSY 662 class):

Dates covered by this evaluation (last day of PSY 662 class):

By the last day of the term do you anticipate having (30 hours = Fall/Spring or 14 hours = Summer) direct client contact?

☐ Yes

☐ No

By the last day of the term do you anticipate having (10 weeks = Fall/Spring or 5 weeks = Summer) of supervision?

☐ Yes

☐ No

By the last day of the term will you have completed 1 direct observation?



☐ Yes

☐ No

Part 1: General Information

1. Type and amount of supervision received:

a. Hours per week of individual/triadic supervision:

b. Hours per week of group supervision (with 8 unlicensed individuals or less):

2. Direct Observation approach: (Check all that apply)

☐ Audio Tape

☐ Video Tape

☐ One-way Mirror

☐ Supervisor in room

3. Did your supervisor utilize family therapy models in discussing clients? (Check One)

☐ Always

☐ Most of the time

☐ Sometimes

☐ Seldom

☐ Never

Please specify which systems orientation (s)

4. Approximately what percentage of counseling did you do at this site?

Children:

Couples:

Families:

Individuals:

Group:

5. What types of client issues did you work with at this site?

6. Does this agency specialize in a specific type of client and/or problem?

☐ Yes

☐ No

Part 2: Evaluation of Supervisor

	Outstanding	Good	Average	Below	Poor
1. Was open to my ideas & opinions	☐	☐	☐	☐	☐
2. Related well to me interpersonally	☐	☐	☐	☐	☐
3. Helped me better understand my theoretical model(s)	☐	☐	☐	☐	☐
4. Helped me better understand and use family therapy models	☐	☐	☐	☐	☐
5. Assisted me in assessing					



interactions more skillfully	☐	☐	☐	☐	☐
6. Helped me improve my therapy skills and techniques	☐	☐	☐	☐	☐
7. Assisted me in learning how to develop better treatment plans	☐	☐	☐	☐	☐
8. Made clear the expectations regarding supervision	☐	☐	☐	☐	☐
9. Provided me with freedom to develop my own counseling style	☐	☐	☐	☐	☐
10. Recognized & encouraged strengths	☐	☐	☐	☐	☐
11. Recognized and assisted me with my areas of improvement	☐	☐	☐	☐	☐
12. Was responsible in regards to supervision (on time, kept appointments, etc.)	☐	☐	☐	☐	☐
13. Demonstrated appropriate ethical behavior	☐	☐	☐	☐	☐
14. Was a positive role					



model	☐	☐	☐	☐	☐
OVERALL EVALUATION OF THE QUALITY OF MY SUPERVISION	☐	☐	☐	☐	☐

Part 3: Evaluation of Practicum Site

	Outstanding	Good	Average	Below	Poor
1. Knowledge and skill of Professionals (administration, General staff, other supervisors)	☐	☐	☐	☐	☐
2. Ability of professionals to relate to students	☐	☐	☐	☐	☐
3. Amount of training provided	☐	☐	☐	☐	☐
4. Quality of training provided (other than regular supervision)	☐	☐	☐	☐	☐
OVERALL RECOMMENDATION OF THIS SITE	☐	☐	☐	☐	☐

Part 4: Description of Practicum Site Experience

Please describe what you believe are the major strengths and major challenges of your practicum site experience. This feedback is very important in the overall assessment of this site.

Strengths:

Challenges:

Student Signature: Date



VERIFICATION OF PRACTICUM HOURS FORM

This form must be signed by students who have completed 8 semester units of Psy 662.

(A) **MFT Intern eligibility in CA:** 225 (minimum) Direct Client Contact Hours for Degree Posting (75 can be Client Centered Advocacy)

(B) **PCC Intern eligibility in CA:** 280 (minimum) Direct Client Contact Hours needed for Degree Posting (Only Post-Degree Hours count toward LPCC Licensure)

(C) **You will need to take an IP grade if you:** 1) Did not meet the 225 minimum direct client contact hour requirement to graduate or 2) If you did meet the 225 minimum client hour requirement to graduate, but plan to continue accruing hours toward the 280 LPCC eligibility requirement and/or plan to continue accruing hours toward MFT licensure prior to your degree posting.

(A) LMFT:

You must have a minimum of 225 hours of Direct Client Contact (of which 75 can be Client Centered Advocacy) for degree posting.

Please complete the section below.

What are your Total Clinical Hours (Direct Client Contact + Client Centered Advocacy) for MFT Intern eligibility?

CC + CCA =

Total Hours:

(B) LPCC:

You must have a minimum of 280 hours of Direct Client Contact for degree posting.

Please complete the section below.

What are your Total Direct Client Contact Hours for PCC Intern eligibility?:

**Total Hours:

(C) Supervision:

1 unit of Supervision = 1 hour individual supervision or 2 hours group supervision

What are your Total Supervision Units?:

Supervision Units:

(D) To determine your supervision ratio, divide your total direct client contact hours by 5. Your total supervision units (section C) should meet or exceed this number. If you do not have enough supervision units to meet the 5:1 client contact to supervision ratio, you will not be able to count excess client contact hours (for LMFT licensure.)

Did you meet the 5:1 ratio for the minimum required 225/280 direct client contact hours?

