

Pre-Practicum FAQs

What is pre-practicum?

- A pre-clinical experience in which you observe Masters and Doctoral training clinicians during live sessions with clients (via a one-way mirror)
- It is a 1 credit hour class that meets in class for one hour.
- Observation times will be scheduled outside of class. (5-10hrs a week)

How many observation hours do I need?

- You need 20 observation hours per semester (total 40)
- You can observe up to 5 individual hours, the rest should be relational (couple or family)
- You can accrue up to 100 total observation hours toward your graduation requirements (see *Graduation Requirements* for more information)

How do I sign up for observation hours?

- The pre-practicum instructor will have a sign-up sheet based on the cases scheduled for the Masters and Doctoral practicum students
- Each week you will sign up for block hours (sessions to observe)
- You then email the therapist trainee to request permission to observe (verifying that it is a case that is observable)

Where does this observation take place?

- In the Chima Center for Individual and Family Counseling (27 S. Forge St., Akron, OH 44325)

What types of clients are seen in the Clinic?

- The Clinic serves community based clientele, including court-ordered clients
- The Clinic also serves UA and Kent State faculty, staff and students

Why might a case not be observable?

- It occurs during Masters practicum
- The client has some special circumstances that does not allow for observation (ex: UA faculty)

What are the other requirements of pre-practicum class?

- 2 Case Report Assignments – these assignments help you conceptualize cases you are currently observing to prepare you for practicum
- Mock case file – this assignment outlines all of the paperwork we use in the clinic to prepare you for practicum

Observation Do's & Don't's

Do's

Sign up per the protocol (see *Pre-Practicum FAQs*)

Dress appropriately

Don't's

Use your phone behind the mirror

Be rude or inconsiderate in feedback to trainees

Transitioning into Practicum

What are the requirements?

- Complete all required coursework (except for practicum and internship) ~ see PCD
- Clinical Readiness Interview
- Clinic Orientations
- Liability insurance
- Block hour availability scheduling form
- Identify a group placement

What is the Clinical Readiness Interview?

- It is an 1 hour interview with Dr. Katafiasz to discuss your readiness to enter practicum. You will review your strengths, areas of growth, stress management and coping strategies, and any potential triggers that you may have with clients, as well as your questions and expectations for Practicum and Internship.
- It is an opportunity to slow down a student who may not quite be ready for practicum

How do I sign up for the Clinical Readiness Interview?

- In the handbook (Appendix B), there is a form that you submit to Dr. Katafiasz along with the required documentation:
 - PCD
 - Transcripts
 - A Self-reflection paper
- Dr. Katafiasz will then schedule an interview with you

What are the clinic orientations?

- There is an online Springboard quiz that you complete based on the information in the Clinic Policy and Procedures Handbook
 - You must pass at 100%, but you can take it as many times as necessary to pass at 100%
- There is a 4 hour in-person orientation that occurs during finals week the semester prior to entering practicum conducted by Dr. Boyle and the Clinic GAs to help you become acclimated to the policies and procedures of practicum and the Clinic.

How do I obtain liability insurance?

- When you become an AAMFT student member, you automatically obtain liability insurance: https://www.aamft.org/iMIS15/AAMFT/Content/Membership/Join_Now/Student_Member.aspx
- It costs approximately \$83 and is renewed annually (\$58 per year)

How do I identify a group placement?

- The MFTC Clinical Director will send an email with a list of pre-approved group placement sites
- You email or call those sites to apply for the group placement (resume and cover letter)
- They will schedule an interview with you or tell you when the group is that you can participate in
- You may need to have fingerprinting done to participate in a group (see the fingerprinting section in *Transitioning to Internship*)
- Your group placement may be 2 hours once a week or more intensive (ex: 2 hours a day), depending on the group
- You can sign up for more than one group placement (you need a minimum of 10 group hours, aim for 20).

Practicum FAQs

What is practicum?

- Practicum is your first direct client contact experience. It is a time when you continue to learn about what it means to be a MFTC, but in a different setting.

How many clients will I see?

- You will be assigned a maximum of 5 clients per week
- You will additionally complete a group placement (see *Transitioning to Practicum*)

How many hours a week do I need to dedicate to Practicum?

- 10-15 hours a week
- 5 hour practicum class (2-3 client block hours occur during this time)
- 2-3 block hours additional block hours that occur outside of class time
- 1 hour of individual (didactic supervision)
- Time to complete paperwork, which will be more time intensive during the assessment phase of treatment
- Time to review videotapes in preparation for sessions and supervision
- Time to prepare for sessions

How many client contact hours do I need for practicum?

