



PSYD CLINICAL FORENSIC PRACTICUM MANUAL

Los Angeles ~ Irvine

2017-2018

PsyD CLINICAL FORENSIC PROGRAM

Applied Professional Practice (APP)

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Psy.D. Clinical Training TIME LINES:

Doctoral Psy.D. Program:

- Year One (1): Academics only
- Year Two (2): Academics, plus Practicum I (600 hours)
- Year Three (3): Academics, plus Practicum II (600 hours)
- Year Four (4): Pre-doctoral Internship (2,000 hours)

The “**California Board of Psychology**” (BOP) governs Psychologist licensing
Website: www.psychboard.ca.gov

For an overview of CALIFORNIA “**Qualifications for Licensure as a Psychologist**”,
see the BOP website at:

<http://www.psychology.ca.gov/applicants/license.shtml>

Acronyms, Terms, Faculty/Staff ...and other useful information

PROGRAM CHAIR: Forensic Program Chair: Dr. Loren Hill, Ph.D. Lhill@thechicagoschool.edu

ADP: Academic Development Plan (assists student to remediate academic or clinical training areas)

ADVISOR: **Student's Professional Development Instructor** (same throughout student's tenure at TCSPP)

ALCEA: Chicago School's on-line program and data-base for Practicum and Internship training

APP: Applied Professional Practice (Dr. Miles' Department): Practicum and Internship training

BOP: (for Psy.D. students) licensing agency: Board of Psychology (California) www.psychboard.ca.gov

DAC: Department Advisory Committee

DCT (for Forensic Psy.D.) Director of Clinical Training: Linda Miles, Ph.D.

DEPARTMENT MANAGER: Miguel Valenzuela: mvalenzuela@thechicagoschool.edu

DISSERTATION CHAIR: Chairperson of the student's Dissertation Committee

DCT FACULTY ASSISTANTS for Dr. Miles: Diana Avelle, Lead FA: davalle@thechicagoschool.edu

Larry Britton, Jr., M.S., DCT FA:

Elijah Morrow, DCT FA:

FTI: Forensic Training Institute: Loren Hill, Ph.D. Lhill@thechicagoschool.edu

LIBRARIAN: Mr. Oliver Cutshaw, for the LA Campus, OCutshaw@thechicagoschool.edu

FREE!! PROFESSIONAL MEMBERSHIPS/CONFERENCE ATTENDANCE & PRESENTATION

REIMBURSEMENT: *There are three types of scholarships:*

Professional Membership (Up to \$75)

Conference or Training Attendance (Up to \$100)

Conference or Training Presentation (Up to \$200)

How to Apply? Contact your Student Government Representative for information and Instructions

REGISTRAR: CARegistrar@thechicagoschool.edu

SAC: Student Affairs Committee

SEMINAR LEADER: **Student's Practicum Seminar Instructor**

STUDENT SUCCESS SPECIALIST: Daniel Esquivel, M.A., support@thechicagoschool.edu

STUDY ABROAD (Coordinator of International Programs & Services) Cindie Zhou: czhou@thechicagoschool.edu

TESTING MATERIALS: **HOW TO CHECK OUT PSYCH TESTING MATERIALS:**

LA CAMPUS: Library, see Oliver Cutshaw, Librarian OCutshaw@thechicagoschool.edu (or Mr. Cutshaw's

Assistant, on weekends); also: LA-Library@thechicagoschool.edu

IRVINE CAMPUS: To reserve materials, email testkitcenterirvine@thechicagoschool.edu

or call 949-769-7700; pick-up at front desk

NOTE: **APP also has test instruments, including Spanish-language tests for children**

To check out these APP instruments, contact Terry Masi, Senior DCT at tmasi@thechicagoschool.edu

UND: Uniform Notification Day (for SCAPTP Practicum sites), always the second Monday in April

INTRODUCTION

Practicum is intended to expose you to the broad range of roles and responsibilities of a practicing psychologist, and to help you develop ethically sound, clinically effective, and culturally sensitive therapeutic skills. Practicum is a very rewarding part of your program here at Chicago School. The success of your practicum experience depends on the time, effort and commitment you dedicate to it!

ACCREDITATION

The Chicago School of Professional Psychology, Clinical Forensic Program, is not an APA-approved program. The Chicago School of Professional Psychology is fully accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission.

PROFESSIONAL COMPORTMENT

Students are expected to conduct themselves in a legal, ethical, and professional manner during all phases of their practicum experience. *The standards to which all psychologists must adhere are the American Psychological Association's "Ethical Principles of Psychologists and Code of Conduct (2002)", as well as the Specialty Guidelines for Forensic Psychologists (American Psychological Association, 2013), and other applicable APA Codes of Ethics.* Students engaged in practicum are required to possess and apply knowledge of these principles and standards.



The American Psychological Association's (APA) *Ethical Principles of Psychologists and Code of Conduct* can be found at the APA's website (www.apa.org). Acceptable student conduct is derived mainly from these sources of information.

The following are examples of illegal, unethical, and/or unacceptable behavior:

- Actions inconsistent with ethical or legal guidelines governing the professional of psychology
- Failure to follow APP guidelines
- “Double-dipping” of clinical hours (see also Page 23 of this Manual)
- Failure to appear for scheduled practicum events or responsibilities without prior approval and/or without proper notification by student to agency
- Taking vacation or personal time without the practicum agency’s prior approval
- Failure to attend scheduled supervision without prior approval by agency supervisor
- Recording or taping a client without a properly executed Consent and Release of Information and Supervisor’s and Agency’s prior approval

- Removal or private use of practicum site property without permission
- Removal of patient clinical records from agency premises
- Violating patient confidentiality
- Failure to report to his/her primary Practicum supervisor a known or suspected incidence of child abuse or neglect, or known or suspected incidence of dependent/elder abuse or neglect; or a known or suspected patient threat of self-harm or threat to harm others
- Leaving or withdrawing from a practicum for any reason without prior permission from both the agency and DCT
- Accepting a practicum offer and then declining it to accept an offer from another site

Consequences for such behavior range from a referral to DAC or SAC, to dismissal from the Program. See also “*Student Handbook*,” “*Code of Conduct*” section.

DISABILITY STATEMENT

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, APP is committed to actively work with, and support, students with special needs. However, the DCT and practicum agencies cannot and will not honor any student request for Special Accommodations until it has first been approved by Student Services, and then given a copy of the approved Accommodation Letter by the student. Accommodations approval is not retroactive. While APP accepts and supports the student's approved Special Accommodation request, the practicum agency's *primary obligation is to the clients*; therefore, APP cannot guarantee that the practicum agency will, as well. In this event, APP will work with the student and make every effort to accommodate the student's needs.



RELIGIOUS ACCOMMODATIONS

TCSPP is committed to diversity and nondiscrimination in accordance with state and federal laws and regulations, and the institution supports all students in their religious affiliation or non-affiliation. As such, TCSPP will reasonably accommodate a student's religious observance or practice unless such accommodation is deemed unreasonable as it relates to the delivery of client services and agency functioning. Students who wish to observe religious holidays must inform the Agency in writing within the first two weeks of each semester of practicum of their intent to observe the holiday. This early advisement allows the Agency time to make alternative arrangements so that patient care is not adversely impacted by the absence. See also “*Student Handbook*,” “*Religious Accommodations*” section.

PROHIBITION OF DISCRIMINATION, HARASSMENT and RETALIATION

From the TCSPP Student Handbook:

The Chicago School of Professional Psychology acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons and thus affirms its policy of compliance with all applicable laws and directives that promulgate nondiscrimination and equality of opportunity through affirmative action. TCSPP prohibits discrimination, harassment, and retaliation against members of its community, including but not limited to its employees, students, and applicants based on race, color, sex, gender identity, religion, creed, age, national origin or ancestry, sexual orientation, disability or different ability, marital status, parental status, pregnancy, military status, political activities/affiliations, or any other impermissible reason. See also “*Student Handbook*” sections “*Policy on Discrimination, Harassment, and Retaliation*”, “*Discrimination*”, “*Harassment*”, “*Retaliation*”, “*Reporting an Allegation of Discrimination, Harassment and Retaliation*”.



Students are expected to conduct themselves ethically, with personal honesty, and with integrity and professionalism. All TCSPP policies regarding Academic Honesty also apply to Practicum. This includes the expectation that psychological testing and assessment, and case(s) and/or materials used for class presentations and/or used for the student's Comprehensive Examinations will be the student's own work. Dishonesty violates one of the most basic ethical principles of professional practice. Such behavior will result in sanctions imposed under the school's disciplinary policies. See also, “*Student Handbook*” Section “*Academic Integrity*”.

REMOVAL OF PROPERTY and/or CLINICAL RECORDS FROM THE AGENCY

Practicum agency property may not be removed from agency premises without prior explicit and written permission from the agency. Under no circumstances may any client clinical materials or records be removed from agency premises. Removal of client materials is a violation of patient confidentiality (HIPAA) and agency trust.