☐ Yes

☐ No

Do you intend on registering as an MFT Associate?

☐ Yes

☐ No

Do you intend on registering as an PCC Associate?

☐ Yes

☐ No

Student's Name:



Student's CWID:

Student's Signature: Date

Practicum Instructor's Signature: Date



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



LICENSED MARRIAGE AND FAMILY THERAPIST IN-STATE EXPERIENCE VERIFICATION

This form is to be completed by the applicant's California supervisor and submitted by the applicant with their *Application for Licensure*. All information on this form is subject to verification.

- Use separate forms for pre-degree and post-degree experience.
- Use separate forms for each supervisor and each employment setting.
- Ensure that the form is complete and correct prior to signing.
- Have the supervisor initial any changes.
- Do not submit *Weekly Log* forms unless specifically requested.

The hours reported on this form were earned (mark one):

- ☐ Pre-Degree
☐ Post-Degree

APPLICANT NAME:

Last	First	Middle	Associate Number AMF
------	-------	--------	-------------------------

SUPERVISOR INFORMATION:

Supervisor's Last Name	First	Middle
Business Phone	Email Address	
License Type	License Number	Date First Licensed*

- Physicians: Were you certified in Psychiatry by the American Board of Psychiatry and Neurology during the entire period of supervision? ☐ N/A ☐ No ☐ Yes: Date Certified: _____
Certification Number: _____

**If licensed in California for less than two years on the first date of experience claimed by the applicant, attach your out-of-state license information*

APPLICANT'S EMPLOYER INFORMATION:

Name of Applicant's Employer			Business Phone	
Address	Number and Street	City	State	Zip Code



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

EMPLOYER INFORMATION (continued):

1. Was this experience gained in a setting that lawfully and regularly provides mental health counseling or psychotherapy? ☐ Yes ☐ No
2. Was this experience gained in a private practice or professional corporation setting? ☐ Yes ☐ No
3. Was this experience 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? ☐ Yes ☐ No
4. For hours gained as an Associate ONLY: Was the applicant receiving pay? ☐ Yes ☐ No
 If YES, attach a copy of the applicant's W-2 statement for each year experience is claimed. If a W-2 has not yet been issued for this year, attach a copy of the current paystub. If applicant volunteered, submit a letter from the employer verifying volunteer status. ☐ N/A (pre-degree experience)

EXPERIENCE INFORMATION:

1. Dates of experience being claimed:	From: _____ mm/dd/yyyy	To: _____ mm/dd/yyyy
2. How many weeks of supervised experience are being claimed? _____ Weeks		
3. Hours of Experience:	Logged Hours	
a. Total Direct Counseling Experience (Minimum 1,750 hours)		
• Of the above hours, how many were gained diagnosing and treating Couples, Families and Children? (Minimum 500 of the 1,750 hours)		
b. Total Non-Clinical Experience (Maximum 1,250 hours)		
• Of the above hours, how many were Face-to-Face	Hours Per Week	Logged Hours
Individual or Triadic		
Group (group contained no more than 8 persons)		
NOTE: Knowingly providing false information or omitting pertinent information may be grounds for denial of the application. The Board may take disciplinary action on a licensee who helps an applicant obtain a license by fraud, deceit or misrepresentation. Supervisor Signature: _____ Date: _____ ORIGINAL OR ELECTRONIC SIGNATURE REQUIRED		



TRAINEE OR ASSOCIATE MARRIAGE AND FAMILY THERAPIST
**WEEKLY LOG OF
 EXPERIENCE HOURS**



*Use a separate log for each supervisor and for each work setting.
 Do not submit to the Board unless specifically requested.*

Name of Trainee/Associate: Last		First		Middle			
Supervisor Name			Name of Work Setting				
Address of Work Setting							
BBS File No (if known): _____			☐ AMFT Number: _____				
YEAR: _____	A. Direct Counseling with Individuals, Groups, Couples or Families	A1. Diagnosis and Treatment of Couples, Families, Children*	B. Non-Clinical Experience**	B1. Supervision, Individual or Triadic*	B2. Supervision, Group*	C. Total Hours Per Week (A + B = C)	Supervisor Signature
Week of:							
Week of:							
Week of:							
Week of:							
Week of:							
Week of:							
Week of:							
Week of:							
Week of:							
Week of:							
Total Hours							

* Line A1 is a sub-category of "A" and Lines B1 and B2 are subcategories of "B." When totaling weekly hours do NOT include the subcategories - use the formula found in box "C."

** Non-Clinical Experience includes: Supervision, psychological testing, writing clinical reports, writing progress or process notes, client-centered advocacy, and workshops, seminars, training sessions or conferences.

The Master Checklist for MFT Licensure

Your Tactical Tool for Ultimate Success

NEW AND UPDATED 2022

This article is not intended to serve as legal advice and is offered for educational purposes only. The information provided should not be used as a substitute for independent legal advice and it is not intended to address every situation that could potentially arise. Please be aware that laws, regulations and technical standards change over time. As a result, it is important to verify and update any reference or information that is provided in this article.