- 40 total
- 20 relational
- 10 group (we encourage 20 group hours)
- 10 additional hours (group, relational, individual)

What do I need to know about observation hours during practicum?

- Can I count observation toward my required practicum hours?
 - No, but you can count it toward your graduation required 500 hours
- How do I sign up for observation at the Clinic?
 - Request permission from your practicum supervisor and Dr. Boyle.
 - Email the Pre-practicum instructor to sign-up for observation times
 - Email the therapist to verify the session is observable (see *Pre-practicum FAQs* for more information)

What happens during practicum class?

- You will discuss specific cases
- You will review theory and techniques (role-plays when applicable)
- You will watch videotape of sessions
- You will watch sessions “live” (typically from 5-8pm)

What are the different types of supervision?

- Individual (didactic) – 1-2 students
- Group - 3 or more students
- Case report – discussing a case without watching or listening to a session
- Raw data – watching a session live, watching video of a pre-recorded session, listening to audio of a pre-recorded session

Additional questions

- What is a break-out session?
 - A session involving a couple or family in which the therapist meets individually with members of the client system for part or all of the session. Generally occurs during the assessment process to assess for safety issues.
- Can I double-count observation and supervision hours?
 - No
- Can I double count direct client contact hours and live supervision?
 - Yes
- What happens if I don't get my hours in practicum?
 - If you meet minimum clinical competencies, you will be assigned an IP for the course and continue your clinical work the next semester.

Will I be able to receive financial aid during practicum?

- Yes, but you may need to take additional courses to meet the graduate school requirements.

Transitioning to Internship

How do I find an internship placement?

- Identify an internship site (you will get a list of pre-approved sites in practicum)
- If using a site not pre-approved, site must be approved by MFTC Clinical Director
- Apply for only one internship site at a time
- Interview for & obtain internship (site must send verification email/letter)

What are the requirements of an internship site?

- Must have a PCC-S on site
- Must be able to provide relational hours (need up to 230 additional hours beyond practicum) ~ about 6-8 relational hours a week

What happens after I obtain an internship site?

- Obtain a verification letter from your site
- Enroll in internship
- Apply for MFTT and CT status

How do I enroll in internship?

- Give verification email/letter to Sandy White to register for internship course

How do I apply for my Marriage and Family Therapist (MFTT) and Counselor Trainee (CT) status?

- This is your first level of licensure. You are a trainee and many internship sites can bill for you (under supervision of an independently licensed clinician)
- Apply for MFTT & CT statuses via Ohio CSWMFT Board (cswmft.ohio.gov)
- You need internship course enrollment verification & PCC-S supervisor's information for the application
 - takes ~6 weeks

What do I need to know about fingerprinting

- Early in your practicum semester, have fingerprints sent to Ohio CSWMFT board (~\$56)
- May be able to have fingerprints sent to group site at the same time
- Use the UA police department

How do I find an MFT supervisor if my site does not have one?

- Supervisors at your site with the education/training, clinical experience, and supervision in MFT can apply to become a "university approved" MFT supervisor. See the internship handbook for the application form. This should be submitted to the MFTC Program Director and the MFTC Clinical Director for consideration
- If no one at your site is qualified, you will contract with a local IMFTS. This will require out of pocket expenses (approximately \$50 per session individually, or \$25/35 per session didactically).
- Note: the Ohio MFT Association offers reimbursement for costs related to supervision. See ohiomft.org for more information.

FAQs

- Can my internship be at a private practice?
 - No, due to the demand for obtaining clinical hours, students cannot have a private practice as their primary internship site
- Will I have to find my own internship site?
 - No, the faculty have a list of pre-approved sites that we regularly work with you can choose from
- How many internships can I apply for at a time?
 - 1. Due to the nature of our relationships with internship sites and the competitive process, we only allow students to apply for 1 internship site at a time.
- Can you guarantee me an internship placement?
 - No, you must still interview with sites and be selected based on need and qualifications
- What happens if I am not selected as an intern at a particular site?
 - When space is available, you can apply at an additional internship site.
- What happens if I don't find an internship site?
 - You may be delayed a semester in starting internship.
- Can I have more than one internship site?
 - No. You can apply to add an additional internship site once you reach your second semester of internship.
- When can I complete internship orientations?
 - You can begin orientations at your internship site at any point during practicum.
- Can I begin seeing clients at my internship during practicum?
 - No. Client contact cannot begin until you start internship.
- Can my internship be paid?
 - Yes
- Can I do my internship at the same agency I am currently working in another capacity?
 - Yes, but you will need to speak with the MFTC Program Director and MFTC Clinical Director about the specific requirements
- I have prior legal troubles (ex: DUI), how will that impact my ability to obtain an internship site and licensure?
 - You may have more difficulty obtaining an internship site and be delayed in starting internship.
 - Students who have prior legal history should discuss this with the MFTC Program Director and MFTC Clinical Director to ensure success in obtaining an internship site in a timely manner.