AUDIO and VIDEO RECORDINGS

Students may not make any audio or visual recording of any patient, therapy, testing and/or any other clinical service provided to patients at practicum without the prior explicit and written permission from the agency, and without a properly executed Informed Consent and completed Release of Information. Students interested in making audio or visual recordings of a patient should first discuss this with his/her Clinical Supervisor. Non-authorized recordings are a violation of patient confidentiality (HIPAA) and agency trust.



INTERNATIONAL STUDENTS

International Students are encouraged to contact TCSP's "*International Services*" prior to beginning the practicum process. Special regulations apply and certain forms are required.



FREE PROFESSIONAL MEMBERSHIP, CONFERENCE ATTENDANCE, or PARTICIPATION

CGSA, your student government, provides monetary reimbursement to students for Professional Membership (e.g., American Psychological Association, Forensic Mental Health Association, California Psychological Association, etc.); OR for professional conference attendance; OR for professional conference participation. For EACH fiscal year from June 1 to May 31, all students in good standing and currently attending TCSP are eligible.

APP encourages students to avail themselves of this benefit. Professional membership can be included on the student's CV, and membership demonstrates identification with the profession. For more information, contact CGSA.



8-BATTERY TESTING REQUIREMENT

Psy.D Clinical Forensic students are required to complete at least eight (8) integrated psychological test batteries prior to graduation. Students may complete any or all of these at practicum, and/or at pre-doctoral internship. Students are encouraged to complete as much psychological testing as possible *prior to applying for pre-doctoral internship*, as this makes the student more competitive when seeking internship.

APP cannot guarantee opportunities for testing. Students are encouraged to be proactive at their practicum and internship sites concerning testing. **If the agency does not have its own testing materials, these are available for students to check out at both the LA and Irvine campuses. The list of available tests can be found on the TCS Library website. Instructions for checking out test materials are found on Page 7 of this Manual, in the “Acronyms” section. The Academic Advisor has authority regarding batteries, and the Advisor alone determines which tests “count.” For forms or more information, contact your Academic Advisor or Department Manager.**

A note regarding Comprehensive Examinations...

APP cannot guarantee that a student will have a therapy or a testing case to present at the time of his/her Comprehensive Examination. Students who need to present an assessment case are encouraged to be proactive at practicum and to inform his/her Primary Clinical Supervisor of this requirement at the start of practicum. Questions regarding Comprehensive Examinations should be directed first to the student's Practicum Seminar instructor.

ADVANCED 3rd PRACTICUM

Some students opt to participate in an additional, *but entirely elective*, third “Advanced” practicum (also called “Practicum Maintenance” in other TCSPP programs). Prior to commencing an Advanced 3rd Practicum, the student must receive prior approval from both the DCT and his/her Academic Advisor. The 600-hour practicum requirement may not apply for a 3rd practicum, depending on the type of practicum (e.g., consultation, program development, research, etc.) and the needs of the site. **Students who are engaged in a 3rd “Advanced” practicum must also be concurrently enrolled in a Practicum Seminar Class.**

DELAYING/POSTPONING PRACTICUM

Any student needing to delay practicum, or who chooses to do a third practicum *in lieu of internship*, should first discuss this with his/her Academic Advisor. Students should also promptly notify the DCT so that appropriate and timely APP assistance can be provided.



PREREQUISITES FOR PRACTICUM ELIGIBILITY

Forensic Psy.D. Students are required to successfully complete two (2) years of organized, sequential, and supervised practica. Practicum begins in the Fall semester and concludes after Spring semester.

The following pre- requisites must be met to be eligible for a Forensic Psy.D. Practicum:

- 1) A cumulative GPA of at least 3.0
- 2) Completion of all required grade-level coursework with a grade of at least B- in each class
- 3) **Concurrent enrollment in a Practicum Seminar Class.**
- 4) Approval of the Program Chair, Academic Advisor, and the Director of Clinical Training
- 5) In addition to the above requirements, Forensic Psy.D. students intending to *begin Assessment Practicum I* are required to have satisfactorily completed the following prerequisite courses:
 - PF613 Psychopathology
 - PF730 Introduction to Theories of Treatment and Intervention
 - PF617 Clinical and Diagnostic Interviewing
 - PF710 Intellectual and Achievement Assessment
 - PF711 Personality Assessment
 - PF707 Professional Ethics and Standards
 - PF715 Projective Methods of Assessment
 - ***Successful completion of Ethics class with a Grade of B or better***

A student may be withheld or removed from practicum at any time by the Director of Clinical Training or by the Program Chair if the student is

- no longer eligible to proceed in the practicum search process
- no longer in good standing, academically or otherwise, or is on academic probation
- is subject to DAC or SAC
- serious ethical or legal infractions have occurred
- has legal issues that may impede the student's ability to be placed at practicum

...and/or, if the Program Chair, Academic Advisor and DCT

- have concerns about the student's professional development, commitment, or comportment
- have concerns about the student's ability to meet practicum time or scheduling requirements, standards of patient care, or the academic rigors of the Program.

PRACTICUM REQUIREMENTS



Students are required to successfully complete four (4) sequential semesters of Practicum which includes Practicum I and II. The agencies at which a student may be placed for Practicum I or II may offer a therapy experience, an assessment experience, or a combination of both.

For a student to receive credit for having completed Practicum, the following must be met:

- 1) complete a minimum of at least 600 hours, on-site
- 2) 16-24 hours per week, on site, completed over at least a nine (9) month period
- 3) at least 40-60% of time on-site providing *direct services* to clients
- 4) the supervisor's answer "Yes" to this question on the student's Mid-term and/or Final Evaluation:

"This student has successfully completed this semester of practicum training". (See Forensic Mid-term and Final "Hour Log and Evaluation" form, Section 4, located in Alcea, under "FORMS")

- 5) **Successful completion of Practicum Seminar class with a grade of "Credit"**

A grade on the student's evaluation in Alcea of either "*Pass with Revisions*" or "*Fail*" does not qualify as successful completion of Practicum.

A Practicum evaluation with a grade of "*Pass with Revision*" automatically initiates a grade of "Incomplete" in Practicum, as well as a DAC referral. The Incomplete grade will remain until the student satisfies any assigned ADP and/or Performance Improvement Plan (PIP). Should the ADP and/or PIP not be successfully met, or not met by the grade-change deadline (typically, 7 days before the Add/Drop date of the following semester), the Incomplete grade becomes a "No Credit" and the entire Practicum 2-semester sequence, including Practicum Seminar class, must be repeated.

A Practicum evaluation with a grade of "Fail" automatically initiates a grade of "Fail" in Practicum, and initiates a referral to SAC. This also requires that the entire Practicum 2-semester sequence, including Practicum Seminar class, be repeated. **Termination from practicum, unethical or illegal behavior, dishonesty, or poor performance at practicum automatically earns a grade of No Credit and initiates a referral to SAC.**

The DCT will assign a grade of “Incomplete” for Practicum until all practicum-related documentation is complete and submitted to Alcea. A grade of *Incomplete in Practicum Seminar Class* automatically initiates a grade of *Incomplete in Practicum*. If the student does not satisfy the Incomplete in Practicum and/or in Practicum Seminar Class, the Incomplete will be changed to “No Credit” and the entire Practicum 2-semester sequence, including Practicum and Practicum Seminar class, must be repeated.

APP “EXCEPTION TO POLICY” REQUEST

Students who are not able to meet the 600-hour practicum time requirement must promptly notify the DCT and his/her Academic Advisor. With the DCT’s approval, the student may complete an “APP Petition for Exception to Policy” form, outlining in detail the policy for which the student is requesting the exception, and the efforts made by the student to comply with the policy. **The Petition form will only be given to the student with the DCT’s prior approval.** It is the student’s responsibility to complete and circulate the form to all signatories, *any one of whom may approve or deny the student’s petition*. The student will give the approved, signed petition to the DCT and Department Manager. The request for an exception, or merely being given the form, does not constitute approval.



Different Forensic Psy.D. cohorts have different supervision parameters:

Assessment Practicum I: at least two hours of supervision each week, with one hour being individual, face-to-face supervision with a licensed mental health professional of any discipline. The second hour can be either individual or group supervision with a licensed mental health professional of any discipline

Therapy Practicum II and Advanced 3rd Practicum: at least two hours of supervision each week, with one hour being individual face-to-face supervision with a licensed psychologist (required). The second hour of supervision can be either individual or group supervision with a licensed mental health professional of any discipline.

In all cases, the supervisor must be licensed. This requirement cannot be waived under any circumstance. All supervision will be conducted in accordance with the California Board of Psychology “Best Practices” guidelines, and in accordance with the American Psychological Association’s “*Ethical Principles of Psychologists and Code of Conduct (2002)*”.

SUPERVISION REQUIREMENTS

POLICY REGARDING STUDENTS PROVIDING SERVICES TO THE PUBLIC

While at practicum, students MUST attend supervision regularly.

