PRACTICUM/TRAINEE PROCEDURES
M.A. IN CLINICAL PSYCHOLOGY PROGRAM
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Finding a Practicum Site
• The 550 practicum hours required for the M.A. in Clinical Psychology degree can be teaching, research, or clinical work.
• A list of all approved practicum sites is on the Psychology Department website. To complete a practicum not listed, contact the Coordinator of the M.A. in Clinical Psychology program for approval.
• The two practicum courses (PSY 574 during Fall Semester and PSY 571 during Spring Semester) MUST be taken at the same time as clinical practicum hours are being completed.

MFT Practicum Hours
• Students can complete additional coursework and practicum hours in order to be eligible to sit for the MFT licensing examination. However, additional coursework will likely not be eligible for financial aid as MFT coursework is NOT a requirement for the MA Psychology graduate degrees. Please make an appointment with the graduate coordinator if you are interested in pursuing MFT licensure.
• Clinical traineeship hours cannot be started until the student has at least 12 semester units of graduate coursework completed. Clinical hours that double count as also for the MFT license must be clinical work supervised by a licensed therapist who has been licensed for at least two years as well as must be at a site approved by the Coordinator of the M.A. in Clinical Psychology program.
• Each student who wants to be licensed as an MFT must complete a minimum of 225 clinical hours of individual or group therapy experience for the MFT license before graduating.
• During your practicum you must keep track of your MFT licensing hours on a “Weekly Summary of Hours Form” – available on the bbs website; have your supervisor sign this form each week, and retain the signed form for your records.
• After you obtain all of your MFT licensing hours you will turn in all the forms you have kept for your records to the licensing board.
• Before receiving the Master of Arts in Psychology degree MFT hours are referred to as trainee hours and after receiving the M.A. degree MFT hours are referred to as internship hours (and there are different forms for these different hours).
• For additional procedures and to obtain copies of the MFT forms go to: www.bbs.ca.gov.

Procedures and Forms
• Before beginning your practicum, give your supervisor an Experiential Education Agreement to complete. This must then be submitted to the Psychology Graduate Coordinator and approved by the university before you can begin your practicum hours.
• Also on the first day of your traineeship, if you are using the practicum hours towards your MFT license, have your supervisor sign a copy of the “Responsibility Statement for Supervisors of a Marriage and Family Therapist Intern or Trainee” form and keep the signed copy for your records. This form can be obtained from the California Board of Behavioral Sciences (bbs) website (www.bbs.ca.gov).

• At the conclusion of your practicum experience at a site, have your supervisor fill out and sign the “Agency Evaluation of Clinical Psychology Trainee” form and make sure you return that signed form to the Coordinator of the Clinical Psychology program. Also have your supervisor fill out and sign a copy of the “Marriage and Family Therapist Experience Verification” form (in your orientation package) and keep that signed form for your records.