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 A/B/584 A/B 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 (Located in EC-479).

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 A/B. 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. _______ Go to site to get the following documents signed before acquiring hours:
   a. 4-Way Agreement
   b. Supervisor Responsibility Statement(s).

13. _______ Place original (signed and stapled, please!) 4-Way Agreement in the Clinical Training Director’s mailbox (EC 405) for signature(s) any time prior to the first week of school [NOTE: Originals of the Declaration, Participation Consent, and Transportation/Storage of Confidential Client Data Forms are usually completed during the Practicum Orientation.]

14. _______ Submit copies of Proof of Coverage for Malpractice Insurance (Verification or Declaration page) and stapled copies of each Supervisor Responsibility Statement(s), to practicum instructor 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 MFT/PCC trainees.