It is both illegal and unethical to practice outside the scope of one's education, professional training, and license. **Students are not legally entitled or qualified to offer services to the public. Students may provide services only while under the direct supervision of a licensed mental health professional.**

A Forensic Psy.D student, including those who may have a license or registration in some other mental health-related field, may only provide services to the public if the student is concurrently engaged in TCSPS-approved supervision with a licensed mental health professional, and if the services are approved by the supervisor as being appropriate for the student to render. There are no exceptions to this policy.

Regular, consistent clinical supervision is REQUIRED. Students at practicum who do not have supervision by a licensed mental health professional or who, for ANY reason, fail to meet with his/her supervisor on a regular, consistent basis, will be terminated immediately from his/her practicum.

Once terminated, all hours accrued *without supervision* will not count toward those required for course credit. Hours will only begin to count toward course credit once supervision resumes. Should the student not immediately resume supervision, he/she will also be dis-enrolled from Practicum and Practicum Seminar class, and a repeat of the entire 2-semester Practicum and Practicum Seminar Class may be required.

Practicum students may not be supervised by any of the following persons:

1. Anyone for whom they do or have served as a Registered Psychological Assistant
2. A student's current or past psychotherapist
3. Anyone with whom they have, or have had, a business or employment relationship
4. Anyone with whom they have, or have had, a sexual, family, personal, or "emotional" relationship
5. Any relative, however distant
6. Any faculty member, unless that faculty member is also a clinical supervisor at, and employed by, or is an owner of, the student's practicum agency (consult with DCT on this)
7. When the presence of, or potential for, multiple (dual) relationships or conflicts of interest may not be entirely clear. Where a lack of clarity exists, the student must consult with the DCT.

Forensic Psy.D students who possess a license or Registration number from a different mental health-related discipline are not permitted to use that license/registration number while at practicum, and are not permitted to use TCSPS practicum hours toward fulfillment of any other degree track or for any other academic institution's requirements.

If the student has questions about these supervision policies, or requires clarification, he/she should consult the DCT.

OFF-SITE SUPERVISION

In some cases, supervision may be provided by a Chicago School APP “off-site supervisor.” The Off-Site supervisor is an employee of Chicago School. APP provides supervision *only by prior agreement, and only with prior approval from the Senior DCT*. Off-site supervision is provided only to those agencies with which Chicago School has a significant community, training, research, and/or educational partnership.

OFF-CAMPUS TRAINING EVENTS

Outside organizations may offer additional learning experiences and training activities. The DCT or other Chicago School employees may notify students of *non-TCSPP* training opportunities as they become available; however, no endorsement of these training events is made or implied, and students who choose to attend do so on a voluntary, non-TCSPP-sanctioned basis. Outside training is not a substitute, and cannot be used, for supervision.

“ALCEA” ~ Chicago School’s On-line Training Database

Accessing Alcea, the APP Professional Training Database:

The Chicago School clinical training department, “APP”, maintains an on-line interactive practicum and internship database called “Alcea”. In Alcea, students can research practicum sites, complete and submit all required practicum forms and documentation, and submit their Rank Order list of practicum site choices.

For questions, or for assistance with Alcea, please contact the TCS Database Manager at: app@thechicagoschool.edu

It is imperative that students thoroughly acquaint themselves with Alcea and be able to navigate this system.

1. **Alcea.** Beginning in late Fall, students intending to apply for practicum will have access to Alcea. Training in Alcea will be provided to students. Instructional materials, including PowerPoints on various Alcea topics, will also be provided.

For all Alcea-related questions or problems, first contact the DCT Faculty Assistants.

2. To access the Alcea database. **each student and Practicum supervisor has his/her own Alcea account**, with his/her own unique use name and password.

Note: *The Chicago School owns the information contained in the Alcea database. Students are strictly prohibited from sharing or otherwise divulging any information from the Alcea database to any non-TCSPP affiliated person or organization.*



COMMUNICATION WITH THE DCT

To receive timely support and assistance, students are expected to maintain consistent and accurate communication with the Director of Clinical Training. To provide the best assistance, the DCT needs to know the student's status throughout the practicum search process.

Use "Chicago School" email address only: During the practicum search process, the DCT will provide much information, general as well as personalized. The primary mode of communication is email ONLY to the student's Chicago School ego.thechicagoschool.edu address. Student emails from non-Chicago School addresses will not be answered.

Chicago School email will also be the method for communicating late-breaking information regarding the practicum search process, recent changes in agency contact information, notification of newly developed sites, helpful tips, and answers to commonly asked questions.

During the practicum search process, students should check their email DAILY.

NON-RESPONSIVE STUDENTS

Students who are non-responsive or inconsistent in their communication with the DCT are not guaranteed placement at practicum. If non-responsiveness occurs, the DCT will notify the student's Academic Advisor and a "HOLD" will be placed on the student's Alcea account, which prevents the student's access to Alcea. The "HOLD" will remain on the student's Alcea account until the matter is resolved.

If non-responsiveness or poor cooperation continues, the DCT will remove the student from the practicum process entirely. When this occurs, the student is no longer eligible for practicum. The DCT will also notify student's Academic Advisor and Program Chair. The student's resumption of "Active" status in the practicum search process is at the discretion of the DCT and Program Chair; and will occur only after the student demonstrates consistent remediation. Should non-responsiveness or poor cooperation continue, the student will be referred to DAC or SAC.

A Word about Deadlines...

There are many steps that must be taken by the student to navigate the practicum process. It is essential that students have their current CV in Alcea and complete all necessary documentation and requirements **by the deadline**. If a deadline is missed, the student will need to obtain permission from the DCT to re-enter the process. The student's re-entry into the practicum process is at the discretion of the DCT and Program Chair, and only after the student demonstrates a willingness and an ability to meet deadlines.



Etiquette

Students represent themselves, the Clinical Forensic Program, the Chicago School as an institution, and the profession of psychology. Students are expected to demonstrate professional decorum at all times, including in all interactions with faculty and staff, peers, and practicum/internship personnel. Professional etiquette (“comportment”) includes, but is not limited, to the following:

Submitting materials in a neat, grammatically correct, and timely fashion

Interacting politely and respectfully with EVERYONE (at the sites, as well as on campus)

NEVER using off-color, disrespectful, abusive or bigoted language

Representing yourself and events in a truthful and accurate manner

Attending all scheduled interviews

Compliance with Application and Offer timelines

Responding promptly and professionally to requests for information or additional contact



THE PRACTICUM APPLICATION PROCESS

Students are required to have a practicum placement no later than the 2nd week of **Fall semester**.

Alcea will open and be available to students beginning in Fall. Alcea closes to students in/around January of the following year. All students are notified by email well in advance of these Alcea “Open” and “Close” deadlines. Once Alcea is closed, student access to Alcea and the ability to Rank-Order or make any changes or additions to Alcea is no longer permissible, **and no exceptions will be made. To ensure fairness and transparency of the process for all students, the “Close” deadline is the same for all TCSPP programs.**

Choose 7-10 Practicum Sites

Once Alcea opens, the Agency List is available to all students. Students should actively research all sites and make a list of sites to which they would like to apply. The student then ADDS and “SAVES” his/her choices in Alcea by the Close deadline. If the Close deadline is not met, the student will be delayed in the practicum process and must wait until 2nd Rounds to participate. Students who choose fewer than 7 sites cannot be guaranteed assignment to any of his/her site choices.

Curriculum Vita (CV) and “Strengths and Weakness” Form

Students create a Curriculum Vita (CV) in their Professional Development class. Students may also consult with “*Student Success Services*” for assistance in creating a CV and for helpful tips with interviewing skills.

YOUR CV IS A MUST! Students are required to upload their current CV into Alcea prior to the Alcea “Close” deadline. **Your CV is the single most important document for the practicum application process.** Having the current CV on Alcea ensures that students do not miss opportunities. Some practicum agencies have specific application requirements: e.g., having a Master’s Degree, experience with children, speaking another language, etc. At the time of agency assignments, the DCT will confirm that the student meets the specific agency requirements *by reviewing the student’s CV in Alcea*. If the DCT cannot confirm that the student possesses these site-specific requirements *by reviewing the student’s CV in Alcea*, that agency choice will not be assigned to the student. **Students are required to keep their current CV uploaded onto Alcea during their entire tenure at TCSP**

STRENGTHS & WEAKNESS FORM: This “Strengths and Weaknesses” form assists the student with carefully considering his/her professional development, and assists the student with selection of realistic, judicious practicum choices that will maximize opportunities for professional growth.



CHOOSING A PRACTICUM SITE

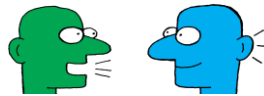
Students are encouraged to **create a balanced list of sites** to which to apply. When selecting practicum choices, it is important to be flexible. Challenge yourself by considering a training experience in an area that you have no previous experience. Remain open to new opportunities, and consider the clinical “generalist” base that is necessary before one specializes in Forensics. Students should keep in mind that some sites have an assessment focus, some have a therapy focus, and some offer a combination of both. Other sites are strongly forensically oriented, while others may offer unique training opportunities with diverse populations. These are all important considerations when selecting a practicum!

