



GUIDELINES FOR MFT TRAINEE PLACEMENTS

All placements accepting students from the Marriage, Family and Child Counseling Specialization from the Counseling Department at San Francisco State University must be aware of the following requirements:

MFT Trainees are required to gain their training experience in a setting that *lawfully and regularly provides mental health counseling or psychotherapy*. It is also essential that the site is not a private practice setting and that there is oversight provided to ensure that the trainee's work meets the experience and supervision requirements and is within the scope of practice of marriage and family therapists as defined in 4980.02 of the Business and Professions Code ([BPC](#)).

The training site should provide training in any or all of the following areas (a) applied use of theory and psychotherapeutic techniques, (b) assessment, diagnosis, prognosis, and treatment planning, (c) treatment of individuals and premarital, couple, family, and child relationships including trauma and abuse, dysfunctions, healthy functioning, health promotion, illness prevention, and working with families, (d) professional writing, including documentation of services, treatment plans, and progress notes, and (e) how to connect people with resources that deliver the quality of services and support needed in the community.

Hours & Caseload Requirements

1. Students in their first year of practicum must be in the field for a minimum of 12 hours per week; second year students a minimum of 16 hours per week. Agencies may negotiate with students for more than 12 or 16 hours per week. We highly discourage our students from agreeing to more than 20 hours per week. Agencies need to negotiate with students regarding work during the winter recess between Fall and Spring Semesters.
2. First year students are required to have a minimum of 2 and a maximum of 5 ongoing individual clients during those 12 hours. We expect that students will build a caseload of 5 clients based on the 12 hours per week commitment.
3. Second year students are required to have a minimum of 5 and maximum of 8-10 clients based on a 16 hour commitment.

Supervision Requirements and Qualifications

1. **Supervisors for MFT Trainees must be currently licensed in the State of California** as an MFT, PCC, psychologist, clinical social worker, or licensed physician certified in psychiatry as defined in section 4980.45 (a) of the Business and Professions Code (BPC) and otherwise meet all qualifications defined in the [Code](#). Once approved as a site by SF State, it is the responsibility of the approved site to ensure that the assigned supervisor meets all legal requirements to supervise MFT trainees.
 - a. The supervisor will work with the trainee to sign all SF State paperwork (e.g., traineeship agreement, safety reviews, evaluations) and BBS paperwork (e.g., supervision agreement, hours verifications) required throughout the internship experience. The supervisor must also alert the trainee and the training program if there are any issues that arise related to their qualifications.

2. MFT Trainees are required to have 1 “unit” of supervision per 5 hours of direct client service each week. According to the BBS, a unit of supervision can be 60 minutes of individual, 60 minutes of triadic, or 120 minutes of group supervision.
 - a. Hours can count toward licensure only if students have 12 units of credit from the University and if the supervisor is licensed and meets all qualifications as outlined in BPC 4980.03.
3. **Individual Supervision Required:** In addition to the BBS requirements, our accreditation requirements mandate individual supervision for students. Thus, **all students are required to have a minimum of 1 hour of individual supervision per week from a qualified on-site supervisor.** Supervision must be face-to-face, this can be achieved through either in-person or real-time videoconferencing. If videoconferencing is used, it is the responsibility of the supervisor to document their assessment process for determining if it is clinically appropriate to provide supervision via videoconferencing.
4. **Audio recording of Sessions Required.** Students are required to make audio recordings of some of their client sessions (up to 5 per semester). These recordings are played to a practicum instructor at the university and used for supervision/coaching with that instructor. You must ensure that your agency will support trainees in recording sessions and sharing them with faculty at SF State and that your consent forms include consent for recording. *Consistent with best practices in supervision and training, we highly recommend that trainees record all of their counseling sessions to be available for review with their on-site supervisors.*

Agency & Setting Requirements

1. Agencies must have clear policies in place for managing crises and communicate these to the trainee at the onset of the training experience.
2. Placement sites must provide office space for confidential counseling sessions. 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.
3. Agencies must ensure that trainees are providing services only in places where the agency permits business to be conducted (BPC 4980.43.4).