X.   CHECKLIST FOR CLINICAL TRAINING SITE PROCESS

1. _____ Apply for Classification/Advancement to Practicum (prior to Practicum Orientation (SEPT/FEB).

2. _____ Attend Practicum Orientation (SEPT/FEB).

3. _____ Complete the on-line Declaration, Participation Consent, and Transportation/Storage of Confidential Client Data Forms within 24 hrs. of attending Orientation.

4. _____ If necessary, make appointment with the Fieldwork Coordinator - Counseling and/or Clinical Training Director (SEPT/FEB).

5. _____ Create resume (SEPT/FEB) **[See Sample in Appendix B].**

6. _____ View agency and supervisor evaluations for sites you may be considering.

7. _____ Contact (and make appointments with) several sites (beginning SEPT/FEB).

8. _____ Attend Practicum Agency Fair (SEPT/OCT [fall] or FEB/MAR [spring])

9. _____ "Go on" interviews.

10. _____ Submit your COUN 530 Selection Form (OCT/MAR).

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

12. _____ Obtain your own Malpractice Insurance through these organizations by beginning of DEC/AUG. Student Malpractice insurance coverage is automatically provided with your membership – be sure to keep your membership active while in practicum so your insurance coverage is continuous.

13. _____ **Have a site secured no later than the start of COUN 530**. Once placement is secured, students must email both the Clinical Training Director and Fieldwork Coordinator indicating the agency with which they have been placed.

14. _____ Have the following documents signed and submitted PRIOR to acquiring hours:
    a. 4-Way Agreement
    b. BBS Supervision Agreement(s).
    c. COVID-19 Release Forms

15. _____ Upload Proof of Coverage for Malpractice Insurance (Verification or Declaration page) and copies of each BBS Supervision Agreement to practicum student portal by 2nd class session.

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

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