Competitiveness of practicum positions vary. While this is another important factor to be considered when selecting sites, competitiveness is not necessarily an accurate measure of training quality! There are several good sources of information to assist you with your practicum selection, including

- The Agency List in Alcea
- Fellow students who are currently at, or who have already completed, practicum
- Your Academic Advisor, Practicum Seminar Instructor, and faculty
- The Internet, including researching the Agency's own website
- And especially, APP's Annual Agency Fair, typically held in January at both the LA and Irvine campuses

A. Alcea Agency List

The Alcea "Agency List" contains a comprehensive listing of all agencies with which Chicago School collaborates for the professional training of students.



B. Information from Fellow Students

Fellow students are often a good source of information about practicum sites. However, keep in mind that an individual student's perspective is just that: a personal opinion. Therefore, look beyond broad, categorically positive or negative statements about a site. Instead, ask specific questions about what type of student would do well at a given site and who might not; the types of clinical opportunities available; and the interpersonal "climate" of the site. *Remember, the most accurate site appraisal comes from the student's own personal experience of the site gained from the in-person interview.*

C. Student Consultation with Professional Development/Practicum Seminar Class Instructor/Academic Advisor

Students applying for practicum are encouraged to discuss their choices with their Professional Development and Practicum Seminar Class Instructors, and with their Academic Advisors. Such discussion might include how a prospective site meets the student's interests and training goals.

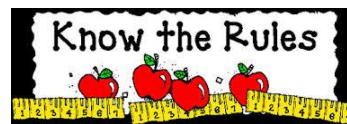
D. The Internet

Many agencies have their own website. Students are encouraged to research the sites online (e.g., web addresses may sometimes be found in Alcea, or by a Google search) to gain additional information about the history of the organization, its staff and clients, and the services it offers. This information may expand that which is found in Alcea. Students may search the site's location via Google Maps, etc., or may also travel to a prospective agency to investigate factors such as drive time, location, public transportation, parking, etc. However, you may not go into the agency.

E. CHICAGO SCHOOL APP AGENCY FAIRS

In January, APP holds its annual Agency Fair at both the Los Angeles and Irvine Campuses. Most students find the Agency Fair to be a highly informational, worthwhile and fun event. APP invites all agencies with which TCS partners for professional training to attend. The agencies in attendance will have representatives present, on campus, to discuss their agency, their training opportunities, and agency requirements. Some agencies attend at only at one campus, so students are encouraged to attend both the LA and the Irvine Fairs. Students are notified of the Fair dates, and **are strongly encouraged to attend.** When attending, students should dress professionally and bring copies of their current CV's. **Attendance is taken and Forensic students who attend one or both fairs are given priority for practicum choices.**

PRACTICUM FAQ's



Can I stay at my same practicum for another year?

Generally, no. APP encourages students to engage each year in practicum at different clinical sites. This provides greater opportunity for professional growth, as well as greater breadth of clinical experience, including exposure to different supervisors, different populations, diagnoses, and clinical (and personnel) challenges - all of which better prepare the student for internship and later, for independent practice. However, *with compelling reasons*, the DCT may consider allowing the student to remain at his/her practicum for an additional year, if the following conditions are met:

- The student must be *invited by the agency* to return for an additional year
- The student must have a different primary clinical supervisor
- The student's rotation, duties, and clinical experiences, including client population, must differ substantially from the student's current/former practicum experience
- Approval must be given by the DCT

Can I find my own site?

Yes. Some students find their own practicum site, and this may be permissible if the following conditions are met:

- All Practicum requirements listed on Pages 13 and 14 of this Manual are met
- The student may not be paid for his/her services
- The DCT must receive confirmation in writing (email is sufficient) from the Agency Director or Primary Supervisor that all criteria will be met
- Approval must be given by the DCT
-

Can I do my practicum where I work?

No. Because of the potential for (unethical) dual relationships and conflicts of interest, and for the student's own protection, practicum at a student's employment is not permitted. Students should contact the DCT if further clarification is needed.

Can I use my Psy.D practicum hours for a different license?

No! *This practice is called "double-dipping" and it is unethical.* Double dipping is the practice of applying clinical training hours to more than one academic purpose or licensure track, e.g., using TCSPP Psy.D. Practicum hours to also satisfy MFT or LPCC licensure hours. APP strictly forbids students from engaging in this practice. All clinical hours accrued by a Psy.D. Forensic student at his/her TCSPP-sponsored practicum may only be used to satisfy TCSPP Psy.D. course and graduation requirements. Also, the student may not use hours accrued at a Chicago School Practicum for any other license or licensure track concurrently being pursued, or having been pursued, at or from another institution. Double dipping will result in serious consequences for the student, including referral to SAC.

Can I waive my Practicum or get transfer credit for Practicum?

No. Students cannot waive or substitute any other experience for a practicum. Students with extensive clinical backgrounds are encouraged to select sites that provide training in specialized or complementary areas, or with different populations or settings in which the student has little or no previous training.

Can I accept an offer from a site before I finish interviewing at all my assigned sites?

No. You can only accept an offer from an agency when all your scheduled interviews have concluded. If a site is requiring an immediate decision from you, please contact the DCT.

Can I get paid for practicum?

No. Occasionally a site may offer the practicum student some reimbursement, or "stipend," for mileage, or a weekly gasoline or parking allowance. This is entirely acceptable. However, the stipend reimbursement must be commensurate with typical remuneration for those events.

What if I work? Can I be assigned a “flexible” or PM Practicum?

Practicum is a required component of your program and successful completion of both Assessment Practicum I and Therapy Practicum II are needed for graduation. APP cannot and does not guarantee interviews and/or placement at an agency to accommodate a student's geographic locale, employment schedule, or other personal, financial, or family needs. Moreover, few agencies, if any, permit evening hours for students in training. For student safety, agencies prefer that practicum students be on premises while supervisors and other administrative and support staff are also present.

Most students find it difficult to have employment and practicum at the same time. Should conflicts between employment/personal circumstances and Practicum arise, it is expected that practicum is given priority.

What if I have legal issues?

Certain sites require “Live Scan” or Dept. of Justice (DOJ) background checks and will only accept students with a 100% clean background. Examples of such sites include drug rehab clinics, schools and corrections settings, and working with certain populations including e.g. sex offenders, parolees, and children. If you know you may not pass background, consult with your Academic Advisor, and with the DCT who may recommend sites where this is not a factor in student selection. However, depending on the legal issues and their recency, the student's ability to be placed at practicum cannot be guaranteed.



SUBMITTING YOUR RANK-ORDER AGENCY LIST IN ALCEA

Based on interests and clinical goals, students narrow their site selections to seven (7) to ten (10) sites. *(To add an Agency to your Alcea list of choices, click on the “ADD,” found at the bottom of the Agency’s Alcea page, and that site will atomically populate on the Student’s Alcea page. To “Rank Order” site selections, move the choices “up and down” on the Alcea page with the cursor.)*

Once finalized, submit the Alcea Rank-Ordered list by the Ranking deadline. (instructional PowerPoints on how to Rank-Order sites will be provided.) **A student could potentially be assigned to interview at ANY of the agencies on his/her Rank Order list, so it is important to choose carefully.** Once assigned, the student **MUST** interview at all agencies to which he/she has been assigned; however, students are not required to accept an offer from any agency at which they’ve interviewed.

NOTE: The DCT sends agencies the list of all students who are approved to interview with them. The agency informs the DCT of any student on that Approved list who does not contact the agency and/or who does not schedule an in-person interview. This is disrespectful to the agency and compromises Chicago School’s relationship with the agency. Should a student fail to contact and interview at an assigned site, the student will be automatically placed in “Second Rounds” and may be referred to DAC.

How does the DCT assign site choices?

Sites are assigned to students by the DCT. The DCT cannot approve every student's request, and there is no guarantee the student will be approved to apply at any of his/her ranked site choices. With a few exceptions, all programs at Chicago School share all sites. This means that sites that are available to Forensic students are also available to Clinical and Applied Clinical students. For this reason, **students who select fewer than 7 sites in Alcea cannot be guaranteed assignment to any of their (limited) site choices.**

Agencies listed in Alcea may also interview and accept applicants from other schools. *Each site has agreed to interview only a finite number of students*, so students from all TCSPS California programs compete for those same finite interview spots. In some cases, the number of available interview spots at an agency might be as low as 2 or 3. In other cases, the number of interview spots might be as high as 50. Chicago School will not send more applicants to an agency than the number the agency has agreed to interview.

