

Clinical Training Affiliation Agreement

Instructions

1. Please complete this digital form by typing information into the Shaded Boxes. A digital version of this form is available at www.csunmft.net on the “Fieldwork” page: How to Become an Approved Site.
2. Send questions and comments to Dr. Shari Tarver-Behring (stbehring@earthlink.net; [general contract questions](#)) or Dr. Dana Stone (dana.stone@csun.edu; MFT specific questions)
3. Mail the signed and completed documents to:
Shari Tarver-Behring, Ph.D.
Department of Educational Psychology and Counseling
California State University, Northridge
18111 Nordhoff Street Northridge, CA 91330-8265
4. Email a Word version (without signatures is okay) to dana.stone@csun.edu so that site description can be added to webpage.

This Clinical Training Affiliation Agreement is a collaborative and mutual understanding between

Department of Educational Psychology and Counseling

California State University, Northridge

hereinafter referred to as “University”

and

hereinafter referred to as “Agency”

for providing quality clinical placement experiences to student-trainees enrolled in the master’s degree program in Counseling, Marriage and Family Therapy (MFT) specialization, hereinafter referred to as “student.”

This affiliation agreement is reflective of the intent by both the University and Agency to promote quality clinical training in interpersonal relationships, marriage, and family therapy through coordinated training objectives, enhanced supervisory experience and enriched professional identity.

University: California State University, Northridge
Department of Educational Psychology and Counseling
18111 Nordhoff Street Northridge, CA 91330
(818) 677-2599
www.csun.edu/epc

Agency: Agency Name and Program
Address: _____
Website: www.
Phone: _____ Fax: _____

Agency Contact for Students Seeking Placement

Name: _____ Title: _____

Contact Email: _____ Contact Phone: _____

I. TERMS OF THE CLINICAL TRAINING AFFILIATION

A. General Understanding

1. **Length of Agreement:** Unless terminated earlier, the affiliation agreement between the University and Agency will be in effect for a term of seven (7) years from the approval date.
2. **Renewal Process:** The University or Agency may make amendments at any time and such amendments will be made in writing and signed by each party. As necessary, both the University and Agency will review and revise the terms of this affiliation prior to renewal. The party proposing changes to the agreement is required to provide 30 days advanced written notice of the intention to change the agreement.
2. **Purpose:** This is an affiliation agreement between the University and Agency to provide students with clinical experience and training. It is understood that the students are not required nor expected to recruit clients for the Agency as part of their clinical placement. At no time throughout this agreement should students be considered officers, employees, agents or volunteers of the University. The student shall be considered as an “official volunteer” of the Agency for purposes of Worker’s Compensation and Liability coverage.
3. **Site Qualifications:** The Agency is not a private practice setting. The Agency lawfully and regularly provides mental health counseling or psychotherapy and qualifies as a BBS approved setting for MFT trainee as one of the following:
 - a governmental entity
 - a school, college, or university
 - a nonprofit and charitable corporation: (Section 501(c)(3))
 - a licensed health facility (Health and Safety Code Sections 1250, 1250.2, and 1250.3)
 - a social rehabilitation facility or a community treatment facility (Health and Safety Code Section 1502(a))
 - a pediatric day health and respite care facility (Health and Safety Code Section 1760.2)
 - a licensed alcoholism or drug abuse recovery or treatment facility (Health and Safety Code Section 11834.02).
4. **Student Qualifications:** All students who have been designated as an “*MFT Trainee*” by University are eligible to apply for clinical placement at the Agency. The students will be expected to apply according to the Agency’s process and procedures. The Agency may select appropriate students for their training programs through its own application and selection process.
 - a. Students will be expected to adhere to the Agency’s administrative, confidentiality, conflict of interest, code of conduct, operational, and clinical policies and procedures.
 - b. An Agency that charges training/supervision fees are required to inform students during the application process.
 - c. Students will be required to procure and maintain in force during the term of student(s)’ fieldwork placement, at the student(s)’ sole cost and expense, professional and personal liability insurance coverage to protect the student against liability arising

from any and all negligent acts or incidents caused by the student(s). Coverage under such professional and personal liability insurance shall be not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate for all Covered Parties. Evidence of such insurance will be provided by the student on behalf of the university upon request of the Agency.

