CRITICAL REMINDERS FOR INTERNS AND TRAINEES
AND SUPERVISORS TOO!

Mary Riemersma, Executive Director

The information that follows has been compiled to assist interns, trainees, and applicants in navigating the sometimes complicated intricacies of the licensing law and regulations while pursuing licensure. Understanding the law and regulations is critical to acquiring hours of experience and subsequently qualifying for the license as quickly and efficiently as possible. Use this resource as a guide to assure the protection of your hard-earned hours of experience. This information is likewise critical to supervisors to be able to provide the most accurate information and to not lead supervisees astray.

**BBS' Current Address:**
Board of Behavioral Sciences
1625 North Market Blvd., Suite S-200
Sacramento, CA 95834
Phone: (916) 574-7830
Fax: (916) 574-8625
Website: www.bbs.ca.gov

**Requests for Applications and Forms**
Forms can be printed from the BBS Website, which is likely the most expeditious way to acquire the forms. Requests for BBS forms and applications may also be made in writing to the above address or by telephone. If you request by telephone or in writing, be sure to make your requests for forms early so that you are prepared with forms when you need them. Generally allow at least two weeks for requests by mail or phone to be processed. Be sure to print an ample supply of forms since most forms sent to the BBS may not contain corrections.

**Communicating with the BBS**
When communicating with the BBS, especially when submitting forms and applications, it is recommended that you mail 'certified, return receipt requested.' Likewise, keep photocopies of all that you submit to the Board and attach the 'certified return receipt' to the copy you retain. It is to your advantage to keep accurate records, as you may need these should there be any question about your hours of experience or supervision.

**Retain Copies of Application Materials**
On another note, be sure to keep copies of any applications in perpetuity. One never knows what direction life events will take. Your application may get lost in the mail. You may need the application many years later when you, because of life events, wish to relocate to another state and need to apply for licensure within the new jurisdiction. Expecting to acquire copies of the forms from the BBS, after many years have passed, may be difficult if not impossible.

**Be Truthful on Applications (Even if it Hurts)**
Be careful, cautious, and truthful on applications. Do not fail to disclose a past conviction even if you believe it is no longer accessible. Providing a letter describing what happened, what you have accomplished to assure rehabilitation, and enclosing a copy of any disposition would be worthwhile.
**Intern Registration**
Allow at least 60 days for processing your application for Intern Registration. Processing may be more rapid, but it could also be delayed, especially if something is inadvertently omitted from the application or not clear in the application. Unreadable fingerprinting may also cause a delay and sometimes resubmissions are necessary, which could significantly delay the processing of applications. In other words, apply as early as possible. If one submits an application for intern registration within 90 days of being granted a degree (regardless of how long it takes to process the application), the hours of experience gained post-degree will count as long as lawfully employed and not employed in a private practice.

**Intern/Post Degree Experience**
Applicants who are post-degree who did not apply for intern registration within 90 days of their degrees being granted will not be able to accrue any hours post degree until the intern registration numbers are actually granted. One should anticipate that application processing could take sixty days or in some cases even longer if there are unanswered questions, finger-printing difficulties, or other problems.

**First-Time Examination Candidates**
Allow 90 days for processing your applications to take the written examination. This application is where you submit all hours of experience for the Board’s review to qualify for the license.

**Written Examinations**
Licensed Clinical Social Workers, Licensed Educational Psychologists, and Licensed Marriage and Family Therapists take written examinations that are administered continuously. When you are notified by the BBS of eligibility to take the written examination, you will need to schedule yourself with the entity with whom the Department of Consumer Affairs has contracted to administer the examinations.

**Re-Examinees**
Candidates who do not pass either the regular written exam or the clinical vignette written exam will need to sign-up to be re-examined. Candidates being re-examined will be required to pay an additional examination fee in a timely manner. Re-examinations are required to be at least 180 days following the candidates’ most recent examination date. Re-examinees must wait until the next examination cycle to retake a “failed” examination in order to take a new form of the examination. This “waiting” period also provides ample time to study and further prepare for retaking the examination.

