



| **SBFC**

FIELDWORK MANUAL

COUN 589

School-Based Family Counseling Program
Marriage and Family Therapy (MFT)

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INTRODUCTION

Welcome to MFT Fieldwork!

The School-Based Family Counseling (SBFC) program faculty welcomes you to MFT Fieldwork. This is an exciting time as you begin to apply your academic learning to a professional clinical setting. You will have an opportunity to gain valuable insight and experience as you prepare to become leaders and advocates in the field of marriage and family therapy, counseling and education. We are dedicated to providing you with an opportunity that is comprehensive and culturally responsive.

The SBFC program is accredited by the [California Commission on Teacher Credentialing \(CCTC\)](#) and the [Council for Accreditation of School Counseling and Related Educational Programs \(CACREP\)](#). The SBFC Program offers a Master of Science (M.S) degree in Counseling. All SBFC graduate students complete coursework and fieldwork hours in Marriage and Family Therapy (MFT). Students may also earn a Pupil Personnel Service (PPS) Credential and a supplementary authorization in Child Welfare and Attendance Services (CWA).

This manual contains general information about the fieldwork requirements for the Marriage and Family Therapy (MFT) component of the SBFC program. The manual also contains required forms. Specific information for COUN 586S, School Counseling Fieldwork, can be found in the *School Counseling Fieldwork Manual*. Specific information about COUN 586W, Child Welfare and Attendance, can be found in the *Child Welfare and Attendance Fieldwork Manual*.

CHARTER COLLEGE OF EDUCATION

Vision

The Charter College of Education has adopted the following vision: “The Charter College of Education is a learning community of faculty, administrators, staff, CCOE candidates, and community members that work collaboratively to ensure that all CCOE candidates receive a high quality education, honor the diversity of all learners, advocate for educational and community reforms, develop reflective practices that promote equity, and facilitate the maximum learning and achievement potential of all children and adults.

Mission

The mission for the college is “To develop in CCOE candidates the professional knowledge, skills, and dispositions to promote the academic, social, and psychological development of diverse learners in urban schools and related agencies. CCOE graduates become teachers, special educators, school administrators, educational technologists, researchers, program evaluators, school psychologists, counselors, rehabilitation professionals, higher education faculty, and other education specialists. Within an environment of shared governance, CCOE professional preparation programs utilize data-driven decision-making, technology-integrated instruction, meaningful curricula, and outcome-based assessments to ensure high-quality educational opportunities for all CCOE candidates. This mission is reflected in the course by the course content and performance standards, class discussions, and course assignments.

The mission of the counseling program is to develop caring, socially responsible counselors who will take leadership roles in diverse urban environments to promote the maximum success of individuals and families, while honoring and valuing cultural linguistic diversity as strengths. This mission is reflected in the course syllabus (distributed each quarter) and through the course content, performance standards, readings, and seminar discussions.

CORE VALUES

The CCOE has also articulated the core values of educational equity, professionalism, reflective practice and collaboration.

EDUCATIONAL EQUITY: We believe in creating inclusive learning environments with equitable educational opportunities for all learners, including those with disabilities and those from diverse cultural, linguistic, and socio-economic backgrounds. We believe everyone can learn if given the opportunity and support. We honor the dignity of every individual and hold high academic expectations for all learners. We value diversity because it enriches the quality of everyone’s learning.

PROFESSIONALISM: We believe professionalism is mastery of the body of knowledge for one’s discipline and the demonstration of cultural, technological, ethical, and professional competencies. CCOE courses and professional preparation programs are designed to teach professional dispositions, skills, and/or knowledge.

REFLECTIVE PRACTICE: We believe all CCOE students should develop reflective practices, including self-assessment strategies to foster professional growth. We promote the deliberate application of knowledge to practice and the constant reflective analysis of one’s practice in relation to school and/or community needs.

COLLABORATION: We believe that collaborations and partnerships among CCOE faculty and staff, CCOE students, schools, families, and community organizations enhance educational excellence, urban school and related agency transformations, and educational access and equity for all learners. Meaningful and lasting educational collaborations and partnerships are grounded in understanding the complexity of all stakeholders' needs and their interdependence, and we advocate that all CCOE professional preparation programs build collaborations and partnerships.

MFT FIELDWORK COMPETENCIES

By the end of the fieldwork experience, students should have completed the following competencies. If necessary, these competencies can be met by seeking placement at different sites during different quarters.

A. Skills in Marriage, Family, Child, and Individual Counseling:

- Perform diagnostic assessments of client problems, including use of the DSM when appropriate.
- Conceptualize client problems and formulate counseling plans based on established theories of individual and family counseling.
- Apply counseling strategies based on established theories of individual and family counseling.
- Make use of adjunct services when appropriate.
- Refer clients to other professionals when appropriate.
- Refer clients for follow-up services when appropriate.

B. Record Keeping Skills:

- Write intake and diagnostic reports.
- Keep progress notes of client sessions.
- Write termination reports.

C. Awareness of Social-cultural Factors:

- Awareness of the specific needs of the population served by the site.
- Awareness of the cultural characteristics of the population served by the site.

D. Knowledge of Community and Public Resources

- Knowledge of available community and public, i.e. government, resources.

- Advocate for client to obtain these services when needed.

E. Knowledge of Legal and Ethical Issues:

- Apply ethical, legal considerations and professional standards in all professional activities.

F. Consultation and Liaison Skills

- Consult with other providers at the site.
- Consult and liaison with professionals at other agencies, such as principals, teachers, school counselors, psychologists, social workers, probation officers, Department of Children Services social workers, etc.

G. Professional Development:

- Participate in case conferences.
- Participate in in-service training.
- Participate in professional workshops and conferences.

OVERVIEW OF FIELDWORK UNITS

Students must complete 21 quarter units of fieldwork (9 units of COUN 586S, 3 units of COUN 586W and 9 units of COUN 589) for the SBFC Masters degree. The PPS Credential requires the completion of 9 units of fieldwork at a school site. The CWA requires the completion of 3 units of COUN 586W at schools and with an agency. The Board of Behavioral Sciences (BBS) also requires 9 units of MFT experience. However, the BBS allows MFT experience to be gained at a variety of sites (including schools) where there is appropriate counseling work and supervision.

Candidates in the SCHOOL-BASED FAMILY COUNSELING (MFT+PPS) option of the M.S. in Counseling degree program are required to complete:

- **9 units of COUN 589** (Marriage and Family Therapy Fieldwork) *and*
- **9 units of COUN 586S** (School Counseling Fieldwork) *and*
- **3 units of COUN 586W** (Child Welfare and Attendance Fieldwork)

Candidates in the SCHOOL-BASED FAMILY COUNSELING (MFT ONLY) option of the M.S. in Counseling degree program are required to complete:

- **15 units of COUN 589** (Marriage and Family Therapy Fieldwork)

Students should consult with their CSULA University Supervisor/Advisor concerning the deadlines and sequence of taking the units for these courses.

APPENDIX A contains information on gaining hours for the MFT license. A person must have 3000 hours of experience before taking the licensure examination. The Board of Behavioral Sciences (BBS), allows a student to gain some of these hours as a "Trainee" if enrolled in fieldwork (COUN 589), which is taken after completing two quarters of COUN 523.

APPENDIX B contains a set of forms to be used for approval of MFT fieldwork or trainee sites, and for documentation of experience. These forms are required by the BBS. Students should visit the BBS website at <http://www.bbs.ca.gov>, however, to check on the current forms required.

PREREQUISITES FOR FIELDWORK

1. Admission to the School-Based Family Counseling (MFT+PPS) or (MFT Only) Option of the Masters of Science in Counseling .
2. Completion of the following courses with a grade of CR (credit), B or greater:
 - COUN 400A-** Lifespan Human Development
 - COUN 505-** Practicum: Counseling
 - COUN 506-** Individual Counseling Strategies
 - COUN 520-** Introduction to Family Evaluation and Counseling
 - COUN 521-** Advanced Family and Marriage Counseling
 - 6 Units of COUN 523-** Family Counseling Laboratory
3. Application for Fieldwork approved by Faculty Advisor

APPLICATION FOR FIELDWORK

In order to begin Fieldwork, candidates must apply by filling out an application for the fieldwork class. This application must be submitted to the Division Office by the 5th week of the quarter preceding the fieldwork placement. The necessary form is included in this manual and is entitled "**Application for Fieldwork in MFT.**" This form is also available on the program website. This form must be signed by the CSULA University Supervisor and submitted prior to beginning work at the site.

The number of units per quarter must be specified on the application. Any changes in the number of units the student intends to enroll in needs to be approved by the

CSULA University Supervisor and changes are made through official paperwork generated by the CSULA University Supervisor. It is the student's responsibility to complete all required paperwork and submit it on time to the appropriate personnel.

A new application form must be submitted at the beginning of each quarter and at any time a student changes his or her site placement. There must be a separate **"Application for MFT Fieldwork"** on file in the candidates' records for *each* site placement the student attends.

After the submission of the required "Application for MFT Fieldwork", Candidates are then granted a permit to enroll in the designated number of Fieldwork units.

FIELDWORK SEMINAR

A seminar is required of all students in COUN 589 (MFT Fieldwork). These seminars meet for 1 1/2 hours weekly for ten weeks each quarter. Students must attend a minimum of 8 of these meetings in order to receive credit. These meetings are scheduled each quarter and are typically held before or after classes (from 8:00 to 9:30 p.m. or 2:50-4:20 pm). These hours are to be included as fieldwork hours and should be logged on the Fieldwork Log Forms.

UNIT VALUE

One unit of fieldwork is equivalent to 50 hours of work per quarter, (i.e. 5 hours per week for 10 weeks). A minimum of 2 units is required for each quarter, i.e. 100 hours/quarter or 10 hours per week for 10 weeks. A minimum of 2 quarters of fieldwork is required.

CASELOAD GUIDELINES

In general, a student's MFT fieldwork hours (COUN 589) are expected to include direct client services for approximately 50% of the hours at the site each week. Of these, at least 50% are to be with clients OTHER than individual adults or groups. For example, if a student has a 20 hour per week (4 units) placement, about 10 of these hours should involve direct client services, and at least about 5 of these hours should not be individual adults or groups (e.g. can be children, families, or couples).

These numbers apply as general guidelines AFTER a student has been in a setting for several weeks. It is assumed that the student will gradually expand a caseload until these levels are reached. The remaining hours each week (about 50% of the total) are expected to involve professional activities such as case preparation, report writing, observation of counseling sessions, review of taped sessions, case conferences, supervision, in-service training, workshops, staff meetings, and related professional duties.

The BBS also requires a minimum of 225 hours of direct counseling within 450 hours of fieldwork.

SITE SELECTION

Directories of agencies in the Los Angeles area are available on the SBFC website. Public schools are also acceptable sites if approved by administrators and appropriate supervision and consent is provided. Sites are located throughout the Greater Los Angeles area so as to be conveniently available for most students. According to BBS regulations, placement sites must be non-profit agencies, licensed healthcare facilities, government/public agencies, or public schools.

