

## 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. \_\_\_\_\_ Complete the on-line Declaration, Participation Consent, and Transportation/Storage of Confidential Client Data Forms within 48 hrs. of attending Orientation.
4. \_\_\_\_\_ If necessary, make appointment with the Fieldwork Coordinator - Counseling and/or Clinical Training Director (SEPT/FEB).
5. \_\_\_\_\_ Create resume (SEPT/FEB) [See Sample in Appendix B].
6. \_\_\_\_\_ View agency and supervisor evaluations for sites you may be considering.
7. \_\_\_\_\_ Contact (and make appointments with) several sites (beginning SEPT/FEB).
8. \_\_\_\_\_ Attend Practicum Agency Fair (SEPT/OCT [fall] or FEB/MAR [spring])
9. \_\_\_\_\_ “Go on” interviews.
10. \_\_\_\_\_ Submit your COUN 530/584/590/591 Selection Form (OCT/MAR).
11. \_\_\_\_\_ Join ACA, CALPCC, and/or CAMFT (by beginning of DEC/AUG).
12. \_\_\_\_\_ 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.
13. \_\_\_\_\_ **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.
14. \_\_\_\_\_ Have the following documents signed and submitted PRIOR to acquiring hours:
  - a. 4-Way Agreement
  - b. BBS Supervision Agreement(s).
  - c. COVID-19 Release Forms
15. \_\_\_\_\_ Upload Proof of Coverage for Malpractice Insurance (Verification or Declaration page) and copies of each BBS Supervision Agreement to practicum student portal by 2<sup>nd</sup> class session.
16. \_\_\_\_\_ Maintain all original BBS forms in a safe place for future reference.
17. \_\_\_\_\_ Read and understand CAMFT and/or ACA ethical standards and the BBS regulations for PCC/MFT trainees.