X. CHECKLIST FOR CLINICAL TRAINING SITE PROCESS

1. _________ Apply for Classification/Advancement to Practicum (prior to Practicum Orientation (SEPT/FEB).

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

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

4. _________ Join ACA, CALPCC, and/or CAMFT (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 - Counseling 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. Supervisor Responsibility Statement(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 Supervisor Responsibility Statement(s) to practicum student portal by 2nd class session.

15. _________ Maintain all original BBS forms in a safe place for future reference.

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