It is the student's responsibility to locate a fieldwork placement site, and have the site approved by the MFT University Supervisor. All MFT Sites must have an “**MFT Clinical Training Agreement**” on file with the University. The student must provide the Site Supervisor with a copy of this **MFT Fieldwork Manual** prior to having the Supervisor agree to the placement, so that the Supervisor can be aware of the required activities for the student and the supervisory responsibilities required. In addition, the BBS forms in APPENDIX B must be signed by both Faculty Advisor and Site Supervisor prior to beginning of fieldwork.

The following criteria are used by in approving a site:

- The site is a non-profit agency, licensed healthcare facility, government/public agency, or public school.
- The site has a qualified supervisor who is available to provide regular supervision and to monitor the student's progress on an on-going basis.
- The site provides a caseload appropriate to the student's level of professional development.
- The site provides an opportunity for the student to work with a variety of cases such as children, families, couples, and individual adults.
- The site provides an opportunity for the student to work with clients of diverse cultural/ethnic backgrounds.
- The site provides adequate facilities and materials so that the student can function at a professional level.

- The site provides an atmosphere which facilitates the interaction of the student with other professionals on the staff.
- The site provides the supervisor and student sufficient time for supervision and guidance in professional development.
- The site provides an opportunity for the student to participate in staff meetings, in-service training, and relevant interpersonal and inter-professional contact.

SUPERVISION OF FIELDWORK STUDENTS

Each student is jointly supervised by an ON-SITE SUPERVISOR and by a FACULTY MEMBER of the Counseling Program.

ON-SITE SUPERVISOR:

The Site Supervisor must be a person who:

- Is a Licensed MFT, Licensed Psychologist, Licensed Clinical Social Worker, or Board Certified Psychiatrist.

(Note: A Licensed Educational Psychologist (LEP) is not a qualifying license to supervise MFT Trainees).

- Holds his/her license for at least 2 years.
- Has agreed to set aside a least one hour each week for direct supervision so that the student's progress can be monitored. In addition, the student should have access to the supervisor during the week as the need arises.

The University expects the Site Supervisor to prepare an **EVALUATION REPORT** midway during the quarter in which the student is undertaking the fieldwork, and another at the conclusion of the quarter. Forms for these Evaluations are included in this manual. These reports should be discussed with the student and signed by the Site Supervisor and the student prior to submission to the Faculty Supervisor.

FACULTY SUPERVISOR:

The faculty Supervisor has the responsibility to:

- Assist the student in the integration of academic training with the site programs and requirements.
- Visit the student and pertinent on-site staff, if appropriate, during the quarter. The object of these visits will be to discuss the student's progress, and to

work towards the resolution of problems which may have arisen at the fieldwork site.

- Meet with the fieldwork student individually as the need arises.

SUPERVISORY CONTACT WITH SUPERVISORS

Students must have weekly supervision with the Site Supervisor.

FIELDWORK STUDENT RESPONSIBILITIES

- MFT Fieldwork candidates are required to ***comply with Procedural Policies of the Placement Site and the University.***
- Candidates must ***receive a passing grade for full credit*** in the Fieldwork Course (Feedback from Site Supervisor is taken into account).
- Candidates are required to attend a weekly Fieldwork Seminar and complete additional course requirements as outlined in the fieldwork syllabus. The Fieldwork Course meets weekly at CSULA.
- Candidates must be aware at all times that they have ***legal and ethical responsibilities to clients*** at the site and to the *site itself*. Candidates should refer to the California Association of Marriage and Family Therapy (CAMFT) Ethical Codes for guidelines of ethical conduct.
- Attendance at the site is mandatory for all days of assignment (determined in agreement between the student and Fieldwork Site Supervisor). Candidates are expected to notify the Fieldwork Site Supervisor whenever there is an illness or other type of emergency, which interferes with attendance.
- Candidates are expected to become aware of site rules, requirements, and regulations.
- Candidates assume the responsibility of complying with all the rules, policies, and regulations, approved codes of conduct and behavior, and legal and ethical standards of their respective professional state and national associations, as well as the University, College, and Division policies and regulations.
- Maintain appropriate documentation of hours and services provided.

PROFESSIONAL ETHICAL STANDARDS

All field experience candidates are required to be familiar with and conduct themselves according to the ethical standards of the California Association for Marriage and Family Therapists (CAMFT), and other professional associations and Boards applicable to the candidate's site. Failure to do so may result in disciplinary

action and possibly removal from the program.

CAMFT Code of Ethics

<http://www.camft.org/Content/NavigationMenu/AboutCAMFT/CodeofEthics/default.htm>

Board of Behavioral Sciences

<http://www.bbs.ca.gov/forms.shtml>

CANCELLATION OF FIELDWORK PLACEMENT

Most problems at the fieldwork site will be handled by the on-site Supervisor. Serious or ongoing problems should be brought promptly to the attention of the CSULA University Supervisor. Site personnel may cancel the field experience placement without cause. The action and reason for cancellation should be discussed with the University supervisor and communicated to the Fieldwork Intern in advance of the cancellation. The CSULA University Supervisor may withhold or cancel any fieldwork experience placement without cause. The action and reason for withholding/canceling will be discussed with the appropriate school/district/agency personnel and communicated to the Fieldwork Intern.

If the candidate is terminated from a Fieldwork site for ethical misconduct, a grade of NC will be assigned by the faculty supervisor, unless good cause is shown for withholding the NC grade.

If either a Fieldwork Site Supervisor, in collaboration with an On-Site administrator, or the University Supervisor has determined that a candidate is not performing satisfactorily in a placement, efforts by participating supervisors will be made to identify problem areas with specific recommendations to the candidate for improvement. *However, if the problems continue to persist and the candidate does not improve in his or her performance, the candidate may be subject to termination from the site.*

REMEDATION OF FIELD EXPERIENCE PLACEMENT

In the event of problematic candidate behavior at the fieldwork site the following steps may be initiated:

- Difficulty will be noted and documented by a University Supervisor
- Candidate/Faculty/ Fieldwork Coordinator conference to discuss remedial steps
- Program Chair/Candidate conference with agreed upon remedial steps

LEAVES OF ABSENCE

Leaves of Absence are allowed only under special circumstances and at the discretion of the CSULA University Supervisor. Approval for a leave of absence must be obtained from the CSULA University Supervisor and appropriate paperwork completed and submitted. It is the student's responsibility to follow up on the paperwork and make sure that the university is in accordance.

FIELDWORK DOCUMENTATION

The student is responsible for submitting the following fieldwork documentation. These forms are available in this Manual and may be photocopied for use in various quarters. Forms begin on page 15 of this manual in the following order.

1. FIELDWORK APPLICATION

Submit to Division Office by 5th week of Quarter PRECEDING fieldwork.

NOTE: FORMS in APPENDIX B must also be signed by both SITE SUPERVISOR and UNIVERSITY SUPERVISOR/ADVISOR. This must be done prior to the beginning of fieldwork.

2. FIELDWORK SUPERVISION AGREEMENT (included in Application)

This Agreement should be signed by Site Supervisor and submitted to University Supervisor no later than the first week of the quarter in which fieldwork is pursued.

3. FIELDWORK INFORMATION FORM

Give this form to University Supervisor during the first week of classes of the quarter in which fieldwork is pursued.

4. MID-QUARTER EVALUATION

Should be signed by Site Supervisor and student; submit to Faculty Supervisor by the 6th week of the quarter in which fieldwork is pursued.

5. END OF QUARTER EVALUATION

Should be signed by Site Supervisor and student; submit to University Supervisor by the end of the quarter in which fieldwork is pursued.

6. STUDENT FEEDBACK ON FIELDWORK SITE & SUPERVISOR

Should be signed by student; submit to University Supervisor by the end of the quarter in which fieldwork is pursued.

7. MFT FIELDWORK HOURS LOG SHEET

Each page should be signed by Site Supervisor. Sum up total hours. At the end of quarter, submit sheets to University Supervisor.

NOTE: The BBS requirements for Trainee Hours and supervision are computed differently from the University fieldwork course requirements. Log sheets here are for University fieldwork record only. The University Log sheets will help you to keep track of University and BBS Hours on one form. Although, please note that BBS hours must be submitted to BBS on approved BBS Forms. These forms are provided in Appendix B.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Charter College of Education, Division of Special Education and Counseling

**Instructions for Completion of the
Application for Fieldwork in Marriage and Family Therapy**

1. After downloading document, complete both pages of the Application.
 - a. Document can be completed:
 - i. Electronically by typing in the fillable spaces with the use of Adobe Reader or Adobe Acrobat installed on your computer.
 1. Adobe Reader is free and can be downloaded here:
<http://get.adobe.com/reader/>
 - ii. Document can also be completed in writing.
2. Print out a copy and obtain the following signatures:
 - a. Student signature on page 2
 - b. University Fieldwork Supervisor signature on page 2
 - c. Site Fieldwork Supervisor signature on page 3
3. Make a copy of your application for your personal records.
4. Turn in the completed Application (pages 2 and 3) to the Division Office by the 5th week of the Quarter *preceding* fieldwork placement.



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Charter College of Education, Division of Special Education and Counseling

APPLICATION FOR FIELDWORK IN MARRIAGE & FAMILY THERAPY

This Application is for: COUN 589

Quarter Year Total # of units (All Sites)

Student's Name: CIN#
Phone: (Home) (Work)
Address: City Zip
Email:

Do you have a tentative Fieldwork placement? YES NO

Location 1

Fieldwork Site Name:
Address: City Zip
Fieldwork Site Student Phone Number:
Site Supervisor: Title:
Phone: Email:
Is this your 1st Quarter of Placement at This Site? YES NO
Specify quarters placed at this site: # of hours this quarter:
Type of Work Expected at This Site:

Location 2 (list additional any additional site locations)

Fieldwork Site Name:
Address: City Zip
Fieldwork Site Student Phone Number:
Site Supervisor: Title:
Phone: Email:
Is this your 1st Quarter of Placement at This Site? YES NO
Specify quarters placed at this site: # of hours this quarter:
Type of Work Expected at This Site:

I certify that I have:

- Completed the following courses with a grade of B or better: COUN 400A, 505, 506, 520, 6 units of 523
Read the Fieldwork Manual and understand my obligations as a fieldwork student as described in the Manual.

Student's Signature: Date:
I approve this student's fieldwork placement as described above.
CSULA University Supervisor Signature: Date:



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Charter College of Education, Division of Special Education and Counseling

FIELDWORK SITE SUPERVISION AGREEMENT

I agree to provide on-site professional supervision in Marriage and Family Therapy for:

Student's Name: _____

Quarter: _____ Year: _____

I am a (please check one): License # / Initial Issue Date/ Expiration Date
__ Licensed MFT
__ Licensed Psychologist
__ Licensed Clinical Social Worker
__ Board Certified Psychiatrist

I acknowledge that I have met the following qualifications as a Site Supervisor.

- I have been licensed/certified for at least 2 years.
I have completed a supervision training course.
I will be able to devote a minimum of one hour of individual supervision, or two hours of group supervision per week.
I am aware of the competencies the student must meet as part of the fieldwork experience.

Fieldwork Site Location: _____

Fieldwork Site Supervisor Name: _____

Site Fieldwork Supervisor Signature: _____

Date: _____

CACREP standards require that the university have a resume of the Site Supervisor on file. Please attach a brief resume with this letter of agreement if you do not have one on file.