Not all students in each cohort may apply to every agency listed in Alcea. For example, some agencies require Practicum II or Advanced 3rd Practicum students only. Other agencies hold mandatory trainings on weekends, so that factor alone excludes students from our weekend on-ground Forensic program. Still others have supervision best suited for Practicum I students. Because of this, sites are filtered in Alcea by these parameters, so students from different cohorts may access ("see") differing site offerings in Alcea, and can view only those sites that are applicable to that student's cohort level.

Students in higher cohorts have priority for sites over students in lower cohorts.

Every effort is made to assign the student his/her first or second choice on his/her Rank Order list. Typically, however, the student receives anywhere from 2 to 4 assigned interviews which may include sites from the student's top choices, as well as sites from the student's lower choices. Therefore, it is critical that students rank order sites according to their true preference. Otherwise, the student may lose a site that he/she truly wants, while being approved for a site that is of less interest. **Also, students who attend one or more APP Agency Fair are given priority for sites over students who do not attend.**

Occasionally a student may be assigned more interviews than other students. This occurs when a student selects a site to which no, or few, other students have. Rather than assigning no TCSPS students to interview at that site, the DCT will permit the student (who may already have been assigned his/her top choices) to apply also to this less popular site.

How will I know what sites I'm approved to interview at?

When the DCT has finalized the site assignments, students will receive notification via email that Alcea is again "Open." To view their assigned site selections, students log-in to their Alcea accounts and the approved sites will be listed as "APPROVED" under the Alcea column "Status." **Students may only apply to those sites to which they have been approved.**

NEW PRACTICUM SITE DEVELOPMENT

New practicum agencies are continuously being developed by APP. TCSPP also encourages students who may have ideas or contacts for potential new practicum sites to inform the DCT. APP will then work to develop these sites as new training agencies. If a student is interested in establishing a new training site, the student should contact his/her DCT who will first determine whether the site is viable. The site must be approved by the DCT before a student can begin a practicum at a proposed site.



OUT-OF- STATE and OUT-OF-AREA PRACTICUM SITES

Occasionally students who live in a different state or distant geographic locale may find a practicum site on their own, in their own locale. This is permissible if the site meets all requirements (see pp. 14-16 of this Manual) and prior approval by the DCT is given.



POLICY ON CONTACTING SITES

Students may not contact any site in the Alcea database unless specifically assigned to do so by the DCT. This policy, adopted by all TSCPP Programs, ensures transparency and fairness for all students.

As noted above, the DCT sends agencies the list of students who are approved to interview at each respective agency. If a “non-approved” student contacts the agency, it will notify the DCT. Should this occur, the offending student will automatically be placed in “Second Rounds,” and may be referred to DAC.

What if I can't reach the agency?

After the student makes a few attempts to contact the site and the Agency has not responded, or if the student has difficulty reaching the agency contact person (e.g., phone number disconnected, email bounces back, etc.), inform the DCT who will assist.

When do I start to contact my assigned interview agencies?

After viewing their assigned sites, students should begin contacting sites and submitting application materials *immediately*. Remember, you are competing for spots with students from your own program, with students from other TCSPP programs, and with students from other schools! Any delay could negatively impact your chances of being accepted by that agency.

Do I have to contact all the sites to which I've been assigned? YES!

Students must apply to all sites at which they have been approved to interview. The DCT sends the list of “approved” students to each site, so the site knows from whom to expect contact. Agencies inform the DCT of those students who did not contact them. Should this occur, the student will be automatically placed in “Second Rounds” and may be referred to DAC.

Do different sites have different application requirements? YES!

Students should pay careful attention to each Agency’s application requirements listed in Alcea to learn what specific application materials and procedures are required by the site. Do not send any more or fewer application materials than what is asked for by the site.

Sites frequently require the following:

- Cover Letter (or “email of introduction”)
- Curriculum Vita
- Letter(s) of Recommendation, if requested
- School transcript, if requested (ask agency whether Official or Non-official is required)
- Writing Sample(s), if requested (“Writing samples” typically mean psychological test reports, including those written as a Class assignment; or less frequently, a term paper or research paper. **Be sure to redact all identifying information from any patient-related materials).**
- Other site-specific documents (e.g., some sites have their own application forms, or require an essay written about a specific topic)

**INTERVIEW TIPS**

Agencies potentially may conduct interviews at any time, from the very beginning of the application process in February, through April and beyond. Plan your school break and other activities accordingly. If you aren’t available, the offer may go to another student!

When you are contacted by the agency and offered an interview, accept it graciously. Make every effort to accommodate the agency’s interview dates as this speaks volumes about your flexibility, willingness to cooperate, and your desire to be placed there! Interviews may be individual or group, and may involve one or multiple examiners. When scheduling interviews, be sure to confirm the date, time, and location of your interview, and *ask if there are any special instructions.*

Practicum interviews are excellent practice! Each interview provides an opportunity to practice and hone interviewing skills, learn about the current professional market, develop professional relationships, and be better prepared later for those unusual internship interview

questions and scenarios that inevitably arise. Interviews also provide an opportunity to network with future employers, and to develop your professional identity within the community.

If you accept and schedule an interview, YOU MUST ATTEND THAT INTERVIEW. It is unprofessional to cancel an interview on short notice, after business hours, or by voicemail or email. If a student fails to show for, or cancels, an interview (especially at the last minute), the student may be removed from the process. In some instances, such as illness or emergency, it may be necessary to reschedule an interview. Contact the agency immediately upon learning of the illness or emergency, briefly explain the situation, and respectfully request to reschedule. The agency may or may not grant a substitute interview date, even under these circumstances. To be well prepared, before each interview review the Alcea Agency information and the site's own website, if any.



Can I send a “thank you” to the agency? YES!

After the interview, it is courteous to send a brief thank you to the agency. Keep your note brief, while highlighting your interest in the agency and your view of a good match between you and the agency. If you have communicated with a practicum site Training Director/Interviewer by email, you may send an email to thank him/her. If you have only communicated with the site by phone, send a written thank you note by mail.

The following sections apply ONLY to “SCAPTP” Agencies

“SCAPTP” AGENCIES

“SCAPTP” is an acronym for the ***Southern California Association of Psychology Training Programs***. SCAPTP is a *voluntary* membership of psychology graduate programs, internships, and practicum programs. SCAPT agencies voluntarily agree to abide by a uniform notification day (UND) for their practicum applicant selections. SCAPT agencies contact practicum applicants **BY PHONE on UND** to make an offer. **UND is always the second Monday in April.**

There are excellent practicum opportunities at both SCAPTP and non-SCAPTP agencies. TCSPS permits students to apply to both SCAPTP and non-SCAPTP sites. Carefully check each site’s Agency List in Alcea to learn whether the site is SCAPTP. This distinction is very important! If a student applies to a SCAPTP site, he/she is bound to adhere to SCAPTP deadlines and procedures governing that site.



SCATTP AGENCY OFFER PROCEDURES

Offers and acceptances of practicum SCATTP positions begin BY PHONE on UND at 8:00 AM PST. UND is the first day students may formally accept a SCATTP practicum offer. **SCATTP agencies are supposed to notify all interviewees on UND, however, some may contact applicants hours or even days later. If you have not heard from your SCATTP site by around 11:00 AM, you may call them to inquire about the status of your application.**

SCATTP agencies are aware that TCSPP students, who are usually applying to multiple sites, must abide by these guidelines. If a student receives an offer prior to UND, an acceptable response would be something like this:

“Thank you for the offer and I am very enthused about your program. I have a few more interviews to complete before I make a commitment. I look forward to hearing from you on UND...”

Example of an Acceptable Communication with a SCATTP site

“Great Hospital” interviews Ms. Ima Student. The hospital is very impressed with Ima Student and tells the student that it would like to make her an offer on UND. Ima says “Thank you for your offer. I am very impressed with your training program and have strong interest in doing practicum here, but my Training Director will not permit me to accept any offer until 8:00 a.m. on UND. I have a few more interviews to complete, but I hope to hear from you on UND.” On UND, Great Hospital makes Ima Student a formal offer, and Ima Student either Accepts, Rejects, or “Holds” the offer (see more information below about acceptable ways to “Hold” an offer).

RESPONSES TO SCATTP OFFERS

Upon receiving an offer on or after UND, the student can respond in one of three ways: **(1) Accept, (2) Reject, or (3) “Hold” the offer.**

Verbally Accept an Offer

Once the student verbally accepts an offer, the student is bound to that “match.” Under **NO** circumstance can the student accept another offer. Once the student accepts an offer, he/she should call every other site to which he/she has applied, and inform them that he/she is no longer available for a position. Explain that you are enthused about their program, and that you remain very interested in working with them in the future. This will help to maintain those all-Important professional bridges should you decide to pursue a training or employment relationship with that agency in the future.

Your verbal acceptance is a binding agreement between you and the site. Please contact the DCT immediately after accepting an offer. Also, send a brief professional acceptance email **to the site, with a cc to the DCT.**

Verbally Reject an Offer

If the student rejects an offer made by a site, this too is binding. The site is free to extend that offer to someone else, and the student is likewise free to accept another offer. Always be polite and gracious when declining an offer.



