



**Office of Student Success
Clinical Mental Health Counseling Practicum Agreement**

Counselor Trainees are not to commence hours with the site, including orientation or training, without a fully executed practicum agreement approved by the Office of Student Success.

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|---------------------------|--|
| Start/end dates: | |
| Site Name: | |
| Address, City, ST: | |
| Site Supervisor Name: | |
| Site Supervisor Phone: | |
| Site Supervisor Email: | |
| Site Administrator Name: | |
| Site Administrator Email: | |

This agreement is entered into between _____, the Site
(Site Supervisor name)
 Supervisor for _____, a student in training from the
(CMHC student name)
 University of Redlands in the Clinical Mental Health Counseling (CMHC) program within the
 Department of Counseling and Human Services.

This CMHC Practicum Agreement sets the terms and understanding between the Office of Student Success in the School of Education at the University of Redlands (hereinafter referred to as “OSS”), the Practicum Site/Site Supervisor, and the CMHC Clinical Counselor Trainee (hereinafter referred to as “Counselor Trainee”). This CMHC Practicum Agreement verifies all parties have agreed to take part in this experience. The OSS, Practicum Site/Site Supervisor, and the Counselor Trainee receive a copy of the completed and signed form for their records.

Definition of Roles

Clinical Counselor Trainee: the University of Redlands' Clinical Mental Health Counseling student. The student is eligible for advancement to practicum once s/he has completed the prerequisite requirements.

CMHC 699 Practicum Instructor: the instructor responsible for group and individual supervision of the Counselor Trainee at the University of Redlands during the CMHC 699 Practicum course.

Client: individual(s) receiving counseling services at the Practicum Site assigned to the Counselor Trainee by the Site Supervisor.

Site Supervisor: the appropriately qualified supervisor at the Practicum Site.

Practicum Site: setting approved by the DCHS where Counselor Trainee conducts their practicum hours. These can include community mental health agencies, hospital settings, schools, colleges, universities, or institutions such as federal prisons and residential treatment facilities.

Office of Student Success (OSS): the office that works in conjunction with all three of School of Education departments including the Department of Counseling and Human Services (DCHS). This office is responsible for coordinating practicum placements.

OSS Assistant Director of Academic Advising: the individual aligned to different departments of School of Education. The OSS Assistant Director of Academic Advising aligned to the DCHS is currently Kristin Grammer (909-748-8817/ kristin_grammer@redlands.edu).

Program Coordinator: the DCHS faculty member that oversees the CMHC program. The Program Coordinator is currently Dr. Janee Both Gragg ([909-748-8831](tel:909-748-8831)/janee_bothgragg@redlands.edu).

Terms of Responsibilities

The CMHC Practicum Site Agreement will identify the responsibilities of all parties throughout the term of the practicum placement.

The OSS is responsible:

1. To ensure the Counselor Trainee has completed all pre-requisite requirements and has secured personal professional liability insurance prior to starting practicum hours. For placement in Pre-K-12 settings, the OSS agrees to ensure the Counselor Trainee has a valid Certificate of Clearance and TB test before the practicum agreement is approved.

2. To provide the Practicum Site/Site Supervisor with access to evaluation forms required throughout the Counselor Trainee's practicum experience.
3. To monitor the academic and professional development progress of the Counselor Trainee during the practicum experience in collaboration with the DCHS.
4. To maintain regular contact with the CMHC 699 Practicum Instructor and Practicum Site/Site Supervisor.
5. To notify the Counselor Trainee that they are to comply with all University student related policies and procedures, such as the Student Conduct Codes and various handbooks, while at the practicum site.
6. To provide prompt consultation with the CMHC 699 Practicum Instructor and/or Site Supervisor, in collaboration with the DCHS, should there be any concern regarding the Counselor Trainee.