Please Check:

- My resume is attached.
My resume is already on file.



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Charter College of Education, Division of Special Education and Counseling

MFT FIELDWORK SITE INFORMATION FORM

INSTRUCTIONS: Please give this form to your Faculty Supervisor during the first week of classes of the quarter in which fieldwork is pursued.

Student's

Name: _____ **CIN#** _____

Phone: (Home) _____ **(Work)** _____

Address: _____ **City** _____ **Zip** _____

Quarter of Placement: _____ **Number of Units:** _____

Is This Your 1st Quarter of Placement at This Site? YES NO

If No, Specify Quarters Placed at This Site: _____

Agency's Name: _____

Address: _____ **City** _____ **Zip** _____

Student's Phone & Extension at Site: _____

Fieldwork Schedule (days & hours): _____

Total Number of Hours Per Week: _____

Site Supervisor: _____ **Title:** _____

Supervisor's Phone & Extension at Site: _____



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Charter College of Education, Division of Special Education and Counseling

MFT FIELDWORK: MID-QUARTER EVALUATION

Student's Name: _____ Quarter: _____

Fieldwork Site: _____

Site Supervisor: _____ Title: _____

Student at This Site ___ hours/week.

Average # of hours/week of Direct Client Service: _____

INSTRUCTIONS Please use the following scale to evaluate the student:

1-Outstanding 2-Above Average 3-Average 4-Below Average 5-Poor N.B. - Not Observed

Additional comments can be written in the space provided.

STUDENT'S COUNSELING & CONSULTATION SKILLS:

Ability to Develop Rapport With Clients: _____

Comments: _____

Ability to Conceptualize Client Problems: _____

Comments: _____

Ability to Formulate Counseling Plan: _____

Comments: _____

Ability to Implement Counseling Plan: _____

Comments: _____

Sensitivity to Clients' Social-cultural Backgrounds: _____

Comments: _____

Awareness of Legal and Ethical Issues: _____

Comments: _____

Overall Knowledge of Counseling Theories and Strategies: _____

Comments: _____

Knowledge of Community Resources and Adjunct Services: _____

Comments: _____

Consultation and Collaboration with Other Providers: _____

Comments: _____

STUDENT'S PROFESSIONAL CONDUCT:

Keeps Clear Progress Reports and Records: _____

Comments: _____

Punctuality and Dependability: _____

Comments: _____

Readiness to Take Initiative: _____

Comments: _____

Relationship with Other Staff: _____

Comments: _____

Dresses and Presents self in a Professional Manner: _____

Comments: _____

STUDENT'S DEVELOPMENT AS A COUNSELOR:

Motivation and Attitude: _____

Comments: _____

Utilization of Supervision: _____

Comments: _____

Have you discerned any issue that might compromise the student's ability to function effectively as a professional MFT? Yes _____ No _____

Comments: _____

ADDITIONAL COMMENTS ON AREAS NOT COVERED ABOVE: _____

Signature of Site Supervisor: _____ **Date:** _____

Signature of Student: _____ **Date:** _____

Signature of Faculty Supervisor: _____ **Date:** _____



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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MFT FIELDWORK: END OF QUARTER EVALUATION

Student's Name: _____ Quarter: _____

Fieldwork Site: _____

Site Supervisor: _____ Title: _____

Student at This Site ___ hours/week.

Average # of hours/week of Direct Client Service: _____

INSTRUCTIONS Please use the following scale to evaluate the student:

1-Outstanding 2-Above Average 3-Average 4-Below Average 5-Poor N.B. - Not Observed

Additional comments can be written in the space provided.

STUDENT'S COUNSELING & CONSULTATION SKILLS:

Ability to Develop Rapport With Clients: _____

Comments: _____

Ability to Conceptualize Client Problems: _____

Comments: _____

Ability to Formulate Counseling Plan: _____

Comments: _____

Ability to Implement Counseling Plan: _____

Comments: _____

Sensitivity to Clients' Social-cultural Backgrounds: _____

Comments: _____

Awareness of Legal and Ethical Issues: _____

Comments: _____

Overall Knowledge of Counseling Theories and Strategies: _____

Comments: _____

Knowledge of Community Resources and Adjunct Services: _____

Comments: _____

Consultation and Collaboration with Other Providers: _____

Comments: _____

STUDENT'S PROFESSIONAL CONDUCT:

Keeps Clear Progress Reports and Records: ____

Comments: _____

Punctuality and Dependability: ____

Comments: _____

Readiness to Take Initiative: ____

Comments: _____

Relationship with Other Staff: ____

Comments: _____

Dresses and Presents self in a Professional Manner: ____

Comments: _____

STUDENT'S DEVELOPMENT AS A COUNSELOR:

Motivation and Attitude: ____

Comments: _____

Utilization of Supervision: ____

Comments: _____

Have you discerned any issue that might compromise the student's ability to function effectively as a professional MFT? Yes ____ No ____

Comments: _____

RECOMMENDATIONS FOR FURTHER TRAINING, AREAS NEEDING SPECIAL ATTENTION OR SUPERVISION:

ADDITIONAL COMMENTS ON AREAS NOT COVERED ABOVE: _____

IS THE STUDENT SOMEONE YOU WOULD HIRE AT YOUR AGENCY/SCHOOL AFTER HIS/HER GRADUATION FROM CSULA?

Definitely Yes ____ Yes ____ Not Sure ____ No ____

Comments: _____

Signature of Site Supervisor: _____ **Date:** _____

Signature of Student: _____ **Date:** _____

Signature of Faculty Supervisor: _____ **Date:** _____



STUDENT FEEDBACK: FIELDWORK SITE & SUPERVISOR

INSTRUCTIONS: We would like your comments on your fieldwork/internship experience over the past quarter. The information will be used for future placement of students in appropriate fieldwork sites.

Student's Name: _____ **Quarter:** _____

Fieldwork/Internship Site: _____

Site Supervisor: _____ **Today's Date:** _____

1. Briefly specify what you have learned most at this placement?

2. Were you able to engage in most of the professional activities you expected to perform at this site? Specify limitations of the site, if any.

3. Were you able to meet regularly with your site supervisor, e.g. once a week for an hour? Was he/she accessible when you needed more help?

4. Did you find the guidance and feedback from your supervisor helpful? Specify reservations you have, or aspects you wish to change, if any.

5. Did you feel you were well accepted by other staff at this site? Specify reservations you have, if any.

6. Overall, would you recommend this site to other students?
Please check one: strongly recommend recommend neutral Not recommend

7. Overall, would you recommend this site supervisor to other students?
Please check one: strongly recommend recommend neutral Not recommend

8. Any other comments? Please continue on back if more space is needed.

Student Name: _____
Signature of Student: _____

**MFT FIELDWORK HOUR LOG
WEEKLY SUMMARY OF HOURS OF EXPERIENCE**

Name of MFT Trainee _____

Quarter/ Year _____

Field Site _____

Instructions: Entries in "BBS Total Hours" column are to be carried over to unshaded COUN 589 columns as applicable.

Week of:								BBS	COUN 589	COUN 589
								Total Hours	Direct Service Hours	Supervision/ Professional Activities Hours
FIELDWORK SITE (BBS)	Individual Adult Counseling									
	Couples, Families, and Children (CFC) Counseling									
	Of the above CFC hours, how many actual hours were gained via CONJOINT Couples and/or Family Therapy? <i>(do not double count these hours)</i>									
	Group Counseling									
	Telephone/Telemedicine Counseling									
	Face-to-Face Supervision – Individual									
	Face-to-Face Supervision – Group									
	Client Centered Advocacy: Researching referrals, case management, support services									
	Administering & evaluating psych. tests, writing clinical reports, progress notes, staff meetings									
	Workshops, seminars, training sessions or conferences (req. BBS supervisor approval)									
	BBS Total per week:									
	<i>Field Site Supervisor's Signature</i> >>>>									
FIELDWORK CLASS COUN 589	Group Supervision – CSULA Fieldwork Class									
	Additional activities conducted (workshop, presentations, trainings, etc.)									
	<i>CSULA University Supervisor Signature</i> >>>>								TOTAL Direct Service Hours:	TOTAL Supervision/ Professional Activities Hours:

Total	
Total	

Total for This Log: Total the hours in each of the last two columns on this page
Running Total: Add the totals on THIS LOG to running total from all PRIOR Logs

APPENDIX A

GAINING EXPERIENCE HOURS FOR MFT LICENSURE

* * * * *

TERMINOLOGY

BBS - Board of Behavioral Sciences (www.bbs.ca.gov)
1625 N. Market Blvd. Suite S-200
Sacramento, CA 95834
916-574-7830

http://www.bbs.ca.gov/app-reg/mft_requirement.shtml

TRAINEE - This refers to a graduate student who is enrolled in the MFT program and who has completed 12 semester or 18 quarter units of coursework in the program.

INTERN - This refers to a person who has graduated from the MFT program, (i.e. person has the M.S. in Counseling, MFT OPTION). After completion of the degree, one must apply to the BBS to become a REGISTERED INTERN in order to gain additional hours for licensure.

HOW TO GAIN HOURS TOWARDS LICENSURE

A person needs a minimum of 3000 hours of experience in order to take the licensure exam. These include TRAINEE HOURS (pre-degree) AND INTERN HOURS (post-degree). Both types of hours should be recorded on log sheets signed weekly by supervisors.

SUPERVISION:

Both TRAINEES AND INTERNS must be supervised by a qualified supervisor at the site where they are gaining their hours. The supervisor must be a Licensed MFT, Licensed Psychologist, Licensed Clinical Social Worker, or Board Certified Psychiatrist, who has been licensed or certified for at least 2 years.

TRAINEES - For every 5 hours of work, a trainee must receive 1 hour of individual supervision (face to face contact with supervisor), or 2 hours of face-to-face supervision in a group of not more than 8 persons. For example, if you want to gain 10 hours per week, you must have 2 hours of individual or 4 hours of group supervision. Conversely, if you are employed at a site for 40 hours a week, but only get 1 hour of individual supervision, you can still log in 5 hours of work for the BBS.

INTERNS - For every 10 hours of work, an intern must receive 1 hour of individual supervision or 2 hours of group supervision. In this regard, it is easier to gain intern hours than trainee hours.

PERSONAL PSYCHOTHERAPY - 300 HOURS MAXIMUM:

This refers to psychotherapy received by the trainee or intern. Unlike other categories, these hours can be gained as soon as the person is enrolled in the MFT Graduate Program, i.e. no need to take 18 quarter units first. These hours can be gained both before and after graduation. A maximum of 300 hours is allowed. The BBS computes these hours by multiplying the actual number of therapy hours you received by 3. So you only need 100 sessions (assuming 1 hour per session) to gain these 300 hours. The therapy must be provided by a licensed professional with qualifications same as those for supervisors described above. Personal psychotherapy hours are not mandated for licensure, they are just one of the options.

TRAINEE HOURS

While enrolled in a qualifying degree granting institution, an LMFT student gains hours as an MFT Trainee at school approved sites. MFT Trainees do not register with the Board.

DIRECT COUNSELING & SUPERVISION - 750 HOURS MAXIMUM

This can only be done at a site approved by the MFT program. In general, these sites must provide the type of experience relevant to the MFT profession, such as counseling couples, families, children, or individuals on family and relational issues etc. Refer to Appendix B for procedures and documentation need for approval of trainee sites.