**Clinical Vignette Examination First Time Candidates**
Candidates are considered eligible for the clinical vignette examination after passing the written examination. Like the regular written examination, candidates schedule themselves to take the exams.

**Re-Examinees**
Note the information above about re-examinations of the regular written examination.

**Taking Exams When Offered is Important**

*Caution*—Generally speaking, a person who does not take an examination or re-examination within one year of eligibility of examination will have his/her application abandoned, which will require reapplication. If you must re-apply, you may possibly lose hours of experience that may be too old to be countable at the time of re-application. *Recommendation*—Take exams whenever they are available to you even if you do not feel 100 percent prepared. There is no limit to the number of times one can take an exam.
Information for Trainees, Interns and Applicants

➢ A "trainee" is a person who is in his/her graduate degree program to qualify for the license and has completed 12 semester or 18 quarter units of study.

➢ An "intern" is a person who has been granted his/her degree to qualify for the license, has applied for and been granted his/her intern registration number from the BBS.

➢ An "applicant" is either a person who has been granted his/her degree and applies for intern registration within 90 days of being granted that degree or has applied for the license and/or is in the process of being examined to qualify for the license.

Guidelines on Hours of Experience
Following are requirements for collecting hours of experience for licensure as an MFT in the State of California. These requirements are paraphrased from the licensing law and regulations governing the marriage and family therapist profession.

A minimum of 3000 hours of experience is required. Such experience may be gained in no less than 104 weeks, which spans the period from being a trainee through being a registered intern.

Trainee Experience
Not more than 750 hours of counseling and direct supervisor contact may be obtained prior to the granting of the qualifying degree. [This limitation on hours does not include professional enrichment activities such as workshops and personal psychotherapy received.] "Trainees" are unlicensed persons enrolled in qualifying master's or doctor's degree programs who have completed no less than 12 semester units or 18 quarter units of coursework.

As a trainee, one can gain a maximum of 750 hours of counseling and direct supervisor contact, a maximum of 300 hours of psychotherapy [100 actual hours x 3 = 300] and a maximum of 250 hours of workshops, training sessions, seminars or conferences for a total 1300 hours. A minimum of 1700 hours must be gained subsequent to the granting of the master's or doctor's degree.

No hours may be counted as a trainee for administering and evaluating psychological tests, writing clinical reports, or writing process or progress notes.

Trainees are not required to have completed 12 semester or 18 quarter units of study to receive personal psychotherapy for countable hours. These are the only hours that do not require supervision. Keep in mind, however, that such experience will only count if the psychotherapist is a licensed professional, but such licensee needs only a current and valid license and does not need to be two years licensed. The psychotherapist provides verification for these hours that do not require supervision.

Maximum Hours Per Week for Interns and Trainees
No more than forty (40) hours of experience may be credited for any seven consecutive days. These 40 hours are inclusive of all categories of experience (e.g., supervision, workshops, client contact hours, etc.).

Minimum Hours For Couples, Families, and Children
Not less than five hundred (500) total hours of experience shall have been gained in diagnosing and
treating couples, families, and children. These hours may be in any combination, e.g., all children or a mix of couples, families, and children.

**Psychological Testing, Process/Progress Notes**
Not more than two hundred fifty (250) hours of experience will be credited for administering and evaluating psychological tests of counselees, writing clinical reports, writing progress notes, or writing process notes. No such hours may be counted as a trainee. Generally speaking, most interns will gain a greater number of these hours post-degree than are countable. These hours are optional.

**Group Counseling or Therapy**
No more than five hundred (500) hours of experience will be credited for providing group therapy or group counseling. Group counseling hours are optional. When counseling groups of children, you may record the hours under "children."

**Telemedicine**
Not more than one hundred twenty five (125) hours of experience may be counted providing psychotherapy services via telemedicine (Internet therapy). These hours are optional.

**Telephone Counseling**
Not more than two hundred fifty (250) hours of experience will be credited for actual time spent counseling or doing crisis counseling on the telephone. These hours are optional.