Ann Tran-Lien, JD
Managing Director of Legal Affairs

While the MFT licensure process can feel as daunting as being thrust into battle with no armor, a little bit of strategy and organization can make you feel more confident and ready for victory. Follow the guide below and check off the list while you go through the rigorous licensure process, and before you know it you will be shouting "I came, I checked it off, I conquered!"



Ann Tran-Lien, JD, is a staff attorney and the Managing Director of Legal Affairs at CAMFT. Ann is available to answer member calls regarding legal, ethical, and licensure issues.



the master checklist for mft licensure

Phase I

► **Enroll in an approved or accredited graduate program:** In order to qualify for MFT licensure, you must have a doctoral or master's degree that meets the requirements of the licensing laws (B&P 4980.36 or 4980.37) obtained from a school, college, or university approved by the Bureau for Private Postsecondary Education or accredited by either the Commission on Accreditation for Marriage and Family Therapy Education or a regional accrediting agency recognized by the United States Department of Education. For a list of approved or accredited schools, visit <https://www.bbs.ca.gov/applicants/lmft.html>.

► **Complete courses that meet the degree requirements for the MFT licensure:** The licensing laws require the degree to contain at least 60 semester or 90 quarter units of instruction that includes specific coursework, as well as a minimum of six semester or nine quarter units of practicum in a supervised clinical placement that provides supervised fieldwork experience.

The BBS requires both applicants for licensure and licensees to have completed a minimum of six hours of coursework or applied experience under supervision in suicide risk assessment and intervention. The coursework may have been obtained as part of the graduate degree program that qualified you for licensure. Or, the requirement was met as part of your applied experience. (To use this option, the experience must have been obtained through your practicum or supervised experience or through qualifying supervised experience. You will need to obtain a written certification from the director of training for your program, or from your primary supervisor that supervised the experience. The certification must state that the required training was included in the applied experience). If you do not take this course or have applied experience during the degree program, you can take it through a continuing education provider acceptable by the Board. CAMFT offers a course here: <https://www.camft.org/Membership/About-Us/E-Newsletters/January-2021-E-newsletter/Suicide-Prevention-Training>.

► **Complete Trainee practicum hours to qualify for the degree and any additional**

PHASE 1

Obtain Qualifying Master's or Doctoral Degree

- ☐ Enroll in an approved or accredited graduate program
- ☐ Complete courses that meet the degree requirements for the MFT licensure
- ☐ Work in a lawful work setting for a Trainee
- ☐ Your school approves and has a written agreement with your work setting
- ☐ Complete Trainee practicum hours to qualify for the degree and any additional pre-degree hours toward licensure
- ☐ Obtain required supervision
- ☐ Log hours on all BBS forms to count hours toward licensure
- ☐ Comply with advertising laws when advertising your professional services as a Trainee

pre-degree hours toward licensure: You must also acquire a minimum of 225 hours of face-to-face experience counseling individuals, couples, families, or groups, 75 of which may be in client-centered advocacy. When you are in your graduate program and have completed 12 semester or 18 quarter units of study, you are by definition, a "Trainee." Trainees may only counsel clients and count these hours toward licensure when enrolled in a practicum course, with the exception of a 90-day period, if the 90-day period is immediately preceded and proceeded

by enrollment in a practicum course or completion of the degree program.

► **Work in a lawful work setting for a Trainee:** Trainees can only work in settings that meet the following requirements:

1. Lawfully and regularly provides mental health counseling or psychotherapy.
2. Provides oversight to ensure that the trainee's work at the setting meets the experience and supervision requirements



set forth in the law and is within the scope of practice for the profession

3. Not a private practice or a professional corporation

This would include exempt settings which generally include:

- Nonprofit organizations/counseling centers
- Schools/universities/colleges
- Governmental entities

As well as any nonexempt setting except for a private practice or professional corporation.

You can only work as a W-2 employee or a volunteer when providing psychotherapy

WORK SETTING DEFINITIONS

Exempt Settings

- A governmental entity;
- a school, a college, a university;
- An institution that is both nonprofit and charitable

Nonexempt Settings

- Any type of setting that does not qualify as an exempt setting (above);
- A "Private practice"
 - » The practice is owned by a health professional who is licensed under this division either independently or jointly with one or more other health professionals who are licensed under this division.
 - » The practice provides clinical mental health services, including psychotherapy, to clients.
 - » One or more licensed health professionals are responsible for the practice and for the services provided and set conditions of client payment or reimbursement for the provision of services.
- "Professional corporation" means a type of nonexempt setting and private practice that has been formed under the Corporations Code

and counseling services, and not as an independent contractor (1099). Any hours gained as an independent contractor will not count toward licensure. If you are receiving a stipend or educational loan repayment from a program designed to encourage demographically underrepresented groups to enter the profession or to improve recruitment and retention in underserved regions or settings, then you will be considered an employee by the BBS.

► **Your school approves and has a written agreement with your work setting:** Your graduate program must approve and have a written agreement with the work site(s) where you are accruing practicum hours.

