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 24 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 Selection Form (OCT/MAR).

11. __________ Join ACA, CALPCC, and/or CAMFT (by beginning of DEC/AUG).

12. __________ Obtain your own Malpractice Insurance through these organizations by beginning of DEC/AUG. Student Malpractice insurance coverage is automatically provided with your 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 2nd class session.

16. __________ Maintain all original BBS forms in a safe place for future reference.

17. __________ Read and understand ethical standards and the BBS regulations for trainees.