**Hours of Supervision—Individual and Group**
During each week in which experience is claimed and for each work setting in which experience is gained, an applicant shall have at least one (1) hour of one-on-one, individual, face-to-face supervisor contact or two (2) hours of face-to-face supervisor contact in a group of not more than eight (8) persons receiving supervision. The intern/trainee shall have at least two hours of group supervision in every week in which group supervision is claimed. Group supervision is optional. Group supervision may be acceptable when gaining, for example, an hour on Monday and an hour on Wednesday, as long as the hours are both in the same seven day period making up the week. Supervision hours are actual sixty minute hours, not 45 to 50 minute therapy hours. Each hour of group supervision counts as an hour of experience. If less than two hours of group supervision are provided within the week, the supervision hours will not count and one’s hours of experience may be jeopardized.

The intern/trainee shall receive at least one (1) hour of one-on-one, individual, face-to-face supervisor contact per week for a minimum of fifty-two (52) weeks. These weeks need not be consecutive. Individual supervision means one supervisor and one person being supervised.

**Note:** In other words, there must be 52 separate weeks within which at least one hour of individual, face-to-face supervision has been provided.

**Maximum Countable Supervision per Week**
Not more than five (5) hours of supervision, whether individual or group, shall be credited during any single week. Keep in mind, however, that it may be necessary to gain and record more than five hours of supervision in a week to be able to count all hours of experience gained.

**Ratios for Interns, Trainees, and Applicants**
Trainees shall receive an average of at least one hour of direct supervisor contact for every five hours of client contact in each setting and interns shall receive an average of at least one hour of direct supervisor contact for every ten hours of client contact in each setting. While there must be supervision
within each week, these ratios need not be accounted for within each week. They are calculated based upon the average gained over the entire period of time one works in a given work-setting. For example, the applicant saw clients for 1000 hours over 50 weeks, received two hours of group supervision each week and three hours of individual supervision in alternating weeks - in this case the intern ratio would have been exceeded.

When the hours have been approved by the BBS (following the application to take the regular written examination), it is no longer necessary to meet the ratios of experience to supervision. However, at least one hour of individual supervision or two hours of group supervision continues to be required for each work setting until licensed.

**Supervision/Professional Enrichment Activities**
Not more than a total of 1000 hours of experience for direct supervisor contact and related professional enrichment activities will be counted. Such activities include:

- Not more than 250 hours of workshops, training sessions, seminars, and conferences while under supervision and as approved by supervisor. Two hundred fifty hours is the maximum while as an intern, a trainee, or both. These hours are optional.

- Not more than 300 hours (when 100 hours are triple-counted) of personal psychotherapy received from a California licensed mental health professional. These hours do not require supervision and are signed by the psychotherapist who provided the services. One may **not** get psychotherapy from one’s supervisor. Psychotherapy hours include group, marital or conjoint, family, or individual psychotherapy received. The two year license requirement applicable to supervisors is not applicable to this experience. These hours are optional.

- Direct supervisor contact.

Example: 175 hours of workshops, 525 hours of supervision, and 300 hours of personal psychotherapy equals 1000 hours, which is the maximum of the above combined. These hours could be in a multitude of configurations up to the 1000 hours.

**Practicum Hours of Experience**
Hours of experience gained during the practicum, as required within the educational program, may be counted as hours of experience (i.e., hours of experience gained doing therapy, as opposed to classroom instruction). Further, up to 500 hours of practicum experience is exempt from the "six-year-rule" (see below). Even though all practicum hours may be countable as hours of experience, only 500 hours may be older than six years. Hours gained during practicum, like all other hours of experience, must be accounted for on the BBS Weekly Summary of Hours Form.