► **Obtain necessary supervision:** During each week in which experience is claimed and for each work setting in which experience is gained, you must have at least one (1) hour of individual or triadic supervision or two (2) hours of supervision in a group of no more than eight (8) persons receiving supervision. For group supervision, you may obtain one hour on one day of the week and the other hour on another day of the same week. Each hour of individual and group supervision can count as an hour of experience toward licensure under the "Supervision" category. Refer to the Hours of Experience Checklist to see how many supervision hours you can count toward licensure. You must receive at least one (1) hour of individual supervision, triadic supervision, or a combination of both per week for a minimum of fifty-two (52) weeks. These weeks do not need to

SUPERVISION RATIO FOR TRAINEES (5:1):

Trainees must receive an average of at least one (1) unit of direct supervisor contact for every five (5) hours of client contact in each work setting. You must receive supervision in each week that you are gaining hours of experience, but you do not need to meet the ratio in each week as a Trainee. You can calculate the ratios based upon the average gained over the entire period of time you work in a particular work-setting.

the master checklist for mft licensure

be consecutive. Pre-licensurees who work in exempt settings may receive supervision via two-way, real-time video conferencing. Make sure your supervisor(s) signs either the Supervisor Responsibility Statement Form or the Supervision Agreement before commencing supervision.

If your supervisor is not employed by your employer/work setting or is a volunteer, a written oversight agreement must be signed by your employer/work setting and supervisor.

► **Comply with advertising guidelines for Trainees:** Advertisements for your professional services as a Trainee must be done under the approval and oversight of your employer. The law requires advertisements for Trainee services to include all of the following: 1) the Trainee's name; 2) they are a "Marriage and Family Therapist Trainee" or "MFT Trainee"; 3) the name of their employer or the name of the entity for which he or she volunteers; 4) that they are supervised by a licensed person; 5) the supervisor's license designation or abbreviation; and 6) the supervisor's license number. It is important that any advertisements regarding your status and professional services be accurate and not misleading.

► **Obtain Signature from Supervisor and Verify Supervisor's License:** BBS regulations require supervisors of Trainees and Registered Associates to sign the Supervisor Responsibility Statement Form or the Supervision Agreement prior to rendering supervision. The original copy must be sent in to the BBS with your Application for Licensure at the end of your licensing

EXAMPLES OF APPROPRIATE MFT TRAINEE ADVERTISEMENTS

- Jack Black, Marriage and Family Therapist Trainee. Volunteering at ABC Counseling Center. Supervised by Mary Smith, LMFT123456.
- Maria Le, MFT Trainee. ABC Counseling Center. Supervised by Thomas Redd, PhD, Licensed Clinical Social Worker LCS456789.



the master checklist for mft licensure

journey. It is also critical that you verify your supervisor's license is valid and cleared. You may do so by visiting the BBS's online system, BrEZe at www.breeze.ca.gov. Note that any hours gained under a supervisor's delinquent or cancelled license will not count toward licensure.

► **Hours Allowed Prior to Graduation:** A total of 1,300 hours of experience may be counted prior to graduation. No more than 750 hours of counseling and direct supervisor contact hours may be gained prior to the granting of the qualifying degree. Refer to the Hours of Experience Checklist to make sure you are meeting the experience requirements for licensure.

► **Log hours on BBS forms to count hours toward licensure:** Refer to the BBS Forms for Hours of Experience to make sure you have all the appropriate BBS forms and that you are completing the forms as required. You must keep original copies of your BBS forms of hours logged during practicum as your school may not provide original copies to you. If you need to submit original copies of BBS forms to your school for degree requirements, make sure you have multiple sets of original copies—one set for your school and one set for the BBS when you apply for licensure.

Phase II

► **Apply for the Associate Marriage and Family Therapist Registration:** *Congratulations!* You have completed your graduate program and have earned a Master's or Doctoral degree. If you are planning to work and count hours of experience toward licensure immediately upon graduation, you must apply for the Associate Registration within 90 days from the date your degree posts (date BBS receives application). The application you need to submit to the BBS is called the *Associate Marriage and Family Therapist Registration Application Packet* and can be found on the BBS website.

► **Get Your Live Scan Fingerprints:** The BBS requires a Department of Justice (DOJ) and a Federal Bureau of Investigation (FBI) criminal history background checks on all

PHASE 2

Upon Graduation

- ☐ Apply for the Associate MFT Registration (do so within 90 days if you plan to work before issuance of the Registration)
- ☐ Get your Live Scan fingerprints
- ☐ Verify supervisor's license is valid/active on BBS's BrEZe system at www.breeze.ca.gov
- ☐ Continue to gain the remaining hours of experience and be cognizant of the supervision ratio for postgraduates
- ☐ Continue to log hours on the appropriate BBS forms
- ☐ Comply with advertising laws when advertising your professional services as a Post-Graduate Applicant

THE AMFT REGISTRATION APPLICATION

The Application Packet can be found on the BBS website. The following must be submitted:

- The Application – use ink, your legal name, provide an email address to help facilitate any communication, and sign the Application
- Fee of \$150
- Live Scan Fingerprints
- Verification of Education (Transcripts and Degree Program Certification Form both in a sealed envelope)

If you would like to know whether the BBS has received your application, mail your application using a method that includes tracking. You can also check with your bank to see if your check or money order has been cashed by the BBS. Make copies for yourself.



the master checklist for mft licensure

HELPFUL TIPS

LMFT CREDITED EXPERIENCE HOURS

A minimum of 3,000 hours of experience is required to obtain the MFT licensure.