Putting a Site on Hold

On UND, agencies decide whether they want an answer from the applicant “on the spot,” or whether they will allow time for the student to consider the offer. Some sites may not permit students to place their offer “on hold” and if their offer is not immediately accepted, they may go to the next candidate on their list. Other sites may allow as little as five minutes, while others may allow several days. To give students adequate time to receive and make follow-up phone calls, SCAPTP has suggested that sites allow a waiting period of no less than thirty (30) minutes. However, this is completely up to each site.

It is permissible to ask a site if they will allow you time to consider their offer (especially if you haven’t heard back from your other interviews), but the student must be polite in his/her request. It is helpful if a student thinks about and prioritizes his/her site preferences before UND. so that he/she is prepared to respond when getting offers from agencies on that day.

If you place a site “on hold,” you may then contact your other sites to ask about your candidacy. If, at that time, you are made an offer from a site that you’ve just called, *you can accept it.* You then must call the first site that you placed “on hold” to remove yourself from consideration. **You cannot “hold” more than one site at a time:** that is, if you put a second site on hold, you must call the first site and inform them that you will not be accepting their position. After accepting a position, the student must call *all his/her other interview sites, both SCAPTP and non-SCAPTP,* and inform them that he/she has accepted an offer elsewhere, and thank them for the opportunity to have been considered.

The following sections apply to NON-SCAPTP sites

NON-SCAPTP AGENCY OFFERS

The process for sites that do not adhere to SCAPTP is much less formal. Some sites will extend an offer to students “on the spot” during the interview, or sometimes very soon after the interview has concluded. Others may contact students later by phone, letter, or email. Once contacted, the student can respond in one of three ways: **(1) Accept, (2) Reject, or (3) “Hold” the offer.**



Verbally Accept an Offer

IF, and only if, all interviews have concluded, students may accept an offer from an agency for a practicum position. **Once you verbally accept an offer, you are bound to that “match.”** Under NO circumstance can you accept any other offer. Once you accept an offer, you must contact every other site at which you interviewed to inform them that you are no longer a candidate. Explain that you are enthused about their program, and that you remain very interested in working with them in the future. This will help to maintain those all-important professional bridges, should you decide to pursue a training or employment relationship with that agency in the future. Often, sites will invite you to re-apply the following year. Similarly, sites will remember any lack of courtesy or unprofessional conduct.

Your verbal acceptance is a binding agreement between you and the site. Please contact the DCT and your Academic Advisor immediately to inform them of your match. **Also, promptly add your “Match” information to your Alcea page: Did you Place? (Yes); and add the Agency Name.** Finally, send a brief professional acceptance and thank you email to the site, and cc the DCT on the email.

Also, be aware that if you accept an offer from a non-SCAPTP site, you cannot later accept an offer from a SCAPTP site on UND.



Verbally Reject an Offer

If a student rejects an offer made by a site, this too is binding. The site is free to extend the offer to someone else, and the student is likewise free to accept another offer. Always be polite and gracious when declining an offer.

Putting a Non-SCAPTP Site on Hold

Non-SCAPTP agencies decide whether they want an answer from the applicant “on the spot,” or whether they will allow time for the student to consider their offer. Some sites do not permit students to place their offer “on hold” and, if their offer is not accepted immediately, they go to

the next applicant on their list. Other sites may allow as little as five minutes, while others may allow several days. However, this is completely up to each site. It is acceptable to ask a site if they will allow some time for you to consider their offer (especially if you haven't heard back from your other interviews).

If a student has also applied to a SCAPTP site and receives an offer from a non-SCAPTP site before the SCAPTP UND, the student may tell the site that he/she is indeed interested in their offer; however, he/she has also applied to a SCAPTP site and would the current site please wait for an answer until SCAPTP UND? The non-SCAPTP site may agree to wait, or not.

If you place an offer from a non-SCAPTP site "on Hold," you may then contact all the other sites at which you've interviewed, both SCAPTP and non-SCAPTP, to inquire about your candidacy. If, at that time, you are made an offer from a site that you've just contacted, it will then be up to the student which offer to accept. If you accept any offer, you must then call all other sites at which you've interviewed to inform them that you are no longer a candidate. Remember, **if you accept an offer from a non-SCAPTP site, you cannot later accept an offer from a SCAPTP site on UND.**



WHAT IF I DON'T GET AN OFFER?

First, don't panic! Remember, this is just the start of a long process. If you do not get a site by the middle of March, please notify the DCT for possible new interviews and/or to participate in Second Rounds. Next, review your application materials, such as your CV and Cover Letter, to ensure professional presentation. Check your TCSP email several times daily, as the DCT may send updates on new openings and newly developed sites. APP expects that all unplaced practicum students will

- be available, and remain in active and consistent communication with the DCT
- check your emails daily
- seek consultation from Academic Advisors and Practicum Seminar Instructors
- apply to several sites and interview at all
- think about factors that may be affecting your search efforts, such as timeliness, lack of transportation, scheduling conflicts, prolonged absences (e.g., vacations), etc.
- consider finding your own site (consult with DCT on this)
- ***be flexible in your choices***



WHILE AT PRACTICUM

CLIENT “INFORMED CONSENT” REQUIRED

Students are required to obtain **INFORMED CONSENT** from the patient; or in the case of a minor from the patient's custodial parent or Legal Guardian. STUDENTS MAY NOT, UNDER ANY CIRCUMSTANCES, PERFORM ANY SERVICES WITHOUT FIRST OBTAINING A COMPLETED, SIGNED “INFORMED CONSENT”.

Consult with your Clinical supervisor for more information and direction regarding your practicum agency's policies regarding Informed Consent.

TIME COMMITMENT TO PRACTICUM

The minimum number of hours for each practicum is 600, but most students accrue far more. Once the minimum number of hours are accrued, students cannot leave their practicum. **You are committed to remaining at your practicum site for the predetermined weekly number of hours (16 to 24 hours) and for the period of time (9 to 12 months) that was originally negotiated between you and your supervisor at the start of practicum, and as documented on the Training Agreement** (see page 34, “*Training Agreement*”). Any request for a change to the originally agreed-upon practicum time commitment must have prior approval from the site supervisor and from the DCT. All time off, except for scheduled and pre-approved vacation time off, must be made up.

ZERO-UNIT PRACTICUM CLASS – REQUIRED ENROLLMENT

If you begin practicum early, or extend your practicum into the summer, concurrent enrollment in a zero-unit Practicum class is required. Enrollment in this class ensures liability insurance coverage for the student and provides oversight by the DCT. For more information regarding the zero-unit Practicum class, please see your Academic Advisor or the Program Manager.

LIABILITY INSURANCE:

TCSP provides liability insurance for all students at practicum; however students may obtain their own personal policy. Lower cost policies for students can be purchased from e.g., the APA Trust (www.apait.org) A completed and signed Practicum Training Agreement initiates liability insurance on the student. If the student's practicum agency requests a copy of TCSP's liability

insurance (usually known as an “insurance binder”), please inform the DCT who will provide it to the agency.

MOU

An “MOU” is a Memorandum of Understanding. It is a written agreement among parties. If your practicum agency requests an “MOU,” please inform the DCT.

BACKGROUND CHECK, TB TESTING, and other miscellaneous requirements:

Before the start of the practicum, some sites require Department of Justice (DOJ) background checks, LiveScan, drug screens, general physical evaluations by the student’s own physician or health care provider, TB tests or flu shots, proof of immunizations, Homeland Security documentation (e.g., Social Security number, photo ID, etc.) and/or site-specific applications. It is not uncommon for sites to require these, especially school sites, sites working with minors, or sites working with sex offenders or other legal offenders.

These are usually completed after an offer is made by the agency and accepted by the student, *but before training begins*. TCSPP does not cover the costs of these items. Most agencies ask the student to cover the expense him/herself for these pre-placement requirements. Also, background checks completed by TCSPP *for admission to the school* are not accepted for practicum placement. The student’s placement at the site is PROVISIONAL until the student passes all site-specific requirements.

ENROLLMENT IN PRACTICUM SEMINAR CLASS

While at practicum, students must be concurrently enrolled in a Practicum Seminar Class. These seminars provide a venue for student discussion of practicum experiences, and opportunities for peer support and consultation. The seminar extends and complements the on-site learning process, but it is not a substitute for supervision. As such, when documenting your training hours, practicum seminar class does not count toward supervision hours.

In addition to all course-specific requirements, successfully passing the Comprehensive Examination, accruing at least 600 practicum hours, and receiving a grade of “Pass” on the Final Evaluation are required to receive credit for the Practicum Seminar class. More detailed information about the Practicum Seminar course is provided in the course syllabus.



