



CALIFORNIA EDUCATIONAL MFT STIPEND PROGRAM

2013-14 Application Guide

GENERAL INSTRUCTION

Students need the following documents, which can be downloaded from Phillips Graduate Institute's website, www.pgi.edu, under MFT Consortium / California State Stipend Program:

- The information on the *2013-14 MFT Stipend Program*
- The *2013-14 Application Form* for the appropriate regional MFT Consortium
- This *2013-14 Application Guide*
- The sample of the *Payback Agreement*
- The *IRS W-9 Form* www.irs.gov

Each regional MFT Consortium has an application form that includes the county or counties represented by that region. Students need to use the application form for the region they intend to fulfill their post-degree employment or volunteer placement obligation. Students can't apply to more than one region. The student's school and campus must be a member of a regional MFT Consortium. (See Phillip's website for a list of qualifying schools and campuses for each regional MFT Consortium.)

SUBMISSION INSTRUCTION

- Students must meet with the school administrator/faculty advisor to discuss their interest and eligibility in the State Stipend Program. The advisor's name and signature needs to be included in Part I of the application form.
- All three parts of the application form must be submitted. The student's identifying information must be legible, completed in full, and signed where indicated.
- The first page of the *IRS W-9 Form* needs to be submitted with address, social security number and signature included.
- The completed application (Parts I & II), the typed essays (Part III), and page one of the *IRS W-9 Form* need to be mailed together. Copied, faxed or emailed applications will not be accepted. Other material, such as résumés, should not be included or submitted.

Application deadline is October 15, 2013.

Mail the complete application to:

**California Educational MFT Stipend Program
Phillips Graduate Institute
19900 Plummer Street
Chatsworth, CA 91311**

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Guide for Completion of the Stipend Application – Part I

PART I: APPLICANT IDENTIFYING INFORMATION

Full Name: The student's full name needs to be provided; no abbreviations. The name must match the name provided on the *IRS W-9 Form*.

Address: The first address is the student's current address and often is the address used when attending school. The permanent address needs to be the address provided on the *IRS W-9 Form* and is used to mail stipend checks. If the permanent address is the same as the current address, it should be indicated on the application.

Emails: Communication with the student will be through the primary email address on the application form. Do not include a school email address as the primary email address if it will not be available after graduation. Students awarded a stipend will be in communication with Phillips' Stipend Program personnel two years beyond their graduation. Emails provided must be legible; ensure that underscores are clearly distinguishable from underlines and that numbers are distinguishable from letters. Students need to regularly check their primary email address for communiqués from the Stipend Program office that may be time sensitive or require a response.

Phone Numbers: Both cell and home phone numbers are required. If the phone numbers are the same, it should be indicated on the application.

School Name and Campus Site: Name of school and campus site are both necessary, especially for schools that have multiple campuses. The student's school and campus need to be listed on the Phillips' website under "Qualifying Schools for 2013-14 Educational Stipends".

Enrollment Date and Degree Conferral Date: These dates do not have to be verified with official documents. It is sufficient that the school's administrator or faculty advisor verifies these dates with his/her signature. The degree needs to be a terminal degree and one that qualifies the student to register as an MFT Intern upon graduation. The degree conferral date refers to the date posted on the student's transcripts. Note that the ceremonial or graduation date is often not the date the degree is posted.

School Administrator/Faculty Advising Student: The name and signature of the student's stipend advisor is provided here. This is also required for students who have graduated, no earlier than July 1, 2013. The advisor's signature on the application form implies the following:

- The student is in good academic standing, if currently enrolled.
- The student is eligible to apply because she/he will graduate with a degree conferral date between July 1, 2013 and December 31, 2014.
- The student has received advisement on eligibility and qualifications for the Stipend Program.

Signature: The signature affirms that the student has read the *2013-14 MFT Stipend Program*, understands that employment payback is required of stipend recipients, and has truthfully completed the form. Signing and dating the form also affirms that the student is eligible to be employed in California and will qualify for an MFT intern registration through the BBS.

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Guide for Completion of the Stipend Application - Part II

PART II: APPLICANT QUALIFYING INFORMATION

1. County Operated or County Contracted Field Placement Training. Students who received field practicum training at an agency that was operated or contracted by a county mental health department can check this box. Students need to include all of the information requested. Providing this information authorizes the agency to verify the practicum training received.

Note: Students may only check box 1 and box 4 if in two practicum sites.

2. County Operated or County Contracted Employment/Volunteer Experience. Students who had experience as an employee or volunteer at an agency that was operated or contracted by a county mental health department can check this box. The employment or volunteer experience needs to be in a capacity that exposed students to the population served in the public mental health delivery system but not necessarily in providing direct clinical services. Students need to include all of the information requested. Providing this information authorizes the agency to verify the employment or volunteer experience received by the student.

Note: Employment/volunteer experience cannot be the same as the training listed in boxes 1 and 4.

3. Language Capacity. Only students who have the proficiency to provide mental health services in a language other than English can check this box. Student's proficiency in the second language will not be evaluated in the application process. If a student, who checks this box, is awarded a stipend yet is not able to demonstrate proficiency in the language given to mental health agencies, the student will be required to return the stipend amount awarded.