Experience must be gained in no less than 104 weeks, which can start from the time an applicant is a Trainee to the end of the applicant's internship period.

No more than forty (40) hours of experience may be credited for any seven consecutive days.

Pre-Degree Hours

- A total of 1,300 hours of experience may be counted prior to graduation
- No more than 750 hours of counseling and direct supervisor contact hours may be gained prior to the granting of the qualifying degree

Post-Degree Hours

- Direct Counseling Experience (Minimum of 1,750 hours)
 - » Individual counseling
 - » Group therapy
 - » Couples/Families/Children: At least 500 hours of experience must be accrued in diagnosing and treating couples, families and children.
 - » Telehealth
- Non-Clinical Experience (Maximum of 1,250 hours), which includes:
 - » Workshops, training, seminars, and conferences
 - » Supervision hours
 - » Client-centered advocacy
 - » Administering and evaluating psychological tests, writing clinical reports, writing progress and process notes

A WRITTEN OVERSIGHT AGREEMENT

If your supervisor is not employed by your employer/work setting or is a volunteer, a written oversight agreement must be signed by your employer/work setting and supervisor.

CHECKLIST: BBS HOURS FORMS

- ☐ **The Supervisor Responsibility Statement** (for supervisory relationships that began PRIOR to January 1, 2022) **or the Supervision Agreement** (for supervisory relationships that began ON OR AFTER January 1, 2022): Licensing regulations require supervisors of applicants working toward the MFT licensure to complete and sign the MFT Supervisor Responsibility Statement, or the Supervision Agreement under penalty of perjury, prior to commencement of any supervision. Make sure your supervisor signs and dates the relevant form prior to providing you with supervision. Keep the completed and signed form with your file to submit to the BBS upon application for exam eligibility.
- ☐ **In-State Experience Verification:** This form is to be completed by each supervisor verifying hours of supervised experience and for each employment setting. Have your supervisor complete a separate form for pre-degree hours and post-degree hours. Any subsequent change must be initiated by the supervisor.
- ☐ **Weekly Summary of Experience Hours:** While you are gaining hours of experience, you must have your supervisor sign off on this form on a weekly basis. You do not have to submit these forms with your exam eligibility application, but the BBS does have the right to require an applicant to submit all or portions of the form(s) to verify hours of experience.

THE TWO "SIX-YEAR RULES"

RULE 1: The BBS counts backwards six years from the date the Exam Eligibility Application is postmarked, and only the hours within that six-year period will count, with the exception of 500 counseling and supervision hours gained during practicum. For example, if you apply for exam eligibility on January 1, 2022, all hours except 500 protected practicum hours would need to be completed between January 1, 2016 to January 1, 2022.

RULE 2: You have six years to complete your hours of experience with one Registration number. If you do not complete all of your hours during that time, and need additional time, you will need to reapply for a second Subsequent Registration number. With a Subsequent Registration, you cannot work in a private practice setting or a professional corporation.

NEED A SUBSEQUENT REGISTRATION NUMBER?

You have six years to complete your hours of experience with one Registration number. If you do not complete all of your hours during that time, and need additional time, you will need to reapply for a second Registration number ("Subsequent Registration Number"). Many registrants apply for a second (or third, etc.) registration number to gain additional supervised work experience or for employment purposes.

Private Practice Settings

Registrants cannot work in a private practice setting or a professional corporation with a Subsequent Registration Number.

Examination Requirements

Applicants who need to apply for a subsequent Registration, must **PASS** the California Law and Ethics Exam before a Subsequent Registration can be issued.

EMPLOYEE OR VOLUNTEER STATUS

All Associates and Trainees must either be a paid W-2 employee or a volunteer. There are limited circumstances under which you may be paid under a 1099:

- If you work as a volunteer and receive reimbursement for expenses actually incurred, or
- If you have received a stipend or educational loan repayment from a program designed to encourage demographically underrepresented groups to enter the profession, or to improve recruitment and retention in underserved regions or settings



the master checklist for mft licensure

applicants. You must get your fingerprints done via Live Scan and submit the appropriate paperwork with your Associate Registration application. Do not complete fingerprints more than 60 days prior to submitting your application. According to the BBS, fingerprint results without an application on file will only be held for 6 months.

Work Settings

For AMFT Applicants who complete their graduate study on or after January 1, 2020, the experience gained with in the 90-day period (prior to obtaining the registration) must be gained at a site that requires Live Scan fingerprinting. Applicants must provide the BBS with a copy of the completed State of California "Request for Live Scan Service" form with the Application for Licensure.

Post-graduate Applicants can only work at exempt settings, and nonexempt settings that are not a private practice or professional

corporation, until they receive their registration from the BBS. With a registration, Associates may also work in a private practice or professional corporation.

► **Supervision Ratio (10:1):** Once you graduate, you are considered a post-graduate applicant and must meet a different "client-contact-to-supervision ratio" requirement which continues on until you are licensed. At this point, you must receive at least one (1) hour of individual or triadic supervision or two (2) hours of group supervision for ten client contact hours in a given week. If you obtain more than 10 hours in that week, you must receive one (1) additional hour of individual or triadic supervision or two (2) additional hours of group supervision that same week. For example, if you treated 12 clients in a given week, you must receive two (2) hours of individual or triadic supervision hours or four (4) hours of group supervision in the same week to meet the supervision ratio. Review the Hours of Experience

Checklist to make sure you're on track with gaining the required hours of experience.