Internship FAQs

What is internship?

- Internship is a home-based or office-based (or mixed) clinical experience that occurs at through an agency.

How many clients will I see?

- You can have a max of 12 client contact hours per week
- This does not equate to the number of clients you may see, as intensive sites may only assign you a few cases that you see for 2-4 hours per week
- You may also provide group counseling as part of your 12 client contact hours per week
- You can apply to increase max client contact hours per week to 15 during 2nd semester

How do I request to increase my hours during my second semester?

- You must already be averaging close to 12 client contact hours per week (10-12) for several weeks
- Send an email requesting permission to increase your hours to your internship instructor.
- Your internship instructor will solicit feedback from your site-supervisor and then make a recommendation to the MFTC faculty.
- The MFTC faculty will make a decision, which your internship instructor will be informed of.
- Your internship instructor will provide you with the decision.

What are the supervision requirements?

- You need to meet with your PCCS at least 1 hr weekly
- You need to meet with your MFT supervisor at least 1 hour biweekly (if not on-site) or 1 hour weekly (if on-site)

How many hours a week do I need to dedicate to Internship?

- 20-25 hours per week
 - Internship class (3 hours biweekly)
 - Up to 12 client hours
 - Paperwork
 - Drive time if in-home therapy
 - Individual supervision with PCCS and MFT supervisors
 - Preparation for sessions
 - Group supervision

How many client contact hours do I need for internship?

- You need to accrue the remaining hours toward your 500 (this will depend of the number of observation and direct client contact hours obtained during pre-practicum and internship).
- You will need up to 230 relational hours
- You will need up to 210 nonrelational hours

What do I need to know about observation hours during internship?

- Can I count observation toward my required internship hours?
 - Yes, at this point you are working toward your graduation requirement of 500 hours
- Can I obtain observation hours at my internship site?
 - No
- How do I sign up for observation at the Clinic?
 - Request permission from your internship instructor and Dr. Boyle.
 - Email the Pre-practicum instructor to sign-up for observation times
 - Email the therapist to verify the session is observable (see Pre-practicum FAQs for more information)

What happens during internship class?

- You will discuss specific cases
- You will review theory and techniques (role-plays when applicable)
- You will watch videotape or listen to audiotape of pre-recorded sessions

Additional questions

- Will I be able to receive financial aid during internship?
 - Yes, but you may need to take additional courses to meet the graduate school requirements.
- Do I need to renew my MFTT or CT status?
 - Yes, every semester via cswmft.ohio.gov
- What happens if I switch PCCS or MFT supervisors?
 - Notify your university supervisor
 - If it is your PCCS that is changing, complete the CT renewal form (you can identify the change on the form)
- How long will internship take?
 - Depending on client and student factors, internship will take at least 2 semesters, but make take 3-4. Please plan accordingly.
- I'm in my 2nd semester of internship and I want to add an additional internship site; is that possible?
 - Yes, but it must be approved by your internship instructor and the MFTC faculty.
- What if I want to switch internship sites?
 - It is possible to switch internship sites; however it is something that should be discussed with your university internship instructor, and the MFTC Clinical Director prior to making any decisions.

CPCE

What is the CPCE?

- It is a “comprehensive exam” (AKA Comps) that covers the coursework thus far in the program and takes the place of a Masters Thesis
- MFT students also take an additional supplemental portion that covers MFT specific coursework and are given an additional hour to complete that portion.

How does the CPCE compare to licensure exams?

- The CPCE is the precursor to the NCE (which is the licensure exam for the PC license)

When do I take the CPCE?

- The first semester you are allowed to take the CPCE is during practicum, but you do not have to take it then.

How I register for the CPCE?

- Sandy will send out an email with the application after your practicum semester begins
- It costs \$50
- Please access Accessibility Services for accommodations as needed

When does the CPCE occur?

- Approximately 8th week of the term (6-7th week during summer)

Where is the CPCE?

- Typically the CPCE is in Olin Hall

What do I study?

- The CPCE has a specific study guide that is recommended by the MFTC faculty

How many students pass the exam typically?

- We have a 98% passing rate

What is the passing requirement?

- D-

What happens if I do not pass the CPCE?