WORKSHOPS & CONFERENCES - 250 HOURS MAXIMUM

Make sure the advertisements for these functions clearly state that they are approved for CEU's (Continuing Education Units) for MFT's in California. Verification of attendance (i.e. keep the Certificate of Attendance they issue) and prior approval of your supervisor are required (record the activity on log sheets for supervisor to sign).

TOTAL TRAINEE HOURS:

The MAXIMUM number of hours a trainee can gain is:

750 (Counseling & Supervision)

250 (Workshops & Conferences)

300 (Personal Psychotherapy)

TOTAL = 1300 HOURS

In general, this maximum is possible only for students who are employed in full time counseling positions with ample supervision. Most people do not gain this maximum before graduation. Basically, the BBSE only requires students to gain AT LEAST 150 HOURS OF DIRECT COUNSELING WHICH IS DONE WITHIN 9 QUARTER UNITS (360 HOURS) of supervised fieldwork. The fieldwork requirement (COUN 589 and/or COUN 586S) of our Master's Degree Program meets and exceeds this requirement.

INTERN HOURS

Upon graduation, a person MUST register with the BBS to become an INTERN in order to gain hours. Note that with the exception of 500 (maximum) direct counseling & supervision trainee hours, the 3000 hours must be collected WITHIN 6 YEARS immediately preceding application for the licensure exam. Since some hours are collected before graduation (i.e. the trainee hours), a person should plan on collecting all their INTERN HOURS and apply to take the exam within 3 or 4 years after graduation. This is not as difficult as it seems. For example, if you work full time (40 hours/week) in a counseling setting, you will have 40 hours X 50 weeks (2 weeks off for vacation), or 2000 hours of work per year. Assuming that 50 percent of this time is direct counseling, you will have 1000 hours, plus additional hours the BBSE allows for supervision, phone contact, paperwork, workshops, etc. Thus it is easy to collect all necessary hours for licensure in 18 months to 3 years after graduation.

Since the BBS regulations may change from time to time, make sure you are up to date with them. It is crucial to file the proper forms with the BBS (especially when you change jobs), keep proper log sheets of all your hours. The BBS is extremely strict and rigid about forms and procedures.

In sum, when you are close to graduation, be sure to contact the BBS to apply for your MFT INTERN NUMBER and a SET of FORMS for documenting your intern experience.

APPENDIX B

FORMS FOR APPROVAL OF MFT TRAINEE SITES & BOARD OF BEHAVIORAL SCIENCES (BBS) FORMS FOR DOCUMENTATION OF HOURS

1. AGENCY TRAINING AGREEMENT FOR MFT TRAINEES

This is a required document. All MFT Trainee sites must be approved sites by CSULA. Please check with your University Supervisor to ensure that the agency you will be working with has an active agreement in place.

2. BBS FORM: RESPONSIBILITY STATEMENT FOR SUPERVISOR OF A MFT INTERN OR TRAINEE

Required from all students/trainees. Student should fill in as MFT Trainee, not Intern. Submit photocopy to University Supervisor. Keep original yourself for submission to BBS for licensure exam.

3. BBS FORM: SUMMARY OF HOURS OF EXPERIENCE

Required from all students/trainees. Make sure Site Supervisor signs form every week. Show forms to University Supervisor when requested. No need to submit copies to University. Keep forms yourself for submission to BBS for licensure exam.

4. BBS FORM: MFT EXPERIENCE VERIFICATION

Required from all students/trainees. Make sure Site Supervisor signs form at the time you complete your trainee experience at an agency, or whenever you change supervisor. No need to submit to University. Keep forms yourself for submission to BBS for licensure exam.

SUMMARY:

1. Submit originals of **BBS FORM: RESPONSIBILITY STATEMENT FOR SUPERVISOR OF A MFT INTERN OR TRAINEE**, and photocopy of **BBS FORM: SUMMARY OF HOURS OF EXPERIENCE** to Faculty Advisor BEFORE you start fieldwork or trainee experience.
2. Keep the signed originals of the following Forms for your personal records:
 - **BBS FORM: RESPONSIBILITY STATEMENT FOR SUPERVISOR OF A MFT INTERN OR TRAINEE**
 - **BBS FORM: SUMMARY OF HOURS OF EXPERIENCE**
 - **BBS FORM: MFT EXPERIENCE VERIFICATION**

You will need to submit them to BBS when you apply for the licensure examination.



Board of Behavioral Sciences
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834
 Telephone: (916) 574-7830 TTY: (800) 326-2297
www.bbs.ca.gov



**RESPONSIBILITY STATEMENT FOR SUPERVISORS
 OF A MARRIAGE AND FAMILY THERAPIST TRAINEE OR INTERN**

Title 16, California Code of Regulations (16 CCR) Section 1833.1 requires any qualified licensed mental health professional who assumes responsibility for providing supervision to those working toward a Marriage and Family Therapist license to complete and sign, under penalty of perjury, the following statement prior to the commencement of any counseling or supervision.

Name of MFT Trainee/Intern:	Last	First	Middle
Name of Qualified Supervisor:		Qualified Supervisor's Daytime Telephone Number:	

As the supervisor:

- 1) I am licensed in California and have been so licensed for at least two years prior to commencing this supervision. (16 CCR § 1833.1(a)(1) and Business and Professions Code (BPC) § 4999.12 (h))

A. The license I hold is:

Marriage and Family Therapist

_____ License # _____ Issue Date

Licensed Clinical Social Worker

_____ License # _____ Issue Date

Licensed Professional Clinical Counselor

_____ License # _____ Issue Date

*Psychologist

_____ License # _____ Issue Date

*Physician certified in psychiatry by the American Board of Psychiatry and Neurology

_____ License # _____ Issue Date

- **B. I have had sufficient experience, training, and education in marriage and family therapy to competently practice marriage and family therapy in California. (16 CCR § 1833.1(a)(2))

- C. I will keep myself informed about developments in marriage and family therapy and in California law governing the practice of marriage and family therapy. (16 CCR § 1833.1(a)(3))

- 2) I have and maintain a current and valid license in good standing and will immediately notify any trainee or intern under my supervision of any disciplinary action taken against my license, including revocation or suspension, even if stayed, probation terms, inactive license status, or any lapse in licensure, that affects my ability or right to supervise. (16 CCR § 1833.1(a)(1), (a)(4))
- 3) I have practiced psychotherapy or provided direct supervision of trainees, interns, associate clinical social workers, or professional clinical counselor interns who perform psychotherapy for at least two (2) years within the five (5) year period immediately preceding this supervision. (16 CCR § 1833.1(a)(5))
- 4) I have had sufficient experience, training, and education in the area of clinical supervision to competently supervise trainees or interns. (16 CCR § 1833.1(a)(6))
- 5) I have completed six (6) hours of supervision training or coursework within the renewal period immediately preceding this supervision, and must complete such coursework in each renewal period while supervising. If I have not completed such training or coursework, I will complete a minimum of six (6) hours of supervision training or coursework within sixty (60) days of the commencement of this supervision, and in each renewal period while providing supervision. (16 CCR § 1833.1(a)(6)(A)&(B))
- 6) I know and understand the laws and regulations pertaining to both the supervision of trainees and interns and the experience required for licensure as a marriage and family therapist. (16 CCR § 1833.1(a)(7))
- 7) I shall ensure that the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the trainee or intern. (16 CCR § 1833.1(a)(8))

- 8) I shall monitor and evaluate the extent, kind, and quality of counseling performed by the trainee or intern by direct observation, review of audio or video tapes of therapy, review of progress and process notes and other treatment records, or by any other means deemed appropriate. (16 CCR § 1833.1(a)(9))
- 9) I shall address with the trainee or intern the manner in which emergencies will be handled. (16 CCR § 1833.1(a)(10))
- 10) I agree not to provide supervision to a TRAINEE unless the trainee is a volunteer or employed in a setting that meets all of the following: (A) lawfully and regularly provides mental health counseling or psychotherapy; (B) provides oversight to ensure that the trainee's work at the setting meets the experience and supervision requirements and is within the scope of practice for the profession as defined in BPC Section 4980.02; (C) is not a private practice owned by a licensed marriage and family therapist, a licensed psychologist, a licensed clinical social worker, a licensed physician and surgeon, or a professional corporation of any of those licensed professions. (BPC § 4980.43(d)(1))
- 11) I agree not to provide supervision to an INTERN unless the intern is a volunteer or employed in a setting that meets both of the following: (A) lawfully and regularly provides mental health counseling or psychotherapy; (B) provides oversight to ensure that the intern's work at the setting meets the experience and supervision requirements and is within the scope of practice for the profession as defined in BPC Section 4980.02. (BPC § 4980.43(e)(1))
- 12) If I am to provide supervision on a voluntary basis in a setting which is not a private practice, a written agreement will be executed between myself and the organization in which the employer acknowledges that they are aware of the licensing requirements that must be met by the intern or trainee, they agree not to interfere with my legal and ethical obligations to ensure compliance with these requirements, and they agree to provide me with access to clinical records of the clients counseled by the intern or trainee. (16 CCR § 1833(b)(4))
- 13) I shall give at least (1) one week's prior written notice to a trainee or intern of my intent not to sign for any further hours of experience for such person. If I have not provided such notice, I shall sign for hours of experience obtained in good faith where I actually provided the required supervision. (16 CCR § 1833.1(c))
- 14) I shall obtain from each trainee or intern for whom supervision will be provided, the name, address, and telephone number of the trainee's or intern's most recent supervisor and employer. (16 CCR § 1833.1(d))
- 15) In any setting that is not a private practice, I shall evaluate the site(s) where a trainee or intern will be gaining hours of experience toward licensure and shall determine that: (1) the site(s) provides experience which is within the scope of practice of a marriage and family therapist; and (2) the experience is in compliance with the requirements set forth in 16 CCR Section 1833 and Section 4980.43 of the Code. (16 CCR § 1833.1(e))
- 16) Upon written request of the Board, I shall provide to the board any documentation which verifies my compliance with the requirements set forth in 16 CCR Section 1833.1. (16 CCR § 1833.1(f))
- 17) I shall provide the intern or trainee with the original of this signed statement prior to the commencement of any counseling or supervision. (16 CCR § 1833.1(b))

I declare under penalty of perjury under the laws of the State of California that I have read and understand the foregoing and that I meet all criteria stated herein and that the information submitted on this form is true and correct.

Printed Name of Qualified Supervisor

Signature of Qualified Supervisor

Date

Mailing Address: Number and Street

City

State

Zip Code

The supervisor shall provide the intern or trainee being supervised with the original of this signed statement prior to the commencement of any counseling or supervision.

The trainee or intern shall submit this form to the board upon application for examination eligibility.

* Psychologists and Physicians certified in psychiatry are not required to comply with #5.