The Practicum Site and/or Site Supervisor is responsible:

1. To ensure the practicum site meets all requirements of the January 2020 Board of Behavioral Science's (BBS) Statutes and Regulations (<http://www.bbs.ca.gov/pdf/publications/lawsregs.pdf>) to be considered a "clinical setting" or "community mental health setting," including but not limited to, lawfully and regularly providing mental health counseling or psychotherapy.
2. To assign a Site Supervisor who has the appropriate credentials, time, and commitment to supervise the Counselor Trainee. Per the January 2020 Board of Behavioral Sciences Statutes and Regulations (<http://www.bbs.ca.gov/pdf/publications/lawsregs.pdf>) a supervisor:
 - has held an active license for at least two years within the five-year period immediately preceding any supervision as either:
 - (A) A licensed professional clinical counselor, licensed marriage and family therapist, licensed psychologist, licensed clinical social worker, licensed educational psychologist*, or equivalent out of-state license or a physician and surgeon who is certified in psychiatry by the American Board of Psychiatry and Neurology.
 - *A licensed educational psychologist may only supervise the provision of educationally related mental health services that are consistent with the scope of practice of an educational psychologist.
 - has practiced psychotherapy, provided psychological counseling, or provided direct clinical supervision of psychotherapy for at least two years within the five-year period immediately preceding any supervision.
 - has sufficient experience, training, and education in the area of clinical supervision to competently supervise associates.
 - has not provided therapeutic services to the Counselor Trainee.

- has a current and valid license that is not under suspension or probation.
 - is not a spouse, domestic partner, or relative of the Counselor Trainee.
 - does not currently have or previously had a personal, professional, or business relationship with the supervisee that undermines the authority or effectiveness of the supervision.
 - In addition to the BBS requirements, as outlined in the 2014 ACA Code of Ethics (section F.3.a), “counseling supervisors clearly define and maintain ethical professional, personal, and social relationships with their supervisees. Supervisors consider the risks and benefits of extending current supervisory relationships in any form beyond conventional parameters. In extending these boundaries, supervisors take appropriate professional precautions to ensure that judgment is not impaired and that no harm occurs” (ACA, 2014, p.13).
 - keeps himself or herself informed of developments in professional clinical counseling and in California law governing the practice of professional clinical counseling.
3. To provide a copy of the written oversight agreement between the Site Supervisor and Practicum Site if the Site Supervisor is not employed by the practicum site or is a volunteer.
 4. To provide appropriate and qualified training opportunities for the Counselor Trainee. The Practicum Site/Site Supervisor provides a range of professional clinical training experiences consistent with the Counselor Trainee’s education, training and experience and under the supervision of a qualified supervisor(s) which are in accordance with BBS’ guidelines, including, but not limited to: case conceptualization, individual and group counseling, psychotherapeutic treatment, diagnosis, assessment, psychoeducation, health and wellness promotion, and career counseling.
 5. To ensure that activities satisfy the BBS’ requirements for direct and indirect hours:
 - a. a minimum of 450 clock hours at the conclusion of the practicum experience (these hours are inclusive of face-to-face clinical experience, supervision, in-service opportunities; staff meetings; psychoeducation; outreach programming, etc.);
 - b. a minimum of 280 of those 450 hours shall be comprised of direct face-to-face supervised clinical experience counseling individuals, families, or groups.
 6. To ensure the candidate does not commence hours at the site, including orientation or training, without a fully executed fieldwork agreement approved by the OSS.
 7. To be physically present whenever the Counselor Trainee is on site, or available for consultation virtually when telehealth services are being provided. In rare instances when the assigned Site Supervisor is unavailable, an individual holding the same qualifications as the Site Supervisor may be designated as the substitute Site Supervisor for the Counselor Trainee. Should such an arrangement extend more than two weeks of the Counselor Trainee's time at the practicum site, the Site Supervisor is to notify the OSS Assistant Director of Academic Advising listed in this agreement.

8. To provide the Counselor Trainee with adequate workspace and staff support to conduct professional activities appropriate to the practicum.
9. In the case of off-site (home) visits, Counselor Trainees must be trained in practicum site and/or school district policy and procedures. Counselor Trainees are required to conduct home visits in pairs or a team and must abide by safety precautions outlined by the site supervisor or practicum site policy. Counselor Trainees CANNOT conduct home visits alone.
10. To provide the Counselor Trainee with regularly scheduled individual supervision each week that involves the monitoring of practicum activities via the use of audio/video tape, review of case records, observation, or collaborative service delivery.
 - a. One hour of supervision must be provided for every 5 hours of client contact.
 - i. One hour of direct supervisor contact means one hour of face-to-face contact on an individual basis or two hours of face-to-face contact in a group of not more than eight persons in segments lasting no less than one continuous hour.
11. To permit the Counselor Trainee audio or videotape counseling sessions (with appropriate client permissions) and to permit the Counselor Trainee to use those during CMHC 699 seminar series with DCHS faculty and peers.
12. To set goals with the Counselor Trainee and provide documentation to the OSS via a Plan of Supervision.
13. To provide formal evaluation of the Counselor Trainee once per term using forms established by the OSS.
14. To notify the OSS immediately if there are any changes to the agreement including dates, hours, supervision, and other matters that impact the Counselor Trainee's learning environment.
15. To properly select and screen clients that are appropriate for the Counselor Trainee to work with.
16. To provide the Counselor Trainee with emergency protocols as well as assist the trainee in cases of emergencies, possible dangers, and needed referrals when they are working with clients.
17. To notify the OSS immediately if the Counselor Trainee presents with any concerning behaviors including ethical violations and unprofessional behavior.
18. To verify the completion of the Counselor Trainee's practicum hours using Time2Track.
19. To support the training objectives of the CMHC program in the DCHS.
20. To maintain skills, knowledge, and professional attitude related to the process of supervision and skill development of the Counselor Trainee.
21. To take careful measures to ensure the health and safety of Counselor Trainees when at the site related to the ongoing impacts of COVID-19. To the extent available, provide support and consideration to Counselor Trainees including those students who professionally articulate their need to work remotely due to