**Weekly Summary of Hours**
Each trainee and intern shall maintain a weekly summary of all hours of experience gained toward licensure. The weekly summary shall be signed by the supervisor on a weekly basis. An applicant shall retain all such logs until such time as the applicant is licensed by the board. The board shall have the right to require an applicant to submit all or such portions of the weekly summary as it deems necessary to verify hours of experience. (These logs are generally not submitted to the Board with the application for licensure.)
If an intern or trainee has more than one supervisor supervising the same hours, one supervisor should sign for all of the experience and his/her supervision and the other supervisor should sign for only his/her supervision.

**Note:** Make sure your supervisor signs the logs each week. These documents provide verification that you actually gained experience during the periods indicated. Additionally, we would recommend that you retain these documents indefinitely. You never know when you might need them.

**“Six Year Rule”**

All 3,000 hours of experience, with the exception of the practicum hours described above, must have been gained in the six years immediately preceding the date the application for examination is filed. Thus, the maximum amount of time for which hours may be credited, with the exception of up to 500 qualifying practicum hours, is six years (This is affectionately known as the "six-year rule.") This "six year rule," provides that all experience shall be gained within the six years immediately preceding the date the application for licensure was filed, except that up to 500 hours of clinical experience gained in the supervised practicum shall be exempt from this six-year requirement. Another way to view the six-year rule is if you want to count the first hour you have gained and that hour is not an hour gained in practicum, you would have to apply for licensure/examination within six years of that first hour. For example, if you applied for licensure on January 1, 2020, all hours except for the 500 protected practicum hours would need to be completed between 1/1/2014 and 12/31/2019.

**The Other Six Year Limit—Intern Registration**

Persons who do not complete their hours of experience within the initial six-year intern registration period must reapply for a new intern registration. **Such persons may not work in private practice.** Hours from one intern registration roll into another intern registration period, however, in no case may the hours submitted to qualify for licensure be older than six years, with the exception of up to the 500 exempt hours gained during the practicum.

**Note:** The six year intern registration and the six year limitation on hours may totally or partially overlap, but they are separate and distinct periods of time that should not be confused. These two six-year periods of time are critical for applicants to understand. If the initial six-year intern registration is exhausted, one must apply for and qualify for a new intern registration number. The hours now carry forward into the next intern registration period (which was not previously the case).

**Supervision Reminders**

**Current Valid License**

Make sure your supervisor holds a current, valid license, which is not under suspension or probation by a licensing board. Don't forget, sometimes licensees neglect to notify the BBS, or other licensing board, of a move—consequently, they may neglect to renew their licenses in a timely manner. Also, be certain that the supervisor has been California licensed for two years prior to commencing supervision. The following licensed professionals may be supervisors: physicians certified in psychiatry by the American Board of Psychiatry and Neurology, psychologists, clinical social workers, and marriage and family therapists. Verify on the licensing boards' website that the supervisor’s license is current, valid, and not under suspension or probation. Be sure to check again at the time of the supervisor’s next renewal to make sure that the license is subsequently renewed. A supervisor's failure to renew his or her license will result in a loss of hours to the supervisee.
Note: The only exception to the two-year license requirement is supervisors who provide supervision only to trainees at an academic institution that offers a qualifying degree program, where the supervisor has been licensed in California and in any other state, for a total of at least two years prior to commencing any supervision.

Supervisor Mandatory Continuing Education
Supervisors, licensed by the Board of Behavioral Sciences who supervise MFT interns and trainees, are required to complete each license renewal period, six hours of continuing education in supervision. This coursework is to be taken either prior to or within sixty days after commencing the supervision of an intern or trainee. However, the supervisors' negligence in failing to take the required coursework will not result in the loss of hours for the intern or trainee.

Payment for Supervision
It is lawful for an MFT intern or trainee to pay for supervision in any lawful work setting.

Who May Not Supervise
Interns and trainees are not to gain any experience under the supervision of a spouse, relative, or domestic partner. Any experience obtained under the supervision of a supervisor with whom the applicant has had or currently has a personal or business relationship that undermines the authority or effectiveness of the supervision shall not be credited toward the required hours of supervised experience. Additionally, interns and trainees cannot receive supervision from anyone who has ever been their therapist.