** Applies only to supervisors NOT licensed as a Marriage and Family Therapist.



Board of Behavioral Sciences
 1625 North Market Blvd., Suite S200, Sacramento, CA 95834
 Telephone: (916) 574-7830 TDD: (916) 322-1700
 www.bbs.ca.gov



**MARRIAGE AND FAMILY THERAPIST
 WEEKLY SUMMARY OF HOURS OF EXPERIENCE**

FOR HOURS GAINED ON OR AFTER January 1, 2010

THIS FORM SHALL BE COMPLETED PURSUANT TO TITLE 16, CALIFORNIA CODE OF REGULATIONS SECTION 1833(e). Use a separate log for each supervised work setting and for each status indicated below.

(Please type or print clearly in ink)

Name of MFT Trainee/Intern: Last		First			Middle			
Name of Supervisor:				Date enrolled in graduate degree program:			BBS File No (if known)	
Name of Work Setting:			Address of Work Setting: Number and Street			City, State, Zip		
Indicate the status of the hours logged: <input type="checkbox"/> Trainee* <input type="checkbox"/> Trainee in Practicum* <input type="checkbox"/> Registered Intern (MFT Intern No. _____) <input type="checkbox"/> Post-Degree with Application Pending for Intern Registration [B & P Code Section 4980.43(h)] *Supervision via video conferencing is not allowed as a trainee								

Note: Child counseling can be logged in any appropriate category as specified by your supervisor

YEAR:	WEEK OF:														Total Hours
Individual Psychotherapy (performed by you)															
Couples, Families, and Children (min. 500 hrs.)															
Of the above CFC hours, how many actual hours were gained via conjoint couples and family therapy? *															
Group Therapy or Counseling (max. 500)															
Telemedicine (max. 375)															
Administering & evaluating psych. tests, writing clinical reports, writing progress or process notes (max. 250)															
Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling** (max. 250)															
Client Centered Advocacy (CCA)**															
Supervision, Individual Face-to-Face **															
Supervision, Group **															
Total Per Week															
Signature of Supervisor		Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor	Signature of Supervisor
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* Please see the FAQ's for instructions on how to report the Conjoint Couples and Families Therapy Incentive hours gained.

**These categories when combined with credited Personal Psychotherapy shall not exceed 1250 hours of experience.



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MARRIAGE AND FAMILY THERAPIST EXPERIENCE VERIFICATION

FOR HOURS GAINED ON OR AFTER JANUARY 1, 2010

The supervisor must complete this form. Use a separate form for each person verifying hours of supervised experience for licensure as a marriage and family therapist and for each employment setting. Complete a separate form for pre-degree and post-degree hours. **Make certain that the form is complete and correct prior to signing. Any change should be initialed by the supervisor and is subject to verification.** Experience verification forms are to be submitted by the applicant with his or her application for examination eligibility.

(Please type or print clearly in ink)

Applicant:	Last	First	Middle
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SUPERVISOR: (Please type or print clearly in ink)

1. Supervisor Name:	Last	First	Middle	2. Business Phone:	
3. Address:	Number and Street	City	State	Zip Code	
4. Name of Applicant's Employer:				5. Business Phone:	
6. Employer's Address:	Number and Street	City	State	Zip Code	
7. a	Was this experience gained in a setting that lawfully and regularly provides mental health counseling or psychotherapy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b	Was this experience gained in a private practice setting?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8	Experience was gained in a setting that provided oversight to ensure that the applicant's work meets the experience and supervision requirements and is within the scope of practice for the profession?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.	For interns only, Was the applicant receiving pay for the employment? If yes, attach a copy of the applicant's W-2 statement for each year experience is claimed. For the current year in which a W-2 has not been issued, submit a copy of a current paystub.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If applicant volunteered, a letter from the employer verifying volunteer status is required.					
10.	Dates of the experience is being claimed	From:	_____	To:	_____
			mm/dd/yyyy		mm/dd/yyyy
11.	How many weeks of supervised experience are being claimed?	_____			
12.	Show only those hours of experience as verified on the weekly summary of hours form.	Logged Hours			
a.	Individual Psychotherapy (No minimum or maximum hours required)				
b.	Couples, families, and children (minimum 500 hours)				
	• Of the hours recorded on line 12. b., how many <u>actual hours</u> were gained via conjoint couples and family therapy.				
c.	Group Therapy or Counseling (maximum 500 hours)				
d.	Telemedicine (maximum 375 hours)				
e.	Administering and evaluating psychological tests of counselees, writing clinical reports and progress or process notes (maximum 250 hours)				
f.	Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling* (maximum 250 hours)				
g.	Client Centered Advocacy (CCA)*				

Continue on next page.

Applicant:	Last	First	Middle
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13. Face-to-face supervision*:		Hours per week	Logged Hours
a. Individual			
b. Group (Group supervision contained no more than 8 persons)			
14. Supervisor License Information:			
Type of License	License Number	State of License	Date Originally Licensed
If M.D., were you certified in Psychiatry by the American Board of Psychiatry and Neurology during the entire period of supervision?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Board certified: _____			
<i>I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct</i>			
Signature of Supervisor: _____		Date: _____	

*These categories when combined with credited Personal Psychotherapy shall not exceed 1250 hours of experience.



FAQ's for Weekly Summary of Hours of Experience & MFT Experience Verification Form

When completing these forms, be sure to complete all necessary fields. The *Weekly Summary of Hours of Experience* and the *MFT Experience Verification* form are the two forms used to document supervised work experience requirements.

1. How do I log/get credit for the conjoint couples and family incentive hours?

When completing the *Weekly Summary of Hours of Experience* form and the *MFT Experience Verification* form, you will document the total couples, families and children hours gained on or after 1/1/2010 on the form item titled "Couples, families, and children." In the subsection below, record the amount of actual conjoint couples and families hours. This subsection is only for recording purposes and will not affect your supervision requirements or increase your weekly totals. Please only document actual hours. **Do not double count the hours on your forms.** Once your application is received by the Board, those hours will be evaluated, and up to the first 150 hours of conjoint couples and family hours will be double counted to a maximum of 300 hours.

For example: If Allison completed 10 couples, families and children hours, and 6 of those hours were conjoint couples and family, Allison would record 10 hours in the couples, families and children category and 6 hours below in the conjoint couples and family subsection.

2. If I have already gained conjoint couples and family hours before 1/1/2010, can I count those prior hours towards the incentive?

No. Only the first 150 hours of conjoint couples and family hours gained on or after 1/1/2010 will be double counted.

3. How do I know when to stop using the old forms and start using the new forms?

For any hours gained on or after 1/1/2010 the Board of Behavioral Sciences (BBS) encourages all Trainees and Interns to start using the new *Weekly Summary of Hours of Experience* form and *MFT Experience Verification* form. Any hours gained prior to 1/1/2010 should be documented on the previous versions of the forms. The current version and prior version of the *Weekly Summary of Hours of Experience* and the *MFT Experience Verification* are available on the "Forms and Publications" section of the BBS Web site (<http://www.bbs.ca.gov/forms.shtml>).

4. Can I combine pre-degree and post-degree work experience on the same form?

The BBS advises separating pre- and post-degree experience on separate *Weekly Summary of Hours of Experience* and *MFT Experience Verification* forms. As long as your application for Intern registration is submitted within 90 days of your degree conferral date, you may count experience gained during this time and log these as post-degree hours. If you do not submit your application within 90 days, you will not be able to count hours until your Intern registration number is issued.

5. Now that W-2s or a letter verifying volunteer status are required for MFT Interns, do I have to locate all past employers when I was employed before 1/1/2010 to get documentation?

No. Only Interns must submit a W-2 or letter from the employer verifying voluntary status for hours gained on or after 1/1/2010. This is not required for any hours gained before this date or for Trainees.

6. How do I fill out the forms if I have more than one supervisor in the same work setting?

If you are receiving supervision from two individuals in an employment setting, you can document this on separate forms. As long as the time periods on the two forms overlap and the employment setting is the same, the BBS will lump the experience and supervision together upon evaluation of the forms.

7. As a Trainee, can I count administering and evaluating psychological tests of counselees, writing clinical reports and progress and process notes?

Yes. Starting 1/1/2010 Trainees can now count these hours up to the maximum of 250 hours. Any hours gained as a Trainee in this category prior to 1/1/2010 will not be able to count.

***Answers to
Most Frequently Asked Questions
Relating to
Marriage and Family Therapist Interns and
Trainees***



**Board of Behavioral Sciences
1625 N Market Blvd Suite S-200
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<http://www.bbs.ca.gov>**

Rev 3/2008

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Vision

Strong minds, lives, families, and communities.

Mission

Protect Californians by promoting consumer awareness, advocating for improved mental health services, and setting, communicating, and enforcing standards.

Values

The BBS Way:

- Be a person of Integrity*
- Be Professional and Dedicated*
- Serve with Excellence*

<p>1. What is the breakdown for the required hours of experience for Marriage and Family Therapist (MFT) licensure?</p>	<p>The Board requires 3,000 hours of supervised professional experience and 104 weeks of supervision to qualify for MFT licensure.</p> <p>Of the 104 supervised weeks required, 52 weeks must be weeks in which the applicant received at least one (1) hour of one-on-one, individual, face-to-face supervision. A supervised week is any week in which a Trainee or Intern meets with an individual supervisor for one hour (1) or a group supervisor for two (2) hours.*</p> <p>The required 3,000 hours of supervised experience must conform to the following breakdown:</p> <p><u>Counseling Hours</u></p> <p>Individual Psychotherapy (no Min or Max hrs) Couples, Family, and Children (Min 500 hrs) Group Therapy or Counseling (Max 500 hrs) Telephone Counseling (Max 250 hrs) Telemedicine Counseling (Max 125 hrs)(see question 24)</p> <p><u>Non Counseling Hours</u></p> <p>Administering and Evaluating Psychological Tests, Writing Clinical Reports, Writing Progress or Process Notes (Max 250 hrs) Workshops, Seminars, Training Sessions or Conferences (Max 250 hrs)* Personal Psychotherapy Received (Max 100 hrs triple counted as 300)*</p> <p>The maximum amount of work experience that a Trainee or Intern may count in a given week is 40 hours. Personal Psychotherapy received does not count as work experience and does not require supervision.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43(a)(1,2,8-12); CCR Section 1833(a)(1-6)(b)(1,2)(c)(1,2)</i></p>
<p>2. What types of hours can I count as a Trainee?</p>	<p>The maximum number of hours a person can earn while a Trainee is 1,300 hours. These hours breakdown as follows:</p> <p>Counseling and Supervision Hours (Max 750 hrs) Workshops, Seminars, Training Sessions or Conferences (Max 250 hrs) Personal Psychotherapy Received (Max 100 hrs triple counted as 300)</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43(a)(4)(A-C)</i></p>

