

# EXIT INTERVIEWS: GRADUATING COUNSELING STUDENTS

*How to apply for your intern number, joining professional organizations and the alumni association, along with other important information*

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# How to apply for your intern number with the BBS

## I. OBTAINING THE APPLICATION(S)

You may obtain the LMFT Intern Registration Application/PCCI Intern Registration Application either online or by phone. To access online forms, go to <http://www.bbs.ca.gov/forms>. To order by phone, you will need to contact the BBS at (916) 574-7830 and have the application packet(s) mailed to you. If you choose to order by phone, please specify whether you need the LMFT Intern Registration Application, PCCI Intern Registration Application, or both.

- A. The process for applying for the LPCC intern number is basically the same as the LMFT intern number.
- B. If applying for both, you must do so separately.

## II. APPLYING

**To apply, you will need the following:**

- A. The intern application form
- B. An official passport photograph (head and shoulders only) taken within 60 days of mailing the application.
- C. A \$75.00 annual fee for MFTI; \$100 for PCCI
- D. Fingerprinting (do not complete more than 60 days prior to submitting your application. See BBS website for further information.)
  - i. Fingerprints are ordered by requestor, namely the BBS. Therefore, if you are planning to register as both an MFTI and PCCI, **you will only need to obtain and pay for one set of fingerprints, as the requestor is the same for both applications.** Mail the original request in with one application and send a copy with the second.
- E. An official, sealed transcript (Available from Admissions and Records)
- F. An official, sealed Program Certification Form (this will be mailed to you)

**NOTE: YOU WILL NEED TO RENEW YOUR INTERNSHIP NUMBER(S) EVERY YEAR.**

### III. TRANSCRIPTS

- A. Transcript requests must be made in writing. The Transcript Request Form may be obtained from the Admissions & Records Information Counter (they have automated instructions at 657-278-2300) or go to <http://www.fullerton.edu/admissions/resources/forms.asp>, to access the information and download the Transcript Request Form.
- B. It's a good idea to order your transcript now and **make sure you request that they mail it when your degree is posted** (The evaluator who posts the degrees will place priority on those files with transcripts ordered).
- C. Order several copies (3-4) – open one copy, verify all the information, and keep for your records. Remember, **you will need to send an official, sealed transcript to the BBS**. Keep the remaining copies for future jobs and/or future school applications.

### IV. PROGRAM CERTIFICATION FORMS

- A. These forms are included in the intern registration packet as SAMPLES only – you do not need to complete these forms.
- B. These forms must originate from the Counseling Department Office in order to be official.
- C. The Counseling Department Office will automatically send you the LMFT and LPCC Program Certification Forms in inner sealed envelopes, once your degree is posted by the evaluator.
- NOTE: Do not open the envelope with the signature at the seal. If the seal is broken, the content is void. You will need this sealed information to send to the BBS.**
- D. Everyone will have different postdates. So, delivery of the Program Certification Forms and the transcripts will vary.
- E. How will you know this is the form if you can't open it? On the backside of the envelope, Alison Quigley types, "Program Certification Form," and you will see Leah Brew's signature across the sealed flap with a piece of tape over it.
- i. For your records, you will also receive an "open" copy of your Program Certification Form in a larger envelope. You will need this when applying for licensure to ensure that you have met all course requirements.
- F. Make sure that Alison Quigley has your correct address to ensure prompt delivery. You can email her [aquigley@fullerton.edu](mailto:aquigley@fullerton.edu) or call her at (657) 278-3609 to update your information.

## V. INTERN APPLICATION FORM

- A. This form is included in the intern registration packet.
  - i. Attach your official passport photograph to this form.

## VI. SENDING YOUR COMPLETED INTERN REGISTRATION PACKET

- A. Send this via CERTIFIED MAIL (Return Receipt Requested) within 90 days of graduation. There are no appeals. If you miss the 90 day deadline, you lose all intern hours earned AFTER graduation and up to the date of issuance of your intern number.
- B. Remember, once your degree is posted, the LMFT experience hours you obtain will now fall under “intern” hours, and will remain that way, as long as you apply for your intern number within the 90-day grace period. [NOTE: All LPCC experience hours must be earned after graduation.]
- C. You must renew annually for up to five times for a total of six years.
- D. If you happen to have any prior convictions, regardless of whether they have been expunged, you will need to contact the Department Chair, Dr. Leah Brew, prior to submitting your application to the BBS.