Individual Supervision
Individual supervision means one supervisor and one person being supervised. As regulation specifies, supervision is to be "one-on-one, individual, and face-to-face." One hour of individual supervision means sixty minutes of supervision.

Group Supervision
Group supervision means a group of not more than eight persons being supervised by one supervisor. Again, the supervision, according to regulation, is to be "face-to-face." Two supervisors for a group of sixteen supervisees would not be acceptable. Two hours of group supervision means one hundred twenty minutes of supervision. Each hour of supervision may occur on different days as long as it occurs within the same week in which the hours are being claimed.

Other Supervision Guidance
Supervisees may have some weeks where they receive solely individual supervision and some weeks where they receive solely group supervision.

Separate supervision is required for each work setting in which one is gaining hours of experience. For example, intern in setting one gains three hours of experience and is therefore required to have one hour of individual or two hours of group supervision in that setting, and in setting two sees five clients and is also required to have one hour of individual or two hours of group supervision for this setting.

For hours of experience to count within a given week, supervision must occur within the same week that the hours are gained. However, the ratios are not necessarily required to be achieved within the same week as the hours of experience are gained.

A supervisor may supervise an unlimited number of interns and trainees in any appropriate work setting other than private practice, but is limited to supervising two MFT registered interns when those interns
are employed in private practice. Supervisors are limited to supervising groups of no more than eight persons under supervision.

A supervisor shall give at least one week's written notice to an intern or trainee of the supervisor's intent not to sign for any further hours of experience for such person. A supervisor who has not provided such notice would be obligated to sign for hours of experience obtained in good faith where such supervisor actually provided the required supervision and the supervisee actually gained experience.

The supervisor is required to have practiced psychotherapy or provided direct supervision for at least two years within the five year period immediately preceding any supervision.

The supervisor is required to address with the intern or trainee the manner in which emergencies will be handled.

The supervisor is required to obtain from the supervisee, the name, address and telephone number of the prior supervisor and employer. The intent is that the supervisor will address with the prior supervisor and employer issues and concerns that will benefit the supervision of the intern or trainee.

The supervisor is required to verify that the site is appropriate for gaining hours of experience.

**Miscellaneous Reminders**

**Employment/Volunteer/Independent Contractor**
Interns, trainees, and applicants may only perform services as employees (IRS Form W-2) or as volunteers, and not as independent contractors (IRS Form 1099). Interns, trainees, and applicants who have been hired and paid on an independent contractor basis will have their hours denied. The BBS views independent contractor status as self-employment, which is the reason such hours are denied. One may only be self-employed following licensure.

**Payment for Expenses**
Trainees, interns, and applicants who provide volunteered services or other services, and receive no more than a total, from all work settings, of five hundred dollars per month as reimbursement for expenses actually incurred for services rendered in any lawful work setting other than private practice, shall be considered employees and not independent contractors. The board may audit applicants who receive reimbursement for expenses, and applicants have the burden of demonstrating that the payments received were for reimbursement of expenses actually incurred.

**Disclosure**
Interns, trainees, and applicants are required to inform clients, prior to performing professional services that they are unlicensed and working under the supervision of licensed marriage and family therapists, licensed clinical social workers, licensed psychologists or licensed physicians certified in psychiatry by the American Board of Psychiatry and Neurology.

**Remuneration from Patients/ Clients**
Interns, trainees, and applicants shall not receive any remuneration from patients or clients, and shall only be paid by their employers.
Where Services May Be Provided
Trainees, interns, and applicants shall only perform services at the place where their employers regularly conduct business, which may include performing services at other locations, so long as the services are performed under the direction and control of their employers and supervisors and in compliance with the laws and regulations pertaining to supervision. For example, an intern working in private practice may see a patient in the hospital. Or, a trainee may see a patient who is homebound, on behalf of the agency that employs him/her, in the home of the patient.

Private Practice
Interns must be "registered" at the time employment in a private practice begins. Interns must be in their initial six-year intern registration period while gaining any hours of experience in private practice.