<p>3. What is the maximum number of hours of supervision I can count in a week?</p>	<p>No more than five (5) hours of supervision, whether individual or group, shall be credited during a single week.</p> <p><i>Statutes and Regulations cited: CCR Section 1833(b)(1)</i></p>
<p>4. Where do I record Personal Psychotherapy hours?</p>	<p>The Board does not have a specific form for recording Personal Psychotherapy hours. Personal Psychotherapy hours are logged on the MFT examination eligibility application. This application is on the “Forms and Publications” section of the website.</p>
<p>5. What is the 6-year rule?</p>	<p>The Board cannot accept hours of experience older than six (6) years from the time a person applies for MFT examination eligibility. The only exception to this rule is a maximum of 500 hours of work experience from an applicant’s degree program. Up to 500 hours of counseling and supervision experience, obtained as an MFT Trainee while still in school, can be older than 6 years.</p> <p>For example, Applicant A sends in an application for MFT examination eligibility, and the Board receives this application on March 24, 2006. The Board will only accept hours earned between March 24, 2000 and March 24, 2006. Of course, up to 500 counseling and supervision hours obtained while an MFT Trainee will be accepted even if they are older than March 24, 2000.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43 (a)(6)</i></p>
<p>6. Do I need to separate hours gained pre-degree from hours gained post-degree?</p>	<p>The Board encourages MFT Interns and Trainees to keep pre-degree and post-degree hours on separate Experience Verification forms. Law does not require this, but doing so decreases the processing time for applications.</p>
<p>7. What is the difference between the supervision ratios for MFT Interns and Trainees?</p>	<p>As a Trainee, an individual needs to receive at least one hour of individual supervision contact or two hours of group supervision contact for every five (5) hours of counseling experience. All post degree hours require one hour of individual supervision or two hours of group supervision for every ten (10) hours of counseling experience.</p> <p>Note: These ratios apply only to client contact hours. (Individual Psychotherapy; Couples, Family, and Children; Group Psychotherapy; Telephone Counseling; and Telemedicine Counseling)</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43 (c)(1,2,4)</i></p>

<p>8. Can I count hours after I graduate but before I receive an Intern registration number?</p>	<p>Applicants for Intern registration <u>may</u> count hours obtained post-degree but before issuance of an Intern registration number ONLY if the applicant applies for Intern registration within 90 days of the qualifying degree conferral date. The Board grants no exceptions.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43 (f)(g)</i></p>
<p>9. Can I begin work in a Private Practice setting without having an Intern registration number?</p>	<p>A private practice setting is a place of business that lawfully and regularly provides mental health counseling or psychotherapy and is owned by a licensed marriage and family therapist, a licensed clinical social worker, a licensed psychologist, a licensed physician and surgeon, or a professional corporation of any of these professions.</p> <p>Trainees cannot work in a private practice setting. Registered Interns may be employees in a private practice setting.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43 (d)(1)(C)(e)(2); CCR Section 1833 (d)(2)</i></p>
<p>10. Who can supervise MFT Interns or Trainees?</p>	<p>Only licensed mental health professionals can supervise Trainees and Interns. Licensed mental health professionals include licensed marriage and family therapists, licensed clinical social workers, licensed psychologists, and licensed physicians certified in psychiatry by the American Board of Psychiatry and Neurology. Additionally, the supervisor must maintain a current valid California license. The supervisor must have held that license for at least two (2) years and practiced psychotherapy or directly supervised trainees, interns, or associate clinical social workers that perform psychotherapy as part of their clinical practice for at least two years within the last five-year period immediately preceding supervision.</p> <p>The Board requires supervisors of Trainees and Interns to complete a minimum of six (6) hours of supervision training or coursework within two years immediately preceding supervision (or within 60 days of commencement of supervision) and every renewal period thereafter. Psychologists and physicians certified in psychiatry are exempt from supervision training.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.03(g)(1-5); CCR Section 1833.1</i></p>

<p>11. When do I need to send in supervisory forms?</p>	<p>MFT Experience Verification forms shall be sent with an applicant's MFT examination eligibility application. These forms are not required before that time. Responsibility Statements must also be submitted with the application for examination eligibility.</p> <p>Weekly Summary of Hours of Experience forms only need to be sent if the Board specifically requests an applicant in writing to do so.</p> <p><i>Statutes and Regulations cited: CCR Section 1833(e); 1833.1(b)</i></p>
<p>12. How many people can participate in a session of group supervision?</p>	<p>Group supervision sessions shall include no more than eight (8) persons receiving supervision.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43(c)(3); CCR Section 1833(b)(1)</i></p>
<p>13. What pre-licensure coursework do I need to complete prior to licensure?</p>	<p>In addition to holding a qualifying degree, an applicant for examination eligibility must complete specific pre-licensure required courses prior to submitting an application for MFT examination eligibility.</p> <p>These courses include:</p> <ul style="list-style-type: none"> • Child Abuse Assessment and Reporting (7 hrs) • Human Sexuality (10 hrs) • Alcoholism and Chemical Substance Abuse Dependency (15 hr/1 semester unit; must be within the qualifying degree program) • Spousal/Partner Abuse (must be within degree program; must be 15 hours for those after 1/1/2004) • Psychological Testing (2 semester or 3 quarter units) • Psychopharmacology (2 semester or 3 quarter units) • California Law and Professional Ethics (2 semester or 3 quarter units) • Aging and Long Term Care (10 hrs for those after 1/1/04) <p>Note: The dates above refer to when a person begins his or her degree program.</p> <p><i>Statutes and Regulations cited: B&P Code 4980.39, 4980.41; CCR Section 1807,1807.2,1810</i></p>
<p>14. What color ink can I use on Board forms?</p>	<p>The Board does not require applicants to use any particular color of ink on forms.</p>

<p>15. Do I need to take all pre-licensure required coursework prior to submitting an MFT Intern registration application package?</p>	<p>No. An applicant can apply for MFT Intern registration without completing all the required pre-licensure additional coursework. Pre-licensure coursework only needs to be complete at the time a person applies for examination eligibility.</p>
<p>16. Can I work in a private practice setting with my second Intern registration number?</p>	<p>No. If an individual applies for and receives a second MFT Intern registration, he or she cannot work in a private practice setting with that second intern registration number</p> <p><i>Statutes and Regulations cited: B&P Code 4980.44(b)</i></p>
<p>17. Can I practice as a 1099 independent contractor while a Trainee or Intern?</p>	<p>No. Only a licensed marriage and family therapist practicing within the scope of practice for MFTs may be paid on a 1099. All Interns and Trainees must be a paid employee of an agency or a volunteer.</p> <p><i>Statutes and Regulations cited: B&P Code 4980.43 (b); CCR Section 1833(d)(3)</i></p>
<p>18. Do I need to maintain a current Intern registration number to participate in the examination?</p>	<p>The Board does not require an examination candidate to maintain a current registration number in order to take the licensing examination. However, many employers do require a current registration number to remain employed. The Board advises applicants to consult with their employer prior to allowing an Intern registration to expire.</p>
<p>19. Once I pass my exams, can I start practicing independently?</p>	<p>No. A successful examinee still must submit an MFT Initial License application form and fee before the Board will issue a marriage and family therapy license. Independent practice cannot begin until the Board issues a license.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980(b)</i></p>
<p>20. Must I continue to have supervision while in the exam process?</p>	<p>All applicants, trainees, and registrants must be receiving supervision from an acceptable licensed mental health professional. Once issued a license, an individual no longer needs to be under supervision.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.43(b)(c)</i></p>
<p>21. Does my supervisor need to be on-site?</p>	<p>Only in a private practice setting does a supervisor need to be employed by, and practice at, the same site as the applicant's employer. In a setting that is not a private practice, the supervisor may be employed by the registrant's employer on either a paid or voluntary basis. An off-site supervisor must sign a letter of agreement with the agency employing the applicant.</p> <p><i>Statutes and Regulations cited: CCR Section 1833(b)(4)(d)(1)</i></p>

<p>22. Do I need to resubmit fingerprints with my MFT examination eligibility application?</p>	<p>If you have a current MFT Intern registration number at the time the Board receives your application for MFT examination eligibility, you will not need to redo your fingerprints for the Board.</p> <p>If you do not have an open file with the Board, fingerprints will be necessary.</p>
<p>23. As a Trainee, when can I begin counting pre-degree hours of work experience?</p>	<p>A Trainee can only begin counting hours of experience if <u>both</u> the following requirements are met:</p> <ol style="list-style-type: none"> 1. The student must have completed a minimum of 12 semester or 18 quarter units in a qualifying MFT degree program. 2. The Trainee must have a written agreement between the school and each work site that details each party's responsibilities, including the methods by which supervision shall be provided. <p>Note: One exception is Personal Psychotherapy hours, which can count from the date a person begins his or her degree program.</p> <p><i>Statutes and Regulations cited: B&P Code Section 4980.03 (c); 4980.42</i></p>
<p>24. What is the definition of telemedicine counseling?</p>	<p>Telemedicine refers to the practice of health care delivery, diagnosis, consultation, treatment, transfer of medical data, and education using interactive audio, video, or data communications. Neither a telephone conversation nor e-mail between a provider and a client constitutes telemedicine.</p> <p>The interaction must take place in real time or near real time.</p> <p><i>Statutes and Regulations cited: B&P Code Section 2290.5(a)(1,2)</i></p>

*Of the 3,000 hours of required experience, the combined subtotal for Workshops, Seminars, Training Sessions or Conferences, Personal Psychotherapy Received, and Supervision Hours may not exceed 1000 hours. [B&P Code 4980.43 (a)(7)]

The information provided in this publication is supplemental and intended to serve as a quick answer guide for common questions. The *Statutes and Regulations Relating to the Practice of Marriage and Family Therapy, Licensed Clinical Social Work, and Licensed Educational Psychology* contains the official legal code sections and language.

The BBS encourages you to thoroughly read the *Statutes and Regulations* and refer to it in cases that require official legal authority or language.

“licensees-to-be,” so they might have some useful advice on examination preparation.

Stay on Top of Your Required Supervised Experience

You are most likely not the only person gaining hours under your supervisor. Supervisors often supervise multiple individuals working towards different professional licenses, all with different experience and supervision requirements. You would be well served to familiarize yourself with your experience and supervision requirements. Here are some resources available to you to help you understand the requirements relating to your hours of required supervise experience:

- The “Applicant/Registrant” section of the BBS Web site
- *Frequently Asked Questions Relating to MFT Trainees and Interns* (available via the Web site in “Forms and Publications”)
- Current and past issues of *BBS News* (available via the Web site in “Forms and Publications”)

Another helpful feature on the Web site is the Experience Calculator. This calculator uses a spreadsheet to help you track how close you are to finishing your supervised experience requirement. This feature is available for free at www.bbs.ca.gov/app-reg/exp_calc.shtml.

Other Important Facts About Supervision

- The status of your supervisor’s license affects your ability to claim hours. Visit the “Online License Verification” section of the Web site to verify your supervisor’s status.

- Once you are an MFT Intern registered with the BBS, the status of your registration is important too. Renew your registration early to ensure no hours are lost due to a delinquent renewal.
- Supervisees who wish to file a complaint against their supervisor can do so using the *Consumer Complaint Form* available in the Forms and Publications section of the BBS Web site.

Who to Contact for Questions

If you or your supervisor has questions relating to your required hours of experience or any other topics explored in this brochure, please contact the BBS.

The BBS’ MFT Evaluators are available to answer questions relating to licensing requirements. You are assigned an evaluator based on the first initial of your last name.

MFT Evaluator (A-K) – (916) 574 – 7854
MFT Evaluator (L-Z) – (916) 574 – 7853

Email: BBSWebmaster@dca.ca.gov

Stay Updated

Sign up for the BBS’ free email subscriber list to receive updates regarding law changes, enforcement actions, meetings, and more.

