

VI. CLINICAL TRAINING SITE SELECTION PROCESS

Students are approved for placement sites on an individual basis, depending on their specific training needs and the site's requirements (e.g., being bilingual). All students participating in their practicum experience year must choose a community setting that meets the following requirements:

1. The agency must be one of the following settings:
 - a. Governmental entity;
 - b. School, college, or university;
 - c. A nonprofit and charitable corporation;
 - d. A licensed health facility;
 - e. A social rehabilitation facility or a community treatment facility;
 - f. A pediatric day health and respite care facility;
 - g. A licensed alcoholism or drug abuse recovery or treatment facility;
2. The agency must be devoted to training students to become professional clinical counselors and/or marriage and family therapists and must have a training program in place to meet this goal.
3. The agency must have the appropriate documentation necessary to verify to the BBS that the placement is one that is named in law as appropriate for a PCC/MFT trainee, and that the trainee is employed in the manner required by law. This documentation must be kept on file in the office of the Fieldwork Coordinator.
4. The agency must provide the highest quality of supervision, and supervision and supervisors must meet the minimum requirements set forth by the BBS for PCC/MFT Trainees.
5. The agency must have an orientation process for trainees, as well as an emergency response plan for when supervisors are unavailable.
6. The agency must be able to comply with the minimum requirements regarding hours of counseling and other practicum duties each semester, which are in accordance with the Department of Counseling guidelines, CACREP accrediting standards, and BBS regulations for LPCC/LMFTs.
7. The agency must allow students to video record clients. An exception to this requirement is made in cases such as a domestic violence shelter program where there may exist legal mandates against any photographing or videoing of clients. Exceptions to the video rule must be processed through the Clinical Training Director such that videos may be replaced by audio taping.

Appendix A provides a directory of Clinical Training Sites that meet these requirements and where previous CSUF Trainees have gained practicum experience hours. Evaluations of the sites and supervisors (filled out by these former trainees) are kept on file in the COUN Clinical Training Office in EC 479 where they are available for reference.

Students are strongly encouraged to make use of these feedback tools in forming their perceptions about potential training sites.

Students are responsible for selecting their own placement site; however, the Clinical Training Director must approve their selection by reviewing the application and signing the 4-Way Agreement. **Note:** Students are approved to go into sites that are mutually appropriate. Questions about the matching process should be referred to the Fieldwork Coordinator and the Clinical Training Director.

If a student wishes to gain practicum experience hours at a site that is not listed in the Clinical Training Site Directory, they may meet with the Clinical Training Director to determine if that site meets the student's training needs. If so, the site must fill out and return appropriate documentation (e.g., site application). Please note that this process takes time to navigate, so ensure requests are made well ahead of planned enrollment in COUN 530 A/B.