5. **Training Agreement:** Students accepted to the Agency will provide the Agency with CSUN's *MFT Trainee Training Agreement* form. This form specifies the specific requirements of each trainee's placement and clarifies the responsibilities of the Agency, Trainee, and University.
6. **Assignment.** Without written consent of the UNIVERSITY, this agreement is not assignable by the Agency either in whole or in part.
7. **Agreement Alterations & Integration.** No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
8. **Endorsement.** Nothing contained in this Agreement shall be construed as conferring on any party hereto, any right to use the other party's name(s) as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this agreement shall be construed as endorsement of any commercial product or service by the UNIVERSITY, its officers or employees.
9. **Survival.** Upon termination of this contract for any reason, the terms provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.
10. **Severability.** If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any State or Federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
11. **Entire Agreement.** This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

B. Ethical, Legal and Professional Issues

1. The University requires that students be knowledgeable about the laws and regulations relating to the practice of marriage and family therapy in California; all students must complete a course in ethics before beginning fieldwork.
2. The clinical supervisors know, understand, and abide by the laws and regulations pertaining to supervision of trainees and to the experience required for licensure as marriage and

family therapists.

3. The University and the Agency expect that the students will abide by the ethical standards of the American Counseling Association and American Association for Marriage and Family Therapy. The University will provide the students with these ethical standards during their first year in the program.
4. The University and the Agency will promote the professional identity of the students as marriage and family therapists and will encourage the students to join professional organizations related to counseling and marriage and family therapy.

II. UNIVERSITY'S CONTRIBUTION

A. Approval of Training Status of Students

Through the Educational Psychology and Counseling (EPC) Department, the University will review students' preparedness for clinical experience during their second semester in the program. Students who pass this review will be allowed to begin their placements in the field during their second year.

B. Preparation of Students for Field Placement

Prior to allowing students to register for field placement, the University agrees to ensure that students have the following coursework beginning Fall 2012:

- *Pre-Practicum Experience* (EPC 659 Practicum A and B), to include training in building a therapeutic alliance, basic interventions, crisis management, basic case documentation, and self care.
- *Law and Ethics* (EPC 671), including child abuse reporting.
- *Diagnosis* (EPC 672), including an introduction to major DSM diagnoses
- *Theories* (EPC 655; EPC 670A) including the major counseling and family therapy theories.

During clinical placement experience, students will be monitored by the University through a fieldwork course. All students are required to be enrolled in a fieldwork course while providing direct client service. The University will orient and inform the students regarding the University's expectations and California license requirements regarding clinical placement experience. The University will provide students with information about fieldwork requirements on the program's webpage csunmft.net.

C. Procedure for Addressing Student/Supervisor Concerns

The procedure for handling conflicts between the student and agency or supervisor is for the student to address these difficulties with his/her primary supervisor at the Agency, or if the supervisor has concerns to address these directly with the student as early as possible. If the problem is not resolved, the student and/or supervisor should address their concerns with the student's Fieldwork Instructor and/or the Fieldwork Coordinator. If necessary, a written addendum to the trainee training agreement may be used to address concerns. Additionally, in coordination with the fieldsite, the Fieldwork Instructor may refer the student the Department's Student Affairs Committee to address more serious concerns related to academic, competency, and/or legal/ethical issues.

D. Distribution of Information about Agency

The University will post Agency information and recruitment announcements for students. The Agency may attend the University's annual Job and Placement Fair to recruit students.

III. AGENCY'S CONTRIBUTION

A. Provide Students with an Orientation of the Agency

The Agency will provide the students with an orientation to the Agency's administrative and clinical policies and procedures. The Agency will have a written plan for handling clinical emergencies at each site that students are providing clinical services and orient the students on the execution of the plan.

B. Assign Students Direct Clinical Experience

The Agency will involve the students in clinical assignments that include direct client contact, which involves opportunities to counsel clients in a traditional 45 to 50 minute long therapeutic counseling session. Non-traditional experiences (e.g. music therapy) are not considered adequate training experiences and are not to be counted as hours of experience unless approved by the Fieldwork Coordinator. The Agency will assign cases and clinical duties that are consistent with the students' level of experience and competence.