A Guide to Supervision For MFT Interns and Trainees



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(rev 12/09)

An Introduction to the Value of Supervision

If you are interested in earning a license to independently practice marriage and family therapy in California, you have an interest in supervision. The law requires at least two years worth of supervised experience for you to be qualified to take your licensing examinations; however, the value of the relationship with your supervisor goes further than merely qualifying you to sit for your licensing examinations.

The value of clinical supervision to your development as a professional cannot be emphasized enough. Clinical supervision allows new professionals in the field to benefit from the experience and knowledge of licensed mental health professionals. Clinical supervision represents an opportunity for you to learn and mature into an experienced mental health professional.

Considering the importance of your clinical supervision relationship, the Board of Behavioral Sciences (BBS) has developed this brochure to assist students and registrants in selecting and/or developing a positive working relationship and supervision experience with their clinical supervisors. Whether you are selecting a clinical supervisor or working in an environment where a supervisor is assigned, you should be aware of the responsibilities and expectations of you (the supervisee) and those of the clinical supervisor.

Develop a Working, Productive Relationship with Your Supervisor

Depending on your setting, workload, and type of supervision (individual vs. group), you most likely spend between 1-4 hours of your week in supervision. The time you spend working in the field outweighs the amount of time you spend with your supervisor. The BBS would like to

offer several strategies to help you better maximize the time you spend in supervision:

- Spend some time at the beginning of your supervisory relationship going over goals and objectives. Also, set aside some time in future meetings to revisit these goals and objectives.
- Be proactive with your supervisor. Make sure you are getting the value that you expected from supervision. Supervision should be a collaborative experience.
- Take a moment to thoroughly read the *Responsibility Statement for Supervisors of a Marriage and Family Therapist Trainee or Intern*. This form outlines some basic expectations from the supervisor.

Don't Be Afraid to Ask Questions

Whether you are personally selecting your supervisor or meeting your assigned supervisor for the first time, you should ask some questions to better understand the professional background of your supervisor and his or her knowledge base. Questions to consider asking include:

- What type of license do you possess?
- Is your license current and valid?
- When were you licensed?
- Have you completed the mandatory supervision course?
- Have you practiced psychotherapy or supervised MFT Interns, MFT Trainees, or Associate Clinical Social Workers who perform psychotherapy

for at least two years within the last five years?

- Have you ever provided supervision to a Marriage and Family Therapist (MFT) Intern or Trainee before, and if so, how many?
- What is your practice background (private practice, agency, school, etc.)?
- Do you practice from a particular theoretical orientation, and if so, will other theoretical orientations be discussed?
- Do you have any specialty areas of practice?

Using Clinical Supervision to Prepare for the Licensing Examinations

Effective clinical supervision should prepare you to pass your licensing examinations. Some future licensees choose to wait until 6 months before their examination to begin studying. A more effective strategy would be to use the content tested on the examination to frame your supervised experience.

The BBS *MFT Examination Study Guide* and examination candidate handbooks provide sample questions and the examination content outline. The examination content outline is a particularly effective study aid. Once you have reviewed the content outline, take it to your supervisor and discuss how your current work is preparing you for the examination. Revisit this practice on a bi-monthly or quarterly basis to ensure your supervision and experience supports your goal of licensure.

Also, ask your supervisor if he or she can provide you with any insight into exam preparation strategies. Supervisors have often supervised and mentored a number of

MARRIAGE & FAMILY THERAPIST

STUDENT HANDBOOK



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PART I

OBTAINING A MARRIAGE & FAMILY THERAPIST QUALIFYING DEGREE

The Marriage and Family Therapist (MFT) licensure process begins the moment you start taking classes in a qualifying degree program. Although licensure may be years away, knowing the requirements beforehand is important. This handbook from the California Board of Behavioral Sciences (BBS) will help you understand the process.

On Your Way

The first step is to be certain your master's or doctoral degree is from a qualifying degree-granting institution.

To check, go to the BBS Web site at:

www.bbs.ca.gov/app-reg/qualify_schools.shtml.

Additional Coursework Required

In addition to a qualifying degree, the BBS requires you to complete additional courses on eight specific topics.

TIP: You can find a list of specific classes that meet these requirements online at www.bbs.ca.gov/qualify_schools.shtml. Find your school, then click on "Additional Courses Required."

You must complete the following two courses as part of your degree program before you graduate: (Note: If you completed your education out of State, you can complete these two courses after graduation.)

- Alcoholism and Chemical Substance Abuse Dependency (15 hours or one semester unit)
- Spousal/Partner Abuse, Detection, and Intervention (15 hours)

Note: If you began your degree program before January 1, 2004, your hours for Spousal/Partner Abuse, Detection, and Intervention can be any number of hours.

You must complete the following three courses through a BBS-approved continuing education provider (check the BBS Web site); a county, State, or government entity; or an accredited or approved college or university:

- Child Abuse Assessment and Reporting (seven hours)
- Human Sexuality (10 hours)
- Aging and Long-Term Care (10 hours)

Note: If you began your degree program before January 1, 2004, you are not required to complete Aging and Long-Term Care hours as a pre-licensure coursework requirement, but it will be a continuing education requirement for your first license renewal.

You must complete these three courses at an accredited or approved college or university:

- Psychological Testing (two semester or three quarter units)
- Psychopharmacology (two semester or three quarter units)
- California Law and Professional Ethics (two semester or three quarter units)

TIP: Keep the course description and/or syllabus for the courses you believe fulfilled the requirements. The BBS may need the materials to verify the course content.

Pre-Degree Hours of Experience

As an MFT student, you may count personal psychotherapy hours and work experience as an MFT Trainee toward your supervised experience requirement.

Personal Psychotherapy

This is group or individual therapy you undergo with a licensed mental health professional. Keep track of the dates of your personal psychotherapy; you will need to log the hours on the MFT examination eligibility application. Licensed mental health professionals include Marriage and Family Therapists, Licensed Clinical Social Workers, Licensed Psychologists, and physicians nationally certified in psychiatry by the American Board of Psychiatry and Neurology.

TIP: The BBS “triple counts” personal psychotherapy hours. For example, if you completed 50 hours of personal psychotherapy, the BBS will credit you with 150 hours toward licensure. You can count a maximum of 100 personal psychotherapy hours—i.e., 300 credited hours—toward licensure.

MFT Trainee

In order to count supervision and work experience hours as an MFT Trainee, you must comply with both of the following:

- You must complete a minimum of 12 semester or 18 quarter units in a qualifying degree program.
- You must have a written agreement between the school and each work site that details each party's responsibilities, including how supervision will be provided.

The maximum amount of work experience hours that an MFT Trainee can accrue while still in a qualifying degree program is 1,300 hours. Within this 1,300 hours of work experience, no more than 750 shall be counseling/psychotherapy work experience and supervision. For more information relating to MFT work experience requirements, supervision to counseling experience ratios, categorical minimums and maximums, required forms, and other resources, please refer to Part 3: Gaining Hours of Work Experience.

You will also accrue weeks of supervision while working as an MFT Trainee. Any week in which you meet with your supervisor for at least one hour of individual supervision or two hours of group supervision qualifies as a week of supervision. You are required to gain at least 104 weeks of supervision in addition to 3,000 hours of qualifying work experience to be eligible to sit for the MFT licensing examinations.

For more information regarding supervised experience requirements, supervision to counseling experience ratios, categorical minimums and maximums, required forms, and other resources, please refer to Part 3: Gaining Hours of Work Experience.

PART II

BECOMING A MARRIAGE & FAMILY THERAPIST INTERN

Graduating with your qualifying degree means you are ready for the next major step on your path toward MFT licensure: applying for an MFT Intern registration number.

The Intern Registration Application packet is available online at www.bbs.ca.gov/forms.shtml. When you return the application packet to BBS, it must include:

- The completed MFT Intern application
- A copy of your official transcripts in the school's sealed envelope
- A Program Certification form completed by your school
- A Live Scan receipt (retain one copy for your records)
- A check or money order for \$75

The 90-Day Window

If you apply for an MFT Intern registration number within 90 days after your degree was conferred, you can count the hours you accrue between your degree conferral date and your registration's issue date. The BBS honors the application postmark date when considering the 90-day window.

For example: The school conferred Mark's qualifying degree on May 16, 2009. He applied to be an MFT Intern on June 30, 2009. He submitted his application within 90 days after degree conferral; therefore, he may count the hours he gained between his degree conferral date and the issue date of his intern registration.

IMPORTANT: You cannot begin working in a private practice setting until you receive an MFT Intern registration number.

TIP: You can find out if you have been issued an MFT Intern registration number by looking up your name on the BBS Web site at www.bbs.ca.gov/quick_links/weblookup.shtml.

PART III

GAINING HOURS OF WORK EXPERIENCE

You are required to gain 3,000 hours of qualifying work experience and 104 weeks of supervision to be eligible to take the MFT licensing examinations. This experience can be a combination of experience gained as an MFT Trainee and an MFT Intern. Qualifying work experience is broken down into the following categories:

A. Direct Counseling Work Experience

- Individual Psychotherapy (no minimum or maximum)
- Couples, Families, and Children (minimum 500 hours)
 - The first 150 conjoint couples and family hours can be double counted (e.g. 150 actual hours x 2 = 300 credited hours)
- Group Psychotherapy (maximum 500 hours)
- Telephone and Telemedicine Counseling (maximum 375 hours)

B. Administrating and Evaluating Psychological Tests, Writing Clinical Reports, Writing Progress Notes or Process Notes (maximum 250 hours)

C. Other Non-Counseling Work Experience (maximum 1,250 credited hours; all items below when added together shall not exceed 1,250 credited hours)

- Workshops, Seminars, Training Sessions, and Conferences (maximum 250 hours)
- Personal Psychotherapy (maximum 300 credited hours; e.g. 100 actual hours x 3 = 300 credited hours)
- Client Centered Advocacy
- Supervision (both Individual and Group Supervision)

Supervised Weeks

You must obtain the minimum amount of supervision in a week (one hour of individual or two hours of group) in order to claim experience in any given week. If you receive no supervision in a week, you cannot claim work experience for that week. Any week in which you obtain the minimum amount of supervision qualifies as one of 104 required weeks of supervision. Up to five hours of supervision each week can be counted towards your required 3,000 hours of work experience.

Also, be aware that of the 104 required weeks of supervision, 52 weeks must be weeks in which you met with an individual supervisor for at least an hour.

TIP: Many experience requirements changed on January 1, 2010. Supervised experience gained prior to this date should be documented on the appropriate forms. Please visit the “Applicant/Registrant” or “Forms and Publication” section of the BBS Web site (www.bbs.ca.gov) to obtain these forms.

In order to claim direct counseling experience, Trainees and Interns must obtain the proper amount of supervision.

NOTE: For our purposes, a unit of supervision can be either one-hour of individual supervision or two hours of group supervision.

Trainees must meet the mandatory minimum of one unit of supervision per week to count work experience in a work setting. Also, Trainees are required to obtain **one unit** of supervision for every **five hours** of direct counseling experience earned in each setting.

Interns must meet the mandatory minimum of one unit of supervision per week to count work experience in an employment

setting and obtain an additional unit of supervision in any week in which the Intern earns more than 10 hours of direct counseling experience hours in that employment setting.