PRESENTING CASE MATERIAL

Students may be asked to present psychological assessment or treatment data obtained at the practicum site for TCSPP coursework requirements. At times, this may include client audio or videotapes. The student assumes full responsibility for presenting the clinical material to the site supervisor for review prior to presenting it in class. Supervisor

review should be scheduled far enough in advance to provide ample time to discuss the purposes and use of the materials, and to obtain appropriate Release(s) of Information and Consents. While the school requires a formal consent for audio/video taping, students must also secure their site-specific Informed Consent and Release of Information documentation. The

student assumes full and final responsibility for redacting all identifying information from the case materials in order to protect confidentiality. (Consult your Practicum Seminar Instructor for more information about school-specific Consents and Releases of Information)

Any request for a change to the originally agreed-upon practicum time commitment must have prior approval from the site supervisor and from the DCT.

STUDENT CONFIDENTIALITY

There is no expectation of student privacy with Practicum. Because of the comprehensive nature of the practicum experience, communications regarding a student's progress and/or status at practicum are not confidential. Such communications may include APP faculty, administration, staff, agency personnel, clinical supervisor(s), and the Board of Psychology, among others. However, such information is limited to a "need to know" basis, limiting disclosure as much as possible but taking into consideration the welfare and training of the student, as well as the needs of the school, the profession, and above all, the public.



TRACKING HOURS

It is crucial that students carefully and consistently document all their hours and activities while at practicum. Tracking hours helps to ensure that students have met or exceeded the TCS practicum requirements. APP requires that students document their hours, types of services, and patient demographics in Alcea on their Mid-Term Evaluation (all hours "to date") and on their Final Evaluation (cumulative hours). Students must also report this detailed information later when applying for internship. and your DCT will again need to verify your practicum hours at that time. ONLY the cumulative hours documented in Alcea on the student's Final Evaluation can be verified by the DCT and included on the student's Internship application. No other hours will "count."

APP has no predetermined way for students to document their weekly or monthly hours. **How you track your hours at practicum is up to you and your clinical supervisor**, as long as all Alcea-required hours information is documented. **IN ALL CASES, it is recommended that students review their hours in supervision WEEKLY and get a physical signature from the supervisor confirming the hours.** This prevents confusion later and assures that students will receive full credit for their hours when they leave the agency.

How do I track my hours?

TCS Clinical Forensic program does not accept Monthly Hours Logs, as some other Chicago School programs do. The student and the practicum primary clinical supervisor collaboratively determine the manner and frequency for tracking hours.

Students may choose any suitable way to document hours (including by computer, or manually by e.g., a notebook, spreadsheet, daily reminder book, etc.) as long as the student's primary clinical supervisor approves the chosen method AND the hours, types of services

rendered, and patient demographics are ultimately documented in Alcea on the Mid-Term and Final “*Clinical Forensic Psy.D Evaluation and Hour Log*” in Alcea; AND the primary supervisor approves and signs-off on the hours weekly.

Students may also use an electronic method for documenting hours electronically.

One on-line method is the on-line system, “time2track” which can new found at www.time2track.com This system has a fee for use and also provides easy transfer of information to Alcea evaluations, as well as onto some pre- and post-doctoral internship applications.

Another method is CAPIC’s SPE Log. As a courtesy to students, the internship matching service CAPIC (California Psychology Internship Council) publishes the “SPE Log” as a method to track and document clinical hours. CAPIC’s form, the “*Internship Supervisee Weekly Log of Activities*”, offers a weekly documentation system, but it does not include a place to document patient demographics. A pdf of the CAPIC SPE Log, with instructions, can be found on the CAPIC website and at: <http://capic.net/wp-content/uploads/2014/08/Weekly-Supervision-Log-With-CCR-Instructions-July-2016.pdf>



DOCUMENTATION REQUIREMENTS

Practicum documentation is entirely the responsibility of the student

FIRST STEP: Before any Practicum documents can be completed in Alcea, the student must first enter his/her supervisor’s name on the student’s Alcea Home page. Until the student adds his/her supervisor’s name to the student’s Alcea page, the supervisor will not have access to any of the student ‘s Alcea documents.

Training Agreement

Completed in Alcea FIRST by the student, but AFTER discussion and collaboration with primary clinical supervisor. Student signs electronically, then Training Agreement is automatically sent to Supervisor. After supervisor signs electronically, Training Agreement is automatically sent to DCT.

The Training Agreement is a very important document! It is contract between the student and the agency. As such, it provides important protections for the student. It also initiates liability coverage for the student.

The Training Agreement is due within two weeks of starting Fall practicum. Failure to submit a completed Training Agreement within two (2) weeks of beginning practicum may result in a grade of No Credit for practicum.

Student Mid-term and Final Evaluations:

Evaluations are completed twice a year by the site supervisor. The first evaluation (Mid-term) is due from the site supervisor at the end of the Fall semester. The second (Final) evaluation is due at the conclusion of the Spring semester, within two weeks of concluding the practicum year. Clinical supervisors and students are required to submit evaluations electronically via Alcea. Students and supervisors sign the evaluation electronically in Alcea; the evaluation is then automatically sent electronically to the DCT who reviews and signs electronically.

Student Hour Logs

Supervisors are required to sign off on all accumulated hours at the end of each semester and at the conclusion of the practicum. Supervisors are requested to review and approve students' hours electronically in Alcea. **For the mid-term evaluation, only hours TO DATE are listed; for the Final evaluation, the cumulative hours are listed; that is, all hours accrued from the inception of practicum to the conclusion.**

Practicum Guide Acknowledgement Form 2016-2017

The student confirms that he/she has received and read the "*Clinical Forensic Practicum Manual*" and agrees to abide by its policies, procedures and deadlines. This form must be completed within two (2) weeks of beginning practicum.

Psy.D Professional Comportment Contract 2016-2017

This form confirms that student has read, understands, and agrees to abide by Chicago School Clinical Forensic Program comportment requirements. This form must be completed within two (2) weeks of beginning practicum.

Psy.D Student Evaluation of Site, Supervisor, and APP: **REQUIRED**

APP strives to provide effective, meaningful and rewarding practicum training opportunities for students. Student feedback greatly assists APP with improving the quality of the practicum experience for students, and ensuring that sites meet Chicago School's mission and standards. This survey provides APP with important feedback from students about their training experience. It is completed anonymously in the Practicum Seminar class, toward the end of Spring semester. Student surveys remain confidential: APP does not release survey information directly to sites, supervisors, or faculty. APP has made many changes based on student feedback, so, yes, your opinions matter!

CONCLUDING PRACTICUM: Student Responsibilities to Agency and Clients

At the conclusion of Practicum, students are required to have completed all patient chart notes, patient summaries, psychological testing reports, and any other agency documentation. In keeping with the APA *"Ethical Code for Delivery of Services"*, students are required to work with their clinical supervisor and /or any other designated agency personnel to ensure an effective, seamless, and therapeutic termination of therapy and transition for continuing treatment. The practicum is not considered concluded until all practicum-related documentation is complete.



EVALUATION OF STUDENT PERFORMANCE

Site supervisors evaluate practicum students at the conclusion of each semester. Supervisors assess student progress related to several areas of professional competency. Supervisors should first review the evaluation with the student and provide direct feedback to the student regarding the student's strengths, progress, and areas for improvement.



GRADING

Grades for Practicum are assigned by the DCT as follows:

- In order to receive Credit for Practicum, a student must receive a grade of Credit in his/her Practicum Seminar class, *and a "Pass" for Practicum by the Site Supervisor, meet the minimum 600 hour requirements, submit all required practicum documentation in Alcea on time, and successfully pass the Forensic Competency Examination.*
- A grade of "No Credit" is issued by the DCT when a student does not meet the above requirements, fails to properly complete the required practicum documentation, fails to submit the documentation by the deadline; or fails to pass the Competency Examination.
- A grade of "Incomplete" may be assigned by the DCT to allow time for students to submit all documentation. All documentation must be submitted before the "Drop/Add" deadline of following semester, and in accordance with the policies outlined in the Student Handbook. If the required documentation is not completed and submitted to Alcea by the "Drop/Add" deadline of following semester, the grade automatically becomes a "No Credit."

- A grade of "Withdraw" may be assigned by the DCT if the student withdraws from school, and in accordance with the policies in the Student Handbook. If a student withdraws from school and/or takes a Leave of Absence, he/she must simultaneously terminate practicum, and the DCT will notify the practicum site of the student's non-eligibility to continue.

Submission of Training Documents for Practicum Credit:

The DCT will issue one warning only to students who fail to turn in required practicum documents. If, after this warning, the required practicum forms are not in Alcea, the student may receive a grade of "NO CREDIT."



PRACTICUM RESPONSIBILITIES

The student's practicum obligations and responsibilities may be summarized as follows:

An essential component of Informed Consent is to provide FULL disclosure to the client and others about their role: identify themselves as students, disclose that they are receiving supervision, from whom that supervision is being provided, and that the client's information may be disclosed to the supervisor.