4. Non-County Operated or Non-County Contracted Field Placement Training. Students who received field practicum training at a community agency that provided specialized training to promote their capacity to serve those in the public mental health system can check this box. These training agencies, though not part of a county mental health delivery system, provide valuable educational, clinical, and community-based services. The student's score will be based on how the training prepared them for public mental health practice. If the type of specialized training received in this agency is not included, this section will not be scored. Students need to include all of the information requested. Providing this information authorizes the agency to verify the practicum training received.

Note: Students may only check box 1 and box 4 if in two practicum sites.

5. Employment in Underserved Areas. Students who are willing to be employed in an agency providing services in counties or geographic areas that have difficulty recruiting professionals because of their rural setting, poverty or high cultural marginalization can check this box.

6. Employment in MHSA Programs. Students who are willing to be employed and provide services in programs funded through the Mental Health Services Act (MHSA) can check this box. These programs usually require providing services in the field, such as in schools and homes. Examples of programs funded through MHSA are Full Service Partnerships (FSP) and Field Capable Clinical Services (FCCS).

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Guide for Completion of the Stipend Application – Part III

PART III: APPLICANT QUALIFYING INFORMATION - ESSAYS

Include an attachment with your typed essay responses. Each essay cannot be longer than 150 words and must be double spaced, use of 12 point font, such as Calibri or Arial. For anonymity in scoring, student's name and school must not be included in the essays.

1. Explain how your personal experiences meet the objective of the State MFT Stipend Program to recruit students with capacity to work in underserved communities.

One of the objectives of the State Stipend Program is to recruit potential students who know and understand the communities served by local mental health agencies, especially those communities that have been underserved by the public mental health system. These communities have residents with multiple needs due to low economic status, social oppression and cultural discrimination. In responding to essay #1, include the following:

- ◆ Your own economic situation and how you are paying for your education
- ◆ Your personal experiences growing up and living in marginalized communities
- ◆ Any employment or volunteer experience serving individuals/families living in depressed economic conditions

2. Explain how your personal background and individual strengths meet the objective of the State MFT Stipend Program to serve diverse client populations.

One of the objectives of the State Stipend Program is to recruit students with the capacity to serve the culturally diverse needs of persons in mental health care.

In responding to essay #2, include the following:

- ◆ As appropriate, your personal experiences either as a consumer or family member of a consumer of public mental health care, and explain how this will be a strength in your community service
- ◆ Your cultural background, second language proficiency, and/or acculturation status, and describe how you have used these personal dimensions in providing community service
- ◆ Your personal/professional experience living in specific ethnic or racial communities and describe how that exposure will be a strength in your community service

3. Explain how your educational preparation and practicum training meet the objective of the State MFT Stipend Program in recruiting qualified clinicians to work in the public mental health system within the guidelines of the Mental Health Services Act.

One of the objectives of the State Stipend Program is to promote the academic and clinical preparation of MFT students towards public mental health practice consistent with the values and principles of the MHSA. In responding to essay #3, include the following:

- ◆ Your academic training and/or professional experience in addressing mental illness and mental health stigma
- ◆ The extent to which your graduate education and training prepared you to serve children, adolescents and adults living with serious mental illness
- ◆ How your graduate education and training specifically exposed you to the concepts espoused by the MHSA, such as resiliency, recovery, wellness, and consumer directed care

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Guide for Completion of the Stipend Application– Part III

4. Explain how your professional career plans meet the objective of the State MFT Stipend Program in recruiting students who are professionally committed to community practice.

One of the objectives of the State Stipend Program is to promote public mental health practice as a long term career option for MFT graduates. In responding to essay #4, include the following:

- ◆ A statement of your professional training plans and career objectives
- ◆ How your post-degree employment and training as a stipend recipient is consistent with your training plans and will promote your career objectives
- ◆ How you envision your practice in public mental health as a licensed professional

SCORING INFORMATION

The six items in Part II will each earn up to 4 points. Missing information in an item will earn no points. The 12 recommended responses (preceded by a ◆) for the four essays will each earn up to 3 points when read and scored by the Stipend Awards Council. The number of points earned will depend on how specific and informative those responses are.

GENERAL GUIDELINES

Aside from applications submitted late or not completed thoroughly, careless mistakes or omissions often disqualify an application. Below are miscues made by past students that resulted in the ineligibility of their application for the State Stipend Program. Also included are suggestions made by past recipients and members of the Stipend Awards Council to strengthen an application.

Reasons that in the past disqualified an application:

- ◆ In Part I, the date given for the degree conferral date was not within the eligible timeframe.
- ◆ In Part I, the application was not signed by either a school advisor or the student.
- ◆ The application was sent by fax, email or a mailed copy with no original signatures.
- ◆ The *IRS W-9 Form* was not submitted or it was submitted without a signature or SSN.

Suggestions to strengthen an application:

- ◆ Begin the advisement process with the school stipend advisor early.
- ◆ Use the *Application Guide* to complete the application. The scoring matrix used by the Stipend Awards Council will be based on the information in the *Application Guide*.
- ◆ Keep each essay response within the 150 words requirement; text beyond the 150 word requirement will not be read nor considered in the scoring.
- ◆ Review essay responses for grammatical and spelling errors. Have someone read your essays prior to submitting them.

Application Deadline: October 15, 2013. Applications postmarked after October 15, 2013 will not be accepted. As this is a publicly funded program no exceptions can be made on the deadline. Students will be notified of the receipt and eligibility of their application by October 30, 2013. Communication with students will be through the primary email address provided on Part I of the application form. The MFT Stipend Program is funded through the Mental Health Services Act.