► **Advertise Appropriately as a Post-Graduate Applicant:** Advertisements for an applicant who is waiting for his or her registration number should be truthful and not misleading. Your advertisements should be done under the oversight and approval of your employer. The advertisements

POST-GRADUATE APPLICANT ADVERTISING EXAMPLES:

- *Jackson Lee, MA. Associate MFT Registration Applicant. Volunteer with ABC Counseling Center. Supervised by Toby McDonald, LMFT.*
- *Ellen Gonzales, MA. Associate MFT Registration Applicant. Employed by ABC Mental Health Center. Supervised by a Licensed Marriage and Family Therapist.*

TODAY'S FEATURED BREW:

SPECIAL
DISCOUNT

You could get a special discount
as a **CAMFT** member.

geico.com/disc/camft

GEICO.
MEMBER DISCOUNT



Some discounts, coverages, payment plans, and features are not available in all states, in all GEICO companies, or in all situations. GEICO contracts with various membership entities and other organizations, but these entities do not underwrite the offered insurance products. Discount amount varies in some states. One group discount applicable per policy. Coverage is individual. In New York a premium reduction may be available. GEICO may not be involved in a formal relationship with each organization; however, you still may qualify for a special discount based on your membership, employment or affiliation with those organizations. GEICO is a registered service mark of Government Employees Insurance Company, Washington, DC 20076, a Berkshire Hathaway Inc. subsidiary. GEICO Gecko® image © 1999-2020. © 2020 GEICO 20_284047



the master checklist for mft licensure

should include an appropriate title and specific disclosures regarding supervision and employment. After conferring with the BBS, post-graduate applicants may use the title "Associate MFT Registration Applicant," which evidences a good faith effort to substantially comply with truthful advertising. The following information must also be included in any advertisement for such applicants' services: 1) the name of the applicant's employer or the name of the entity for which he or she volunteers, and 2) the fact that he or she is supervised by a licensed person.

Disclosing Criminal Convictions?

Due to AB 2138, AMFT Applicants are **no longer required to disclose criminal convictions or any other criminal history information in their applications.** Instead, the Board will receive each applicant's Criminal Offender Record Information (CORI) from the California Department of Justice. The Board will review each applicant's CORI in compliance with the AB 2138 limitations discussed above. To read more about disclosing criminal convictions, see Staff Attorney Bradley Muldrow's article, *Second Chance at a First Impression* at: <https://www.camft.org/Resources/Legal-Articles/Chronological-Article-List/second-chance-at-a-first-impression>.

Phase III

► **Work in any lawful setting to gain hours of experience:** *Congratulations! You have received your Associate Registration!* At this point, you may work in any lawful setting to gain hours of experience, including a private practice or professional corporation, that:

1. Lawfully and regularly provides mental health counseling or psychotherapy; and
2. Provides oversight to ensure that the associates work at the setting meets the experience and supervision requirements set forth in the law and is within the scope of practice for the profession.

If your supervisor is not employed by your employer/work setting or is a volunteer, a

written oversight agreement must be signed by your employer/work setting and supervisor.

Supervisors of associates in a **private practice or professional corporation** must be employed by or contracted by the associate's employer, or be an owner. The supervisor must also meet one of the following: (1) The supervisor provides psychotherapeutic services to clients for the associate's employer; OR (2) The supervisor and the associate's employer must have a written contract in place that provides the supervisor the same

access to the associate's clinical records as is provided to employees of that employer. The associate's clients must also authorize the release of their clinical records to the supervisor.

When you are in a private practice, your supervisor can hire and supervise a total of six (6) associates at one time. Keep in mind that you cannot have any proprietary interest in your supervisor's business. This means you cannot be on the lease for the practice, and cannot pay for any overhead expenses which

PHASE 3

During Your Associate Registration

- ☐ Work in any lawful setting to gain hours of experience
- ☐ Apply and sit for the MFT Law and Ethics Examination
- ☐ Timely renew your Registration with the BBS every year
- ☐ Comply with advertising laws when advertising your professional services as a Registered Associate MFT
- ☐ Verify supervisor's license is valid/clear on BBS's BreEZe system at www.breeze.ca.gov
- ☐ Continue to gain the requisite hours of experience
- ☐ Continue to log hours on the appropriate BBS forms

the master checklist for mft licensure

include, but are not limited to rent, equipment, furniture, etc. In addition, you can only work as a W-2 employee or a volunteer when providing psychotherapy and counseling services, and not as an independent contractor (1099). Any hours gained as an independent contractor will not count toward licensure. Keep your W-2 forms or Volunteer Letter for submission to the BBS with your *Application for Licensure*.

► **Apply and sit for the MFT Law and Ethics Examination:** Associate Registered MFTs must take the California MFT Law and Ethics Exam at least **once during each renewal period** until successfully passing the exam. Once approved, you have one year from the date of approval to take the exam. If you do not take the exam within this one-year approval time frame, you will need to resubmit the exam application and fee.

