



## **Guidelines for Clinical Mental Health Counseling Training Placements**

Clinical Mental Health Counseling trainees must work in settings that provide consistent opportunities to engage in counselor-training experiences including (but not limited to) a) screening and assessment, b) facilitating the counseling relationship, c) establishing therapeutic rapport, d) the diagnostic and prognosis process, e) treatment planning, f) techniques and interventions for prevention and treatment of mental, behavioral and/or neurodevelopmental conditions, g) applied use of counseling-related theory (e.g., developmental theory, counseling theory), h) health and wellness promotion, i) professional documentation of services, treatment plans and progress notes and h) connecting people with resources that deliver the quality of services and support needed in the community. Additional areas of training important for clinical mental health counselor trainees include a) cultural orientation and cultural humility b) working with people with disabilities, c) case management, d) interfacing with mental health service delivery modalities and networks within the continuum of care (i.e., primary care, outpatient, partial treatment, inpatient, integrated behavioral health, criminal justice system, aftercare), e) working within an interdisciplinary context, f) client/systems advocacy and f) third-party reimbursement.

### **Hours Requirements**

**First-Year Trainees:** These are students who are completing their 1<sup>st</sup> year field placement. The first-year placement includes a practicum\* experience (fall semester) and an internship\*\* experience (spring semester). First-year trainees should be at their training site between 8-12 hours per week. In addition, trainees should be providing between 3-5 direct client hours per week. Please be advised that during the fall semester, students must accrue a minimum of 100 total hours and 40 direct client hours and during the spring semester, students must accrue a minimum of 140 total hours and 60 direct client hours. Training hours must be distributed as evenly as possible throughout the semester. Additional hours may be negotiated with the student, supervisor, and course instructor.

\*The practicum (fall semester) is a distinctly defined entry-level supervised fieldwork experience in which the student develops basic counseling skills and integrates professional knowledge. The practicum is completed prior to a student's internship. Trainees must complete a minimum of 100 total hours over the fall semester and complete at least 40 hours of direct service with actual clients (CACREP Standard 4.Q.).



**\*\*The internship (spring semester) is a distinctly defined entry-level post-practicum supervised fieldwork experience in which the student refines and enhances basic counseling or student development knowledge and skills or integrates professional knowledge and skills. The internship is completed after successful completion of the practicum (fall). Trainees must complete a minimum of 140 total hours over the spring semester and complete at least 60 hours of direct service with actual clients (CACREP Standard 4.Q.).**

**Second-Year Trainees:** These are students who have completed one year of fieldwork and at least one year of coursework. The second-year placement include two semesters of internship\*\* (fall and spring semesters). Trainees should be at their training site between 12-16 hours per week. In addition, trainees should be providing between 5-7 direct client hours per week. Please be advised that over the course of the year, students must accrue a minimum of 460 total hours and 180 direct client hours. Training hours must be distributed as evenly as possible throughout the semester. Additional hours may be negotiated with the student, supervisor and course instructor.

**\*\*The internship (fall and spring semester) is a distinctly defined entry-level post-practicum supervised fieldwork experience in which the student refines and enhances basic counseling or student development knowledge and skills or integrates professional knowledge and skills. Trainees must complete a minimum of 460 total hours including a minimum of 180 hours of direct service with actual clients (CACREP Standard 4.Q.) over the fall and spring semesters.**

### **Supervision Requirements**

Students must be placed in a setting where a qualified supervisor is provided on-site including the following: a) a minimum of a master's degree, preferably in counseling or a related profession; b) a minimum of two years post-master's professional experience relevant to clinical mental health counseling; c) relevant training for in-person and/or distance counseling supervision; d) relevant training in the technology utilized for supervision; and e) knowledge of the program's expectations, requirements, and evaluation procedures for students.

All supervisors must provide each trainee with one hour of weekly individual and/or triadic supervision. Group supervision is not required, but highly encouraged, in addition to weekly supervision. Group supervision in fieldwork can be counted as additional supervision hours. However, group supervision cannot replace departmental and CACREP requirements for weekly individual supervision.

### **Audio-Recording of Counseling Sessions**

The agency must provide and facilitate opportunities for audio recordings of two to three counseling sessions per semester for trainees doing their internship. Students' audio recordings must be done using a medium of communication accessible to the internship



instructor. If this is not possible, the student will be required to give translated transcriptions of the interview to the instructor. Confidentiality of all client recordings and information must be secured at all times.

### **Additional Expectations of Supervisor & Training Placement**

- The supervisor must complete the department's *Supervisor Evaluation of Trainee* at the end of each semester and review the evaluation with the trainee prior to submitting it to the department/faculty liaison.
- Internship settings must provide an appropriate variety of clients and professional activities that engage the student trainee in roles and functions pertinent to the counseling profession and student's readiness and interests.
- The department will not approve any traineeship where students must pay a fee for supervision, training, or client contact.
- At the site, there should be an opportunity for student participation in staff meetings, in-service trainings, interdisciplinary, team-based care (if available at site) and relevant interpersonal and inter-professional contacts.
- On-site, the student must be provided a private space where they can meet with their clients without interruptions or intrusions.
- The agency must have experienced professional staff who are available and who can conduct advanced levels of training and fieldwork management.
- Agencies must have clear policies in place for managing crises and communicate these to the trainee at the onset of the training experience.
- If telehealth is used, adequate training in confidentiality and security must be provided and the supervisor must determine that this is an appropriate modality of the trainee to utilize.

### **Additional Information**

- The agency supervisor and the Department of Counseling faculty engage in mutual consultation to determine the suitability of traineeship experience for student's learning needs. It is possible that a placement is appropriate for one student but not appropriate for another.
- We strongly encourage placement sites to provide stipends and reimbursement for work-related (e.g., cost for transportation) expenses when possible.
- New supervisors should view/attend the department's New Supervisor Orientation.
- All supervisors should attend the Department's annual "Supervisor Connect" which provides opportunities to meet with faculty liaisons directly and receive trainings (CEUs) and consultation.
- We recommend that Clinical Mental Health Counseling trainee supervisors review the CA Board of Behavioral Sciences supervisor resources for students seeking the APCC/LPCC located here:  
<https://www.bbs.ca.gov/licensees/supervisor.html#collapsepcci>