## VII. WHAT HAPPENS ONCE YOU ARE REGISTERED?

- A. Once registered as a MFT intern, an evaluator is assigned to you by the BBS. This person answers your questions about hours, after they are submitted in writing. You are assigned alphabetically to an evaluator, and will receive responses in writing or by phone.

# BBS Hours, Exams and Record Keeping

## I. BBS LMFT/LPCC EXPERIENCE HOURS EFFECTIVE 01/01/16

For those already “in the pipeline” and counting on using the “old buckets” with their bonuses, the BBS is allowing a five-year phase-in period from 1/1/16 until 12/31/20. In this interim, applicants for LMFT licensure may submit their hours of experience using **EITHER** the old buckets format (including the potential bonuses) or the new, streamlined format.

However, this is not a pick-and-choose menu– all 3,000 hours must meet the requirements of one format or the other. No mixing of formats is allowed. Anyone who has not submitted their application to take the licensure exam (see below) by December 31, 2020 will be required to have ALL hours slotted into the new buckets, with no bonus hours allowed. So plan your timeline accordingly, to see whether the bonus hours will be possible for you. Or, just plan to use the new system, with no bonuses, and protect both your timeline and potential parity.

### A. New Streamlined Buckets

- i. ‘Clinical’ (1,750 hrs.)
- ii. ‘Non-Clinical’ (1,250 hrs.)

**NOTE: THE ONLY CAVEAT IS THAT THE 1,750 CLINICAL HOURS MUST STILL INCLUDE 500 HOURS OF EXPERIENCE TREATING CHILDREN, FAMILY OR COUPLES.**

### B. Removal of “Bonus” hours

This new simplicity mirrors LPCC and LCSW requirements. To further assist cross-license and between-state licensure parity, two “bonus” factors for LMFT hours are removed in the new, streamlined buckets:

#### i. Counting personal psychotherapy hours

In the ‘old’ buckets, MFT trainees and interns could count up to 100 hours of their own psychotherapy (with a licensed mental health practitioner only) as up to 300 of their total 3,000 required experience hours. This harms parity by potentially reducing an applicant’s total experience hours to 2,700. No other license and no other state allows this.

#### ii. 150 bonus hours for relational therapy

Likewise, the 150 “bonus” hours added by the BBS to the first 150 experience hours a trainee or intern does therapy with a ‘couple’ or ‘family’ (i.e., more than one person in the room related by relationship, not just a ‘group’) harms parity, further reducing the experience hours actually gained.

## II. BBS EXAM STRUCTURE

- A. **Intern Registration Renewal**-The exam structure for LMFT interns (after graduation) changed on 1/1/16 as well. Rather than completing all 3,000 experience hours, then taking the first Standard Written exam, passing it, and taking the second exam (Clinical Vignettes) resulting in LMFT licensure, **new interns must now take the new CA Law & Ethics exam in order to RENEW their MFTI registration number**
- i. Again, taking and/or passing **this exam is required for renewing** (not obtaining) the intern's MFTI registration number.
  - ii. You do not need to pass the test in order to renew. However, if you fail, you must take a 12-hour Law & Ethics course in order to retake the exam for your next renewal. You will also need to submit documentation of the course completion when submitting your request to retake the exam.
  - iii. Please note that the California Law and Ethics exam is different for each license type. Therefore, if you plan on registering as both an MFTI/PCCI, you will need to register and pay for the exam for each license type. The exam is currently \$100.
- B. **Clinical Exam** - At the end of gathering the 3,000 experience hours (whichever format is used), applicants for licensure then take the CA Clinical exam covering broader issues (e.g., theory, case conceptualization, and treatment).
- i. **BBS Website** - See [http://www.bbs.ca.gov/exams/exam\\_news.shtml](http://www.bbs.ca.gov/exams/exam_news.shtml) for further exam news.

## III. BBS RECORDS

- A. **Experience Verification forms**
- i. When you receive your intern number from the BBS, you will receive an "Experience Verification" form included in that packet. Remember, at the time of intern registration you will not be asked to submit any hours (**All hours are submitted when you apply for your license at the end of the 3,000 hours**). However, any time that you complete work with a particular supervisor, it is strongly recommended to complete one of the Experience Verification Forms. You will need a separate form for each supervisor that signs-off hours for you. If you wait until the end of all your hours, you may not be able to track down past supervisors.
- B. **Supervisor Responsibility Statements**
- i. These are turned in when you apply for hours of acceptance. You must have a Supervisor Responsibility Statement on-file for each supervisor who has signed-off on your Weekly Summary of Experience Hours forms.
    - The BBS will often accept copies, yet it is a good idea to mail the one with the original signatures. If you have turned that in at the fieldwork office, you may pick it up after graduation or arrange to have it mailed to you.
- C. **Weekly Summary of Experience Hours**
- i. These are used to generate your Experience Verification forms and are subject to audit by the BBS

D. **Letter of Agreement – Volunteer Supervision**

- i. These are required when a trainee or intern’s supervisor is working on a volunteer basis. Sample letters can be found on the BBS website.