- Conduct themselves in a legal, ethical, and professional manner in all activities
- Treat everyone, including peers, with dignity and respect
- Integrate smoothly into the training sites and develop good working relationships with peers, staff and clients
- Display appropriate attitudes including an openness to self-examination and new learning
- Actively seek to learn about, and incorporate, multicultural and diversity considerations into all aspects of professional practice
- Actively seek to learn about, and incorporate, Evidence-Based practice
- Be mindful of, and comply with, all agency documentation and site-specific requirements
- Turn in all required application materials on time
- Faithfully attend, and be actively engaged in, supervision
- Keep an accurate and timely record of practicum hours
- Be engaged in ongoing, on-site, practicum training activities throughout the practicum
- Contact the DCT immediately if, at any time after a student accepts an offer or begins practicum, the site substantively changes its training program, or events occur that impact the student's training
- ***Inform the DCT of any difficulties encountered at practicum sites and of any permanent change of, or significant issues related to, the clinical supervisor***

PRACTICUM SEMINAR CLASS and PRACTICUM: Companion Classes

REPEATING THE PRACTICUM SEQUENCE

When engaged at practicum, students must be concurrently enrolled in, or registered for, a Practicum Seminar course. Practicum and the Practicum Seminar class are companion program components: if a student is not participating in a Practicum, then the student cannot be enrolled in a Practicum Seminar class. If the student leaves, terminates, or is removed from practicum, the student must dis-enroll from Practicum Seminar class. Likewise, if the student is not participating in a Practicum Seminar Class, or fails any required component of the Practicum Seminar class (e.g., Comprehensive Examination, poor attendance, failure to complete assignments, etc.), the student also automatically fails Practicum.

A grade of “No Credit” will be assigned to both Practicum and Practicum Seminar class (except in instances of an approved Leave of Absence or Withdrawal from school wherein a grade of “W” will be assigned). Should a student fail Practicum and/or the Practicum Seminar class, he/she will be required to repeat the practicum-training year *in its entirety*, including a practicum and the concurrent six (6) credit Practicum Seminar course sequence. The accrued practicum hours do not transfer over to the subsequent, repeated practicum-training year, and the entire 600-hour minimum requirement must be accrued anew. Reasons that students must repeat a training year include, but are not limited to, the following:

- Receiving a “NO PASS” from the student’s Practicum Clinical Supervisor
- Failure to achieve a grade of “Credit” in Practicum Seminar class
- Dismissal from the practicum site following an unsuccessful remediation
- Dismissal from the practicum site due to a serious, irremediable infraction by the student
- Dismissal from the practicum site due to a recommendation from SAC
- Lack of expected clinical competency and/or judgment in order to matriculate to the next training year, as determined by the Practicum Site Clinical Supervisor, Agency Director, DCT and/or Program Chair
- Failure of the student to submit required documentation to APP and/or failure of the student to successfully complete all requirements of the Practicum Seminar course sequence.
- **Dismissal from Practicum due to the student’s failure to attend and/or participate in supervision**

STUDENTS DEMONSTRATING LACK OF CLINICAL COMPETENCY AND/OR JUDGEMENT

All clinicians and faculty involved in the training of students must address any issues that may arise regarding a student’s lack of clinical competency and/or judgment. Agency clinicians and Clinical Forensic faculty have obligations to students, as well as to the profession, but first, to the public.

The Clinical Forensic Program’s clinical training philosophy is established on the belief that clinicians must demonstrate academic and clinical competency, and that one is not sufficient

without the other. Academic competency requires an adequate fund of knowledge, plus the conceptual skills to integrate and apply this knowledge to case material. Clinical competency relates to the ability to accurately assess psychological phenomena, to create and implement individualized, relevant treatment plans, to intervene effectively within a particular theoretical framework, and to adhere to legal, ethical, and professional duties and standards of psychologists as defined by the APA. Lack of clinical competency and/or judgment refers to the inability to fulfill the standards of clinical and/or academic competency.

The Clinical Forensic Program recognizes that emotional, personal, and/or behavioral difficulties may adversely impact clinical competency and/or judgment. If a student believes that special accommodations are needed for a medical or psychological disability, the student is responsible for requesting the accommodation based on procedures listed in the Student Handbook. Every effort will be made to honor the approved Accommodations request, but it may require the student to be temporarily or permanently removed from the practicum as a matter of student and/or client safety.

This is because such difficulties may adversely impact the delivery of services and/or the student's ability or potential to become a competent professional. Examples of behaviors suggestive of lack of clinical competency and/or judgment may include, but are not limited to, the following:

- Provision of services beyond one's scope of competence
- Conviction of a crime that directly bears upon the ability to continue training, or impacts public trust or safety
- Insufficient and/or harmful application of psychological theory or practice
- Provision of direct clinical services despite being emotionally or mentally unfit to do so
- Failure to realistically self-assess one's ability to provide services to the public, and/or to evaluate the impact that emotional, personal, and/or behavioral difficulties may have on the self, and therefore on the delivery of services
- Impairments in functioning due to the direct or indirect effects of prescribed medications
- The use of prescribed or over-the-counter medications or any substance that may impair judgment, attentiveness, wakefulness, and/or safety
- Demonstration of unethical, illegal, or unprofessional conduct with patients, supervisors, staff, peers, or instructors
- Significant deficiencies in clinical, academic, or professional judgment
- Significant characterological deficiencies
- Inappropriate behavior at an off-campus event or location such as an in-service or training, a volunteer activity, or public place
- Drug and/or alcohol abuse
- Violent, abusive, or threatening behavior
- Bigoted, discriminatory behavior of any type

Once concern about a student's clinical competency and/or judgment is raised, the DCT will take the matter under consideration, and a review of the circumstances will occur. The DCT, in consultation with the Program Chair and the student's Academic Advisor, may recommend

- a) The development of an ADP
- b) A referral to the Departmental Advisory Committee (DAC)
- c) A referral to the Student Affairs Committee (SAC)
- d) Allowing the student to take a voluntary Leave of Absence



DIFFICULTIES AT PRACTICUM

If you are having difficulties at your practicum, promptly contact your DCT. The best solution often occurs as early as the problem is identified, and often through informal means. Except in rare cases, the DCT will only directly intervene after the student has made reasonable efforts to resolve the problem him/herself. This approach is consistent with the APA's *Ethical Guidelines for Psychologists*, and allows students the opportunity to exercise professionalism and conflict-resolution skills. However, your DCT is available to consult with the student on an initial and an ongoing basis while the student seeks informal resolution on his/her own.

If the concern involves a perceived illegal or unethical activity at the site or by site personnel or a student-peer, the student should contact the DCT directly and immediately. Investigation by the DCT will be swift and thorough. Based on all of the information presented, the DCT, in collaboration with the student's Academic Advisor and Program Chair, will make a determination concerning how to proceed. Because of confidentiality, results may not be shared with the student who reported the concern. In all cases, student and client safety is Chicago School's paramount concern.



PROCEDURES FOR PRACTICUM REMEDIATION

Practicum training unites students, site supervisors, and the school together in a collaborative professional relationship. While each party has certain obligations and responsibilities, TCSPP regards its primary responsibility as safeguarding the consumer, the public, the client(s) to whom services are being provided. A therapist's first duty is to "Do No Harm."

Should the student experience difficulty meeting acceptable standards at practicum, the Practicum Seminar instructor, a site supervisor, DCT, Academic Advisor, faculty, staff, or anyone else connected to, or involved in, the student's training, may raise concerns about the student.

Many concerns can be resolved informally. Depending on the situation, the student, DCT, Practicum Seminar Instructor, site supervisor(s), and Program Chair may discuss and evaluate whether legitimate deficits exist. If deficits are identified, any of these evaluator(s) may submit a written Academic Development Plan (ADP). The ADP is supportive in nature, with the goal of assisting the student achieve remediation and success, although, because success is also based on the student's attitude and/or performance, remediation is not guaranteed to occur.

The student may be required to complete the ADP prior to earning a grade of "Credit" for the Practicum Seminar class and for Practicum. If the remediation takes longer than the semester in

which it is developed, the DCT will assign a grade of “Incomplete” for Practicum. In order to change the “Incomplete” to “Credit”, the student must complete the ADP prior to the end of the following semester. In some instances, a referral to the Departmental Advisory Committee (DAC) or Student Advisement Committee (SAC) may be recommended. Again, these committees are supportive in nature, with the goal of assisting the student achieve remediation and success.

In the event that the student has engaged in an irremediable or egregious violation or infraction, termination from the training site may be deemed appropriate and may occur without meeting the above steps.

SAFETY GUIDELINES

TCSPP's Directors of Clinical Training evaluate sites where students are placed to ensure that they have implemented reasonable safety and training protocols to protect members of the TCSPP community. Students are expected to follow these training protocols and use reasonable judgment at all times while at practicum. If you believe that a site has failed to establish or adhere to their protocol, please immediately contact the DCT or your supervisor and make them aware of any lapses, so that they can be addressed.

Although incidents of violence are rare, students will be advised by their DCTs during their Practicum Seminar to take the following steps to protect themselves