The Agency is applying to be considered:

- Comprehensive Site Placement:** Able to provide all of the below requirements
- Hour Specific-Site:** Able to provide only a portion of the below hours

The Agency that meets ***Comprehensive Site*** requirements agrees to provide the following hours of clinical experience for each student:

1. **500 Direct Service hours over a 12-month (minimum) period.** These hours must include:
 - **200 hours (minimum) of couple and family therapy**
2. **Up to 100 hours of the 500 may be Alternative Clinical Hours** (such as face-to-face client centered advocacy, IEP meetings, reflecting teams, or other CSUN-approved clinically relevant experience)
3. **100 hours of supervision** in accordance with BBS requirements (weekly group and/or individual)
4. **“Live” supervision:** Students are required to receive 2 hours of live supervision each semester by site supervisors, which may include (a) co-therapy with an experienced clinician, (b) supervision using live media (e.g., recording), and/or (c) supervisor observing student's session.
5. In addition, students must be allowed to bring video recordings of 2 sessions each semester to campus for review by faculty; students will be required to transport all recordings in a secure, locked container. Students will be responsible for purchasing a secure transport device; recording devices will be available for check out from the university.

The above clinical hours must also include experiences in the following areas:

- Assessing and diagnosing mental health issues.
- Writing treatment plans and weekly progress notes.
- Referring clients to community resources.
- Implementing specific marriage and family therapy theories and techniques.

Hour-Specific Sites: Sites that can not provide all required hours can be approved as “hour-specific site”; students at these sites will need to have a second site where the other required hours may be obtained.

C. Provide Training

The Agency agrees to provide training in the following areas:

1. At least one marriage and family therapy theory that is within the supervisor’s area of specialty. Supervisors are encouraged to use supplemental readings.
2. Progress notes, treatment plans, and case documentation required by the site.
3. Community referrals and resources for those served by the Agency.

D. Evaluate Qualifications of Clinical Supervisors

The Agency will determine that the clinical supervisors assigned to supervise MFT Trainees have the appropriate clinical training, supervisory experience and license qualifications.

E. Verify the Clinical License of Supervisors

The Agency will verify that the clinical licenses of its supervisors are current and that the supervisors have completed training in supervision, as required by the Board of Behavioral Sciences or other mental health licensing boards.

F. Allow for Recording of Sessions

The Agency will allow students to present video recordings of clinical cases treated at the Agency in their fieldwork courses at the University. Students will be required to transport these recordings in a locked and secure carrying device. Any identifying client data in written documents will be changed to protect client confidentiality.

G. General Agency Information

1. Description of Agency (for student publications):

(Please provide a brief description of the agency, including information such as the following: description of clients; clinical services are offered; student responsibilities; cultural groups served; Agency’s theoretical orientations; multidisciplinary team includes; training fee or stipend; locations where clinical services are provided; limit 200 words; please email a Word version of this agreement including this description to dana.stone@csun.mft in addition to submitting signed hard copy so that the website can be updated.)

2. Trainees provide services for

- Individual Adults
- Couples/Families
- Children/Adolescents
- Groups

3. Trainees gain experience in:

- Assessment/Diagnosis: Describe: _____
- Progress notes: Describe: _____
- Treatment Planning/Case Documentation: Describe: _____
- Case Management/Advocacy: Describe: _____
- Diverse Client Population: Describe: _____
- Crisis Management: Describe: _____

Other: Describe: _____

4. **Trainees have the opportunity to participate in:**

- Training seminars at site: Training will include topics such as: _____
- Staff meetings
- Continuing education seminars or conferences off site.

5. **Supervision**

The site agrees to provide:

- Individual supervision
- Group supervision
- Supervision by an AAMFT Approved Supervisor (advantageous for students moving out of state or pursuing doctoral programs)

Live Supervision

- Co-therapy training (with more experienced intern or licensed professional)
- Live supervision (observation)
- Video supervision

6. **Agency Proof of Insurance**

The Agency shall procure and maintain or provide a program of self-insurance for General Liability Insurance, comprehensive or commercial form with \$1,000,000 minimum limit for each occurrence and minimum limit of \$2,000,000 General Aggregate and vehicle insurance in effect with a minimum coverage of \$1,000,000 per occurrence. Insurance shall be placed with insurers with a current A.M. Best rating of no less than VII. The Agency will provide evidence of such insurance upon the request of the University.