IV. **ALL BBS RECORDS**

- A. Keep copies of all BBS records in 2 places (i.e. home, work, safety deposit box) to ensure that you never lose this important information.

V. **PERSONAL THERAPY**

**NOTE: Applies only if you are using Option 2 –“the old complex buckets.”**

- B. The BBS no longer requires you to have a separate form for personal therapy hours. You can just fill out your own hours. It is on an honor system. There is a place on your final application to fill out this information. When or if you finish with a therapist, make sure that you have their license number to keep for your records. **100 hours counts as 300 hours** for LMFTs. [NOTE: No personal therapy counts for LPCC experience hours.]

## Other Important Information

I. **JOIN ACA**

- A. Membership in ACA helps develop your identity as a counselor, and supports both LMFT and LPCC career paths. Benefits include access to professional publications, discounts on workshops, conferences, books and more.

II. **JOIN CAMFT**

- A. Membership in CAMFT supports your professional development as an LMFT or LPCC, and is focused on doing business in California. Benefits include networking communities, free legal consultations, and access to EBSCO host for research.

III. **BECAUSE YOU NEVER KNOW**

- A. **Keep In Fireproof Box:** Syllabi of each class, 4-Way Agreements, Supervisor Responsibility Form, Summary of weekly hours, Practicum Summary Logs/Semester Accounting Forms, CEU Certificates. **Make copies of these and keep in a different place, so you have 2 sets.**

IV. **MALPRACTICE INSURANCE**

- A. If you plan to continue seeing clients after graduation, you will need to update your malpractice insurance status from “student” to “intern” in order to receive continuous coverage. You will not automatically be updated/covered once you are no longer students. Therefore, you will need to update your status as of the date of your degree posting. Doing this will require membership dues to the organization of your choice, along with an additional fee for coverage to the insurance company.

# Alumni Information

## I. JOIN THE CSUF ALUMNI ASSOCIATION

- A. CSUF Alumni Association website: go to Fullerton.edu → Alumni → Membership Benefits → Join Online
  - i. **Or, <https://alumni.fullerton.edu/alumnimembership/>**
- B. Benefits include:
  - i. Invitations to Alumni Association Events
  - ii. Access to all 23 CSU Libraries
  - iii. Discounts on Games and Performing Arts Tickets
  - iv. (3) Free Parking Vouchers/year
  - v. Savings on membership to the Student Recreation Center and much more!

## II. JOIN THE COUN DEPARTMENT'S ALUMNI 'LISTSERV'

**NOTE: You must have a yahoo account. If you don't already have a yahoo account, please create one first then follow the steps below.**

- A. Go to [www.yahogroups.com](http://www.yahogroups.com)
- B. Look for 'your group' = csufcaa (for Counseling Alumni Association)
- C. Send an email to [csufcaa@yahogroups.com](mailto:csufcaa@yahogroups.com) through that site. Jodi Blackley (Past CAMFT Pres & our alumna) moderates the list & will approve your request to join
- D. Browse the current and past job listings, networking info and news/upcoming events
- E. Watch your inbox for mail coming from [[csufcaa@yahogroups.com](mailto:csufcaa@yahogroups.com)] and set your spam filter to allow it through

## BBS & Clinical Associations Contact Sheet

### **American Counseling Association (ACA)**

5999 Stevenson Ave. Alexandria, VA 22304

Phone: 800-347-6647 Fax: 800-473-2329

Website: <https://www.counseling.org/>

### **Board of Behavioral Sciences (BBS)**

1625 North Market Blvd. Suite S-200, Sacramento, CA 95834

Phone: 916-574-7830 Fax: 916-574-8626

Website: <http://www.bbs.ca.gov/>

### **California Association of Marriage and Family Therapists (CAMFT)**

7901 Raytheon Road, San Diego, CA 92111-1606

Phone: 858-29-CAMFT (292-2638) Fax: 858-292-2666

Website: <http://www.camft.org>

### **California Association for Licensed Professional Clinical Counselors (CALPCC)**

P.O. Box 280640 Northridge, CA 91328-0640

Website: <http://calpcc.org>