Supervision in Private Practice by Someone Other Than Employer
The supervising licensee in a private practice shall either be employed by and practice at the same site as the intern’s employer, or shall be an owner or shareholder in the private practice.

Supervision when Supervisor is on Vacation or Sick Leave
Alternative supervision may be arranged during a supervisor’s vacation or sick leave if the supervision otherwise meets the requirements of the licensing law.

Lawful Employment Settings for Trainees
A trainee may gain experience as an employee or volunteer in any setting that lawfully and regularly provides mental health counseling or psychotherapy; provides oversight to ensure that the trainee’s work at the setting meets the experience and supervision requirements required by law, is within the scope of practice for the profession, and is not a private practice.

Requirement for Hours Gained as a Trainee
For all hours gained as a trainee, the school must have a written agreement with the employer where the hours are gained. If no agreement exists, such hours cannot be counted while a trainee.

Lawful Employment Settings for Interns
Registered interns may work in all of the settings in which trainees may work, and in addition, they may, during their initial six-year intern registration, be employed or volunteer in private practices.

Lawful Employment Settings for Applicants for Intern Registration
A person who is post degree, awaiting intern registration, may work in any setting appropriate for a trainee, and may not work in private practice. Persons who are in their second six-year intern registration period may likewise not work in private practice. Persons who have applied for intern registration and who are awaiting intern registration numbers may not work in private practice.

Ownership of a Practice or Business
Trainees and interns shall have no proprietary (ownership) interest in their employers’ businesses and shall not lease or rent space, pay for furnishings, equipment or supplies, or in any other way pay for the obligations of their employers. This means that interns and trainees will not be signers on a joint checking account with employers, pay remodeling costs for office space, pay advertising costs, etc.

Employee vs. Volunteer
The requirements of law and regulation are applicable equally to persons who are employees and persons who are volunteers. Do not presume that if you are a volunteer and law or regulation says
"employee," that it does not apply to you. You are bound by the same requirements whether you are an employee or a volunteer.

**Responsibility Statement for Supervisors**
This statement is to be signed by the supervisor prior to commencing supervision with an intern, trainee, or applicant. These forms are on the BBS website at www.bbs.ca.gov. Interns are to submit Supervisor Responsibility Statements to the Board for all supervisors upon application to take the examinations for licensure.

**Offsite Supervision or Supervision not Paid for by the Employer**
It is permissible to get offsite supervision in any work setting other than Private Practice. It is also permissible for MFT interns, trainees, and applicants to pay for supervision, but only where an appropriately executed letter of agreement exists. This letter of agreement (the original) must be filed by the applicant with his/her application to take the examinations for licensure. See the attached Sample Letter of Agreement For Offsite Supervision. This letter of agreement should be typed onto the letterhead of the employer as it is the employer who is permitting the "offsite supervision," or permitting the supervisee to get supervision not provided by the employer.

**Notification of Change of Address**
Licensees, registered interns, and applicants are required to notify the BBS within thirty days of a change of address.
### From Masters Degree to Licensure

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Registered Intern</th>
<th>Applicant</th>
<th>Licensed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Masters degree program</td>
<td>Must apply for Intern Registration within 90 days to be able to collect hours during this time. Employment in private practice not permitted.</td>
<td>Maximum of six years as a Registered Intern however may reapply for a new intern number and hours roll forward. Private practice employment not permitted in subsequent six year intern registration periods.</td>
<td>Application pending or hours approved and in examination process or passed exams and awaiting receipt of license.</td>
</tr>
<tr>
<td>12 Semester 18 Quarter Units required to collect hours</td>
<td>Supervision Rations 5 to 1 individual or 5 to 2 group</td>
<td>Requirements for hours are the same as for Interns.</td>
<td>When application approved, supervision ratio no longer required to be met.</td>
</tr>
<tr>
<td>Complete Masters degree program</td>
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<td>Congratulations! License granted as a Marriage and Family Therapist.</td>
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<tr>
<td>Degree granted/confirmed/posted</td>
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### Trainee Limitations

**Masters Program (Maximum of 1300 hours when all are combined)**

- Must complete 12 semester or 18 quarter units of study to collect hours.
- **750 Hours Maximum** client contact and supervision
- **Minimum of 150 Hours** of client contact in practicum
- Minimum of six semester or nine quarter units of practicum
- Up to 500 of the practicum hours of experience (depending on the number actually gained) are exempt from the "six year rule."