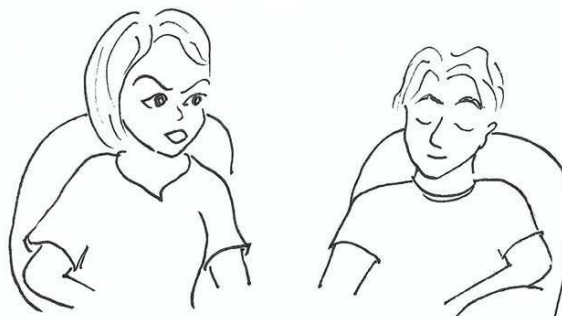
SUPERVISION RATIO FOR ASSOCIATES

Associates must receive (1) hour of individual/triadic supervision or two (2) hours of group supervision for ten client contact hours in a given week. If you obtain more than 10 hours in that week, you must receive one (1) additional hour of individual/triadic supervision or two (2) additional hours of group supervision that same week. Examples:

- You treated 12 clients in a week. You must obtain two (2) hours of individual/triadic supervision hours or four (4) hours of group supervision in the same week to meet the supervision ratio.
- You treated 20 clients in a week. You must obtain two (2) hours of individual/triadic supervision hours or four (4) hours of group supervision in the same week to meet the supervision ratio.
- You treated 5 clients in a week. You must obtain one (1) hour of individual/triadic supervision hours or two (2) hours of group supervision in the same week to meet the supervision ratio.

cracking up!

Are you looking within -
Or falling asleep??



©2022 Jean Rosenfeld
Author of *Therapy Cracks Me Up!*



the master checklist for mft licensure

If you fail, there is a 90-day waiting period before you can take the exam again. If you do not pass the Law and Ethics Exam prior to your registration's expiration date, you can still apply for renewal of your registration. However, you will be required to complete a 12-hour course in California Law and Ethics Exam before you are allowed to retake the Law and Ethics Exam during the next renewal period. The 12-hour California Law and Ethics course must be taken through a continuing education provider, a county, state, or other governmental entity, or a college or university. CAMFT offers online Law and Ethics courses that can meet this requirement at www.camft.org. If you fail to retake the Law and Ethics Exam in a renewal period, you will not be permitted to renew your registration.

► **Renew Your Registration Every Year:**

You must renew your Associate MFT Registration every year while gaining hours of experience. Registration renewals can be done online through the BBS's online system, BreEZe. You can also complete and send back the paper renewal application the BBS sends to you as a courtesy reminder. In addition, a *Manual Registration Renewal Application* is available on the BBS website. Make sure you send the application form to the address listed on the form. Allow 4-6 weeks for processing of your renewal if you send in the paper application form. If you fail to renew your registration in a timely manner, your registration will be delinquent, and you cannot practice psychotherapy and/

**REGISTERED ASSOCIATE MFT
ADVERTISING EXAMPLES:**

- *Anna Martinez, Marriage and Family Therapy Professional Corporation. Matthew Johnson, MA. Registered Associate MFT, AMF67890. Under supervision of Anna Martinez, LMFT123456.*
- *ABC Counseling Center. Taylor Jones, MA. AMFT, Registered Associate Marriage and Family Therapist. AMF67890. Supervised by a Licensed Marriage and Family Therapist.*

or count any hours of experience until your registration is once again in good standing.

► **Comply with advertising laws when advertising your professional services as a Registered Associate MFT:** The regulations for Registered Associate Marriage and Family Therapist advertising provides that advertisements for professional services must include all of the following information: 1) the registrant's full name as it is filed with the BBS; 2) they are a "Registered Associate Marriage and Family Therapist"

or "Registered Associate MFT"; 3) the Registrant's registration number; 4) the name of his or her employer or the name of the entity for which he or she volunteers; and 5) he or she is supervised by a licensed person. In addition, if the acronym "AMFT" is used in an advertisement, the title "Registered Associate Marriage and Family Therapist" must also be spelled out in the advertisement.

► **Continue to gain the requisite hours of experience:** Check out the Hours of Experience Checklist to make sure you are on

PHASE 4

Application for Licensure

- ☐ Complete the Application for Licensure
- ☐ Make photocopies of all your application materials for your own record
- ☐ Mail your Application for Licensure to the BBS –it is recommended that you send it "certified, return receipt requested"
- ☐ Obtain supervision if you are still working as a therapist



the master checklist for mft licensure

track with gaining all of the required hours of experience toward licensure.

Phase IV

►Complete the *Application for Licensure*:

Congratulations! You have completed 3,000 hours of experience. To apply to take the licensing examinations, you must submit the *Application for Licensure* to the BBS.

The following must be submitted with your Application:

- The Application
- Fee of \$500.00 consists of a \$250.00 application fee (for evaluating your experience and coursework), and a \$250.00 Clinical Exam fee
- Supervisor Responsibility Statement or Supervision Agreement

EMPLOYMENT DOCUMENTATION THE BBS REQUIRES WITH THE APPLICATION FOR LICENSURE

Employee:

- A W-2 for each year of paid employment with your Application. W-2s are required for all tax years during which you gained experience as a Registered Associate. Originals are not required—you may submit photocopies.
- For the current tax year, include a photocopy of your most recent pay stub.
- A copy of your 1040 or other tax filing form is not acceptable.