Starting January 1, 2010, MFT Interns working in a governmental entity, school, college/university, or an institution that is both nonprofit and charitable may obtain all supervision via videoconferencing.

Supervision Forms

The BBS has three basic forms you will need to use while accumulating your hours.

- Responsibility Statement Forms for Supervisors of a Marriage and Family Therapist Trainee or Intern – This form should be signed by your supervisor when supervision begins.
- Weekly Summary of Hours of Experience – This form will be used regularly to log in your weekly hours.
- Marriage and Family Therapist Experience Verification – This form will be used to verify all the hours gained in a particular setting or under a particular supervisor.

Remember the Six-Year Rule

All supervised work experience must be gained no more than six years before you apply for MFT examination eligibility. The only exception is a maximum of 500 hours of pre-degree counseling work experience and supervision gained while enrolled in a practicum course.

For example: The BBS receives Susan's application for MFT examination eligibility on April 27, 2012. The hours of experience Susan gained between April 27, 2006 and April 27, 2012, would meet the requirements. Outside of this six-year window, she could also count up to 500 hours of counseling and supervision hours earned as an MFT Trainee in supervised practicum.

TIP: Keep your paperwork for hours gained pre-degree separate from those gained post-degree. Doing so will speed up application processing.

Verification of Employment

Beginning January 1, 2010, applicants for MFT examination eligibility must submit copies of W-2 tax forms for hours gained as an MFT Intern. If a copy of the W-2 tax form is not available for the current year, a copy of a current pay stub will be accepted. If an MFT Intern volunteers in a work setting, a letter from the employer will be accepted as verification of employment.

Helpful Advice Relating to Gaining Your Hours of Experience

1. Always renew your MFT Intern registration on time. Submit your renewal fee at least six weeks before the expiration date to ensure your registration does not expire. Hours earned under an expired MFT Intern registration will not count.
2. Keep track of your supervision paperwork, including all Responsibility Statements, Weekly Summaries, and Experience Verification forms. Make sure all the forms are complete and signed. You will need to submit the forms with original signatures when you apply for licensure. You will submit Weekly Summaries only if requested by the BBS.
3. Review the required hours of experience for licensure so that you know on which areas of work experience to focus.
4. Use the BBS Experience Calculator to determine how close you are to finishing your hours of work experience. You can access the calculator on the BBS Web site (www.bbs.ca.gov/app-reg/exp_calc.shtml).
5. Contact the BBS for Help. If you have questions and your last name begins with A-K, please call (916) 574-7854. If your last name begins with L-Z, please call (916) 574-7853.

PART IV

APPLYING TO TAKE THE EXAMS

You have completed your hours. You are now ready to submit your MFT examination eligibility application to begin the last phase of the licensure process. You will find the application for MFT licensure in the Forms and Publications section of the BBS Web site at www.bbs.ca.gov/forms.shtml. You will need to pass a Standard Written Examination and a Written Clinical Vignette Examination before you are eligible to receive your license.

The application includes a useful checklist to ensure that you submit all of the appropriate materials.

If your application is approved, the BBS will send you a letter notifying you that you are eligible to take the examination. About two weeks later, you will receive the MFT Standard Written Examination Candidate Handbook in the mail. This handbook is your official study guide. On the back, you will find your eligibility notice and your deadline for taking the examination. This handbook, as well as the MFT Written Clinical Vignette Examination Candidate Handbook, is also available in the “Forms and Publications” section of the BBS Web site. (www.bbs.ca.gov/forms.shtml).

TIP: Do not submit an application for MFT examination eligibility without first completing ALL pre-licensure requirements.

Important Fact

If you continue to work during the exam process, even as a volunteer, you must be supervised. You cannot practice independently unless you are licensed by the BBS.

You do not need an Intern registration number in order to take the examination, but you may need one for employment. Check with your employer.

If necessary, you may apply for a second MFT Intern registration number. However, you cannot work in a private practice setting with a second MFT Intern registration number.

If you do not pass an exam

You have up to a year to retake an examination that you did not pass. To retake a test, submit the MFT Examination/ Re-Examination form with the required \$100 fee. You will have to wait six months to retake an exam you failed.

TIP: Keep track of your deadline for taking or retaking the examination. If you miss the deadline, you will have to re-apply for examination eligibility and pay the \$100 fee again.

TIP: Need help studying for the MFT licensing examinations? Visit the “Forms and Publications” Web page at www.bbs.ca.gov/forms.shtml to access the *MFT Examination Study Guide*.

If you pass the MFT Standard Written Examination

Once you pass the MFT Standard Written Examination, you can apply to take the MFT Written Clinical Vignette Examination. To do so, you need to submit an MFT Examination/Re-Examination form with the required \$100 fee.

If you pass the Written Clinical Vignette Examination

If you pass, you will receive an application for your MFT initial license at the test site center. Complete the simple one-page application and submit it with the required fee. See your *MFT Clinical Vignette Examination Candidate Handbook* for specifics on the fee amount owed. Once the BBS receives this fee and processes the application, you will receive an MFT license number.

Congratulations!

Your license number will be posted on the BBS Web site before you receive your certificates in the mail. To find out if a license has been issued, check the BBS Web site at www.bbs.ca.gov/quick_links/weblookup.shtml. The BBS will mail you an engraved wall license along with your smaller license certificate shortly after license issuance.

TIP: Now that you're a licensed MFT, be sure to read BBS publications like the *BBS News* and visit the Web site regularly to stay informed on continuing education requirements and other important topics related to your license. You should also sign up for the BBS' free e-mail subscriber list to ensure you are kept up to date (www.bbs.ca.gov/quick_links/subscribe.shtml)

MFT EXPERIENCE INFORMATION FOR HOURS GAINED ON OR AFTER JANUARY 1, 2010

DIRECT COUNSELING

EXPERIENCE TYPE	MINIMUMS & MAXIMUMS
1. Individual Counseling or Psychotherapy (performed by you)	No Minimum or Maximum
2. Couples, Family, and Child Psychotherapy (performed by you)	Minimum 500 hours
3. Group Therapy or Counseling (performed by you)	Maximum 500 hours
4. Telemedicine Counseling (performed by you)	Maximum 375 hours

Note - Pre-Degree Hours: A maximum of 750 hours of clinical experience (1-4 above), including direct supervisor contact (7,8 next page), can be counted pre-degree.

MISCELLANEOUS

5. Non-Counseling Experience (A-D below)	Maximum 1,250 hours combined
A. Attending Workshops, Seminars, Training Sessions or Conferences	Maximum 250 hours
B. Personal Psychotherapy (received by you)	Maximum 100 hours x 3
C. Client Centered Advocay (CCA)	Maximum 1,250 hours
D. Direct Supervisor Contact	Max 1,250 hrs Min 52 wks/hrs
6. Administering and Evaluating Psychological Tests, Writing Clinical Reports, Progress Notes, or Process Notes	Maximum 250 hours

NOTES

Many people gain hundreds of hours in this area due to the limits in other categories.

May be completed pre- or post-degree or a combination of both. Up to 150 hours of conjoint couples and family therapy may be double counted.

May be completed pre- or post-degree or a combination of both.

May be completed pre- or post-degree or a combination of both.

EXAMPLE: A trainee earns 625 hours of clinical experience comprising a combination of categories 1,2,3 and 4. In addition, the trainee earns 125 hours of individual supervision pre-degree, for a total of 750 hours.

Categories 5A and 5B have their own maximum withing the 1,250 combined maximum.

May be completed pre-or post-degree or a combination of both.

Up to 100 hours may be earned. These hours are triple-countered by the Board for a total of 300. Hours may be completed pre-or post degree or a combination of both.

May be completed pre- or post-degree or a combination of both.

Complete both pre- and post-degree. For more info see "Supervision section

May be completed pre- or post-degree or a combination of both.

- CONTINUED ON NEXT PAGE

MFT EXPERIENCE INFORMATION

SUPERVISION

EXPERIENCE TYPE	MINIMUMS & MAXIMUMS	
7. Supervision, Individual (One-on-One)	Minimum 52 Weeks / Hours	
8. Supervision, Group	No Minimum or Maximum	
<p>NOTE: A TOTAL MINIMUM of 104 hours / weeks of supervision is required. Persons gaining hours pre-or post-degree must have a minimum of one (1) hour of individual supervision,</p>		
<p>SUPERVISION RATIOS REQUIRED FOR DIRECT COUNSELING EXPERIENCE</p> <p>Ratio- Hours of Clinical Experience to Units of Supervision (One unit of supervision is equal to one (1) hour of individual or two (2) hours of group supervision)</p>	<p>Trainees: Minimum one (1) unit of supervision for every five (5) hours of client contact in each setting.</p> <p>Post-degree: Minimum one (1) unit of supervision each week in each setting; AND one additional unit during any week in which more than ten (10) hours of client contact is gained in each setting.</p>	
<p>WEEKS OF EXPERIENCE REQUIRED</p>	<p>Minimum 104 weeks</p>	
<p>TOTAL HOURS OF EXPERIENCE REQUIRED</p>	<p>Pre-Degree Maximum 1,300 hours</p>	<p>Post-Degree Minimum 1,700 hours</p>
<p style="text-align: center;">TOTAL Minimum 3,000 hours</p>		

TOTALS

NOTES

May be completed pre- or post-degree or a combination of both.
Note: These may be non-consecutive weeks.

No pre- or post-degree hours are required in this area. Not more than eight (8) supervisees are permitted per group. Must be provided in one two-hour session or two one-hour segments.

OR two (2) hours of group supervision during each week in which experience is claimed, for each work setting (see ratios required below). A maximum of five (5) hours of supervision may be credited per week.

For trainees, ratios can be calculated based on the average number of hours gained over the entire period of time a trainee works in a particular setting.

Supervision ratios cannot be averaged for persons gaining hours post-degree.

For examples of how to apply supervision ratios, see *Answers to Most Frequently Asked Questions Relating to MFT Interns and Trainees*.

Completed pre and post degree.

1,300 maximum pre-degree hours = 750 maximum counseling and supervision (categories 1-4, 7, 8) + all remaining hours categories.

Please note that this information is intended only as a general reference. The BBS encourages you to thoroughly read the laws and regulations relating to licensure for marriage and family therapists. Please consult the laws beginning at Sections 4980 of the California Business and Professions Code and the regulations beginning with Section 1800 of Title 16 of the California Code of Regulations. The laws and regulations are available on the Board's Web site at **www.bbs.ca.gov/pdf/publications/lawsregs.pdf**.

GLOSSARY:

BBS News – The bi-annual newsletter published by the BBS. This publication is mailed to all active licensees and registrants in addition to being available on the BBS Web site.

Couples, Family, and Children – Work experience in diagnosing, and treating couples, families, and children falls in this category. This category includes individual and group counseling sessions with couples, families, and children.

Live Scan – A fingerprinting process in which applicants roll their fingers across a computer pad. Typically, results are processed much quicker than traditional fingerprinting processes.

MFT Evaluator – An employee at the BBS responsible for processing examination eligibility applications and answering questions and emails relating to MFT licensing requirements.

Unit of Supervision – A unit of supervision can be either one hour of individual supervision or two hours of group supervision. The two hours of group supervision must be obtained within the same week.



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