**250 Hours Maximum**
- Workshops, seminars, training sessions, and conferences approved by supervisor

**300 Hours Maximum**
- 300 hours maximum personal psychotherapy received (100 x 3 = 300) do not require supervision

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### Hours of Experience Requirements and Limitations at a Glance

**3,000 Hours Total**

<table>
<thead>
<tr>
<th>1,000 Hours Maximum</th>
<th>2,000 Hours Minimum</th>
<th>125 Hours Maximum</th>
<th>Hours Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>250 Hours Maximum</strong></td>
<td>Workshops, seminars and training sessions, and conferences approved by supervisor</td>
<td>Individual and Group Supervision</td>
<td>Providing psychotherapy via telemedicine</td>
</tr>
<tr>
<td><strong>300 Hours Maximum</strong></td>
<td>Personal psychotherapy received (100 x 3 = 300 hours) do not require supervision</td>
<td>Administering and evaluating psych tests, writing clinical reports, writing process or progress notes; <strong>INTERNS ONLY</strong></td>
<td>May be individual, or couples, families, and children</td>
</tr>
<tr>
<td><strong>500 Hours Minimum</strong></td>
<td>Diagnosing and treating couples, families, and children</td>
<td><strong>250 Hours Maximum</strong></td>
<td><strong>500 Hours Maximum</strong></td>
</tr>
<tr>
<td><strong>500 Hours Maximum</strong></td>
<td><strong>250 Hours Maximum</strong></td>
<td>Telephone counseling or crisis counseling by telephone</td>
<td>Group counseling or therapy</td>
</tr>
<tr>
<td><strong>125 Hours Maximum</strong></td>
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</tbody>
</table>
SAMPLE LETTER OF AGREEMENT

It is hereby agreed that _____ herinafter referred to as (Supervisor), agrees to supervise the intern/trainee listed below for (Employer/Organization). Supervisor agrees to provide this service to the intern/trainee listed below on a voluntary basis. (Employer/Organization) agrees to allow (Supervisor) to supervise the intern/trainee listed below. Supervisor agrees to ensure that the extent, kind, and quality of counseling/psychotherapy performed by the intern or trainee, is consistent with the intern or trainee's training, education, and experience and is appropriate in extent, kind, and quality.

Employer is aware of the licensing requirements that must be met by the intern or trainee and agrees not to interfere with the supervisor's legal and ethical obligations to ensure compliance with those requirements, and employer agrees to provide the supervisor access to clinical records of the clients, counseled by the intern or trainee.

Supervisor agrees to ensure that the counseling/psychotherapy performed by the intern or trainee listed below and the supervision provided by the supervisor will be in accordance with Chapter 13, Division 2 of the Business and Professions code (the MFT Licensing Law) and any regulations promulgated thereunder. The intern/trainee listed below is employed by the (Employer/Organization) and performs counseling/psychotherapy services of a nature specified in Chapter 13, Division 2 of the Business and Professions Code and any regulations promulgated thereunder.

<table>
<thead>
<tr>
<th>Traineel/Intern (print)</th>
<th>Supervisor (print)</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traineel/Intern (signature)</td>
<td>Supervisor (signature)</td>
<td></td>
</tr>
<tr>
<td>Employer/Organization (print name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Authorized Representative (print name and title)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dated</td>
<td>Authorized Representative (signature)</td>
<td></td>
</tr>
</tbody>
</table>

1 This Letter of Agreement is to be signed and dated prior to providing services, which are to be counted as hours of experience.
2 Although the supervisor provides service for employee on a voluntary basis, the intern or trainee may lawfully pay the supervisor for supervision.