their own health concerns (i.e., immunocompromised) and/or their family/loved ones' health concerns (i.e., immunocompromised) especially those in the same household.

The Counselor Trainee is responsible:

1. To review, sign, and submit their practicum agreement to the OSS by the stated deadline for the upcoming term. The OSS will then route the agreement to the site supervisor, and their administrator via HelloSign for their electronic signature. Counselor Trainees are not to commence hours at the site, including orientation or training, without a fully executed practicum agreement approved by the OSS.
2. To become familiar with and adhere to site policies and procedures. In the case of off-site (home) visits, Counselor Trainees must follow policy and procedures outlined by the practicum site and/or school district. Counselor Trainees are required to conduct home visits in pairs or a team and must abide by safety precautions outlined by the site supervisor or practicum site policy. Counselor Trainees CANNOT conduct home visits alone.
3. To engage in professional clinical counseling experiences afforded by the Practicum Site/Site Supervisor as directed by the Site Supervisor and in accordance with BBS. It is also expected that the Counselor Trainee abide by all University of Redlands policies and procedures such as the Student Conduct Codes.
4. To inform each client, prior to performing any professional services, that he or she is unlicensed and under supervision.
5. To establish goals related to knowledge, clinical counseling skills, and professional development while at the site. These goals will be reviewed and evaluated. New goals will be established when needed.
6. To set up the site as a placement in Time2Track. Candidates are responsible for the timely entry of practicum hours, and to ensure all hours are submitted for approval and evaluation forms are completed by the established deadline for the term.
- 7.
8. To fully utilize supervision. This includes, but is not limited to, being reflectively prepared and willing to asking questions related to the site and/or the clients, discussing pathways to achieve the goals established at the start of the term, reviewing audio/video recordings of sessions with clients (if applicable), and receiving feedback in a professional and self-reflective manner.
9. To abide by the state laws, BBS Statutes and Guidelines, and the Ethical Code of the American Counseling Association.
10. To contact the Site Supervisor immediately in cases where the client is in danger of harm to self and/or others. This includes suspicions of harm or imminent danger.
11. To notify the Site Supervisor in writing and in advance of any changes to the practicum schedule or terms outlined in this agreement.

12. To take careful measures to ensure health and safety when at the site related to the ongoing impacts of COVID-19.

This CMHC Practicum Site Agreement may be modified by mutual consent of authorized officials from the OSS and the Practicum Site/Site Supervisor. Changes will be documented in an addendum to this Site Agreement. This CMHC Practicum Site Agreement shall become effective upon signature by the authorized officials from the OSS and the Practicum Site and will remain in effect for the time period indicated unless modified or terminated by any one of the partners by mutual consent.

OSS Contact Information:

Kristin Grammer, M.A.
Assistant Director of Academic Advising
kristin_grammer@redlands.edu
909-748-8817

AGREEMENT SIGNATURES

The Counselor Trainee signs the agreement and secure their site supervisor's signature before submitting the document to the OSS through the [Practicum Agreement Submission Form](#). Once the fully executed Practicum Site Agreement is received and approved by the OSS, the counselor trainee will be notified and may begin at the site. The Counselor Trainee is not to commence hours with the site, including orientation or training, without a fully executed agreement approved by the OSS.

Clinical Counselor Trainee

Date

Site Supervisor

Date