H. Clinical Supervisors

1. **Responsibility Statement:** The clinical supervisors of the Agency will sign the BBS *Responsibility Statement for Supervisors of a MFT Intern or Trainee* form for each student under their supervision and will provide the student with the original copy. It is the student's responsibility to obtain the supervisor's signature and retain it for the Board of Behavioral Sciences.
2. **Logs of Hours:** The clinical supervisors of the Agency will review and sign two (2) logs of hours: the *BBS Weekly Summary of Hours of Experience* as well as the University's log of hours (required for its national accreditation). These forms are to be completed by the student on a weekly basis and it is the responsibility of the student to obtain the supervisor's signature and retain these forms for the Board of Behavioral Sciences. Supervisors should sign the form each week.
3. **Online Evaluation of Student:** Each semester, the supervisor will complete an online evaluation of the student. The student will request the supervisor's email at the beginning of the semester. The supervisor will be sent two emails, one with a password and one with a link, towards the end of the semester. The supervisor is required to meet individually with the student to review the evaluation. The evaluation is due to the University in the last week of classes each semester; it is the student's responsibility to inform the supervisor of this due date. The online evaluation is considered complete, only when the supervisor selects

the “submit” button at the end of the evaluation. The supervisor will know the evaluation has been received when he/she receives an email copy of the evaluation.

4. **Experience Verification Form:** The clinical supervisors of the Agency will complete and sign the *MFT Experience Verification* form for each student under their supervision upon completion of the supervisory relationship. It is the responsibility of the student to complete this form and keep the original copy for submission to the Board of Behavioral Sciences.
5. **Volunteer Supervision Requirements:** Clinical supervisors employed by the Agency on a volunteer basis need to have a written agreement with the Agency regarding their supervisory assignments. The student will receive the *original* written agreement for submission to the Board of Behavioral Sciences.
6. **Dual Relationships:** Clinical supervisors will not be related to the students under their supervision, nor will they have a personal relationship, which undermines the authority or effectiveness of the supervision.
7. **Responsibility for Oversight:** The Agency, through its clinical supervisors, has the primary responsibility for ensuring that the extent, kind and quality of the counseling performed by the students is consistent with the training and experience of the students and meets the requirement established by law. The clinical supervisor will remain updated about the state’s laws and regulations regarding marriage and family therapy.
8. **Provision of Supervision:** The Agency will provide each student with:
 - A weekly supervision in accordance with BBS requirements
 - Sufficient individual and group supervision to maintain the state mandated ratio of one unit of supervision for every five clients seen.
 - Group supervision will not include more than eight (8) supervisees.

Students will not count as clinical hours of experience the hours when clients cancel or do not appear for their sessions. When the clinical supervisor is unavailable for any given week, the students will receive supervision from another qualified licensed professional, as arranged by the Agency.

9. **The Agency, through its clinical staff, will monitor the clinical practice of the students using the following methods:**

- Review of student’s written clinical notes
- Student’s report of clinical work in supervision
- Co-facilitation of groups or sessions with clinical staff
- Review of video recording of student’s sessions
- Direct observation by clinical staff of student’s clinical work
- Other: _____

I. Evaluation of Training Progress

1. The Agency will determine when students are prepared for clinical assignments and will assess each student’s level of clinical competence.

2. The Agency will provide students with ongoing feedback of their training progress and written remediation plans, as appropriate to the situation. The Agency will notify the University, verbally or in writing, of concerns with student progress.

IV. SIGNATURES

This understanding of the clinical training affiliation agreement between the University and the Agency has been formulated and approved by:

Agency's Representative: _____ Date: _____
Name, Degree, License, Title

EPC/University Representative Concur: _____ Date: _____
Educational Psychology & Counseling
Fieldwork Coordinator

EPC/University Representative Concur: _____ Date: _____
Educational Psychology & Counseling
Department Chair

CSUN Representative Approved: _____ Date: _____
CSUN Contracts & Purchasing