Volunteer:

- You must provide a letter from your employer verifying your status as a volunteer with your Application. A sample letter verifying volunteer status is available on the BBS's website.

- Sample Written Oversight Agreement (if applicable)
- Experience Verification Forms
- W-2 Forms (if applicable)
- Volunteer Letter (if applicable)

If you are still working as an Associate MFT, you will need to obtain one (1) unit of supervision in each week that you are counseling clients. Check with your employer if they require more supervision hours.

Phase V

►Complete any deficiencies as indicated by the BBS:

Upon evaluation of your Application for Licensure, the BBS will either mail you a notice describing any deficiencies in your application or a notice of eligibility to take the examination. You must submit evidence to the BBS that you have cleared the deficiencies specified in the deficiency letter within one year of the date of the deficiency letter. Deficiencies may include courses outside of the degree program, experience hours, or passing the MFT Law and Ethics Exam.

►Take the MFT Law & Ethics Exam

if necessary: If you have not passed the MFT Law and Ethics Exam by the time you complete your hours of experience, you may still submit your hours with the *Application for Licensure*; however, you will need to take the Law and Ethics exam within one year from the date your hours are approved (the BBS will send you a letter). If you fail to sit

for the MFT Law and Ethics Exam within this one year time frame, your application will be deemed "abandoned" and you must submit a new application, fee and all required documentation, as well as meet all current requirements in effect at the time the new application is submitted.

►Take the MFT Clinical Exam: Once you have passed the Law and Ethics Examination and the BBS has approved your hours of experience, you will be notified that you are eligible to take the MFT Clinical Exam. All applicants for MFT licensure must pass the MFT Clinical Examination. You must take the MFT Clinical Exam within the time period specified (one year from the date of notification) or your application will be deemed abandoned. What this means is that you will need to resubmit the Application for Licensure and Examination as a new application and go through the evaluation process again. This may also result in a loss of hours of experience (see the "Six Year Rule"). Therefore, it is critical that you take your exam within the allotted time frame. If you fail, you must retake the exam no later than one year from the date of the failure. The waiting period for reexamination is 120 days.

►Continue to renew your Associate Registration, if applicable: While you are in the examination phase, you must still receive supervision for psychotherapy services. At this point, you no longer need to meet the 10:1 ratio, however, you must receive at least one hour of supervision a week in any week you are seeing clients. If you are working in an exempt setting, you should check with your employer to see if you need to maintain

HOW TO PROVIDE EXPERIENCE DOCUMENTATION WHEN SUPERVISOR IS DECEASED OR INCAPACITATED

The BBS will accept satisfactory proof of completed hours of supervised experience that has not been signed by the supervisor, if the supervisor is deceased or incapacitated.

Satisfactory proof includes, but is not limited to, all of the following:

1. Evidence that the supervisor is deceased or incapacitated.
2. All supervision documentation which had previously been signed by the supervisor.
3. Documentation from the employer verifying the employment of the supervisor and supervisee, or, if the supervisor was not employed by the supervisee's employer, the written oversight agreement executed between the supervisor and the supervisee's employer.



the master checklist for mft licensure

a valid Registration. Some exempt settings advertise your status as a Registered Associate MFT and/or need you to have a valid Registration to bill third-party payors. If so, you must still maintain a valid Registration with the BBS. If you are working in a private practice, you must have a valid Registration in order to see clients. If you have had your Registration for six years by this point, and need a Registration to work, you must reapply for a new Registration (called a "Subsequent Registration Number"). With a Subsequent Registration, you cannot work in a private practice or professional corporation. If you are not providing therapy at this point, you do not need to maintain a valid Registration to take the MFT Clinical Examination.

► **Send in the MFT Initial License**

Application: *Congratulations for passing the examination! You are just one small step away from getting your MFT license!* Upon successful passage of the MFT Clinical Examination, you must submit the LMFT Initial License to obtain your license. You must apply for the MFT Initial License within one year of passing the Clinical Exam. Once the BBS receives the application and fee, you will receive your MFT license number. Keep in mind that you are not licensed until your license is issued by the BBS (Check the BreZE online system). This means that you must still work under supervision (as an employee or volunteer) and cannot work independently until the license number has been issued. ④

REQUIRED CEs FOR FIRST TIME LICENSE RENEWALS

LMFTs are required to complete a minimum of 18 hours of continuing education for their first renewal. LMFTs must complete seven (7) hours of HIV/Aids unless the course was taken in the graduate program. Six (6) hours of Law and Ethics are also required to be completed during the first renewal.

PHASE 5

Examinations

- ☐ Complete any deficiencies as indicated by the BBS
- ☐ Take the MFT Law & Ethics Exam if you need to
- ☐ Take the MFT Clinical Exam in timely manner. **Do not abandon your application!**
- ☐ Continue to renew your Registration, if applicable and receive required supervision
- ☐ Passed the MFT Clinical Exam? Send in the MFT Initial License Application

MFT INITIAL LICENSE APPLICATION

You must submit the LMFT Initial License along with the \$200 fee. Your application will be deemed abandoned if you fail to pay the initial license fee within one (1) year after notification by the BBS of successful completion of the examination requirements.