X. CHECKLIST FOR CLINICAL TRAINING SITE PROCESS

1. __________ Apply for Classification/Advancement to Practicum (prior to Practicum Orientation (SEPT/FEB) by meeting with the Advancement to Practicum Advisor.

2. __________ Attend Practicum Orientation (SEPT/FEB).

3. __________ Submit your COUN 530/584/590/591 Selection Form (OCT/MAR).

4. __________ Join ACA or CALPCC (and/or CAMFT if planning to seek the LMFT) by beginning of DEC/AUG.

5. __________ Obtain your own Malpractice Insurance through ACA, CALPCC or CAMFT by beginning of DEC/AUG. Student Malpractice insurance coverage is automatically provided with your ACA or CAMFT membership – be sure to keep your membership active while in practicum so your insurance coverage is continuous.

6. __________ If necessary, make appointment with the Fieldwork Coordinator and/or Clinical Training Director (SEPT/FEB).

7. __________ View agency and supervisor evaluations for sites you may be considering.

8. __________ Create resume (SEPT/FEB) [See Sample in Appendix B].

9. __________ Contact (and make appointments with) several sites (beginning SEPT/FEB).

10. __________ “Go on” interviews.

11. __________ **Have a site secured no later than the start of COUN 530.** Once placement is secured, students must email both the Clinical Training Director and Fieldwork Coordinator indicating the agency with which they have been placed.

12. __________ Have the following documents signed and submitted **PRIOR** to acquiring hours:  
   a. 4-Way Agreement  
   b. Supervision Agreement(s).  
   c. COVID-19 Release Forms

13. __________ Complete the on-line Declaration, Participation Consent, and Transportation/Storage of Confidential Client Data Forms prior to or during Practicum Orientation

14. __________ Upload Proof of Coverage for Malpractice Insurance (Verification or Declaration page) and copies of each Supervision Agreement to student web-based practicum application by 2nd class session.

15. __________ Maintain all original BBS forms in a safe place for future reference. These forms should be safely saved until your retirement in case you move to another state. The Department does not keep these records indefinitely.

16. __________ Read and understand ACA and CAMFT ethical standards and the BBS regulations for PCC/MFT trainees.