- You have 3 opportunities to pass
 - 2 MC exams, 1 oral exam)
- If you do not pass the CPCE on the 3rd try, you will be dismissed from the program for 1 year and then can reapply.

Graduation Requirements

Pass the CPCE

Complete all required courses (63 credits) via the PCD

How many clinical hours do I need to graduate?

- 500 total direct client contact hours
 - 250 minimum relational
 - 250 max non relational (consists of observation, group, individual or additional relational hours)
 - 10 group hours minimum (can exceed)
 - 100 observation hours max
 - Individual hours
 - Additional relational hours
 - 10 shadowing hours
- 360 non-direct client contact hours
 - paperwork
 - case management
 - Client phone calls
 - Watching videotapes (without supervisor)
 - Training at Internship site

How many supervision hours do I need to graduate?

- 100 supervision hours
 - 50 supervision hours need to be “raw data hours”

Licensure Exams

How many licensure exams do I have to take?

- 2

Why do I have to take 2 licensure exams?

- You are eligible for 2 licenses in the state of Ohio –Professional Counselor (LPC) and Marriage and Family Therapist (MFT), which both have different exams

What are the benefits to having 2 licenses?

- It increases your scope of practice and marketability for jobs.
- It allows for easier access to become paneled on insurance

Do I have to take the licensure exams prior to graduation?

- No

Can I get one license and not the other?

- Yes

If I don't have to, why should I take the licensure exams prior to graduation?

- You are already immersed in the material, so it will be fresh in your mind when you take the exams
- If you pass the licensure exams, once your transcript is conferred from the university, you can become licensed within 2 weeks of graduation
- Many internship sites will hire you as a clinician contingent on licensure upon graduation

What are the licensure exams?

- National Counseling Exam (NCE) - <http://www.nbcc.org/Exam/NationalCounselorExaminationForLicensureAndCertification/>
- Marriage and Family Therapist National Exam - <https://www.amftrb.org/exam.cfm>

What are the requirements for sitting for the licensure exams before graduation?

- Must receive a B- or better in all classes
- You must be within 6 months of graduation for the NCE
- You must be in your last semester of internship for the MFT exam

How do I register for the licensure exams before graduation?

- At the appropriate time send an email to the MFTC Program Director requesting to register for the exams.
- The MFTC Program Director will then send a letter to the Ohio CSWMFT Board verifying your status in the program
- You will be sent a registration packet from the Board (can take 4 weeks so plan accordingly)

How much do the licensure exams cost?

- NCE ~ \$185
- MFT License Exam ~ \$365
- Note: the Ohio MFT Association offers reimbursement for costs related to licensure. See ohiomft.org for more information.

Are the licensure exams applicable in other states?

- Yes both the MFT licensure exam and the NCE are applicable in most states

What if I move to another state?

- You can apply for “reciprocity” – a process in which you are granted licensure based on education, clinical hours, and supervision in Ohio (dependent upon the licensure requirements in a particular state)
- Talk to that particular state’s MFT and PC board about the licensure requirements for that state.

Independent Licensure

For all of these questions – please see the Counselor, Social Worker, Marriage and Family Therapist Board (cswmft.ohio.gov) website or contact the board directly.

- PCC: <http://cswmft.ohio.gov/Counselors/LPCC/LPCCApplicationInstructions.aspx>
- MFT: <http://cswmft.ohio.gov/MFTs/IndependentMarriageFamilyTherapist.aspx>

So I'm a licensed LPC and MFT, what does that allow me to do?

- You may provide therapeutic services under the supervision of an independently licensed supervisor.

How do I get licensed as an independent Professional Counselor (AKA Professional Clinical Counselor: PCC)?

- 3000 post PC client contact hours
 - 1500 must be direct client contact hours
 - The other 1500 may be nondirect client contact hours
- Be supervised by a Professional Clinical Counselor-Supervisor (PCC-S) for at least 150 hours (1:20 ratio of supervision: client contact hours)
- Submit application to the CSWMFT Board
- Sit for the PCC Exam: National Clinical Mental Health Counseling Examination (NCMHCE) - <http://www.nbcc.org/InnerPageLinks/NationalClinicalMentalHealthCounselingExamination>

How do I get licensed as an Independent Marriage and Family Therapist (IMFT)?

- 1000 client contact hours
 - 500 must be relational hours
 - The other 500 can be individual, group, or relational
- Be supervised by an IMFT-S for at least 200 hours
 - 100 of those hours must be individual (didactic)

What does it mean to get paneled on an insurance?

- Once you become independently licensed, you can apply to bill insurance companies an in-network provider
- This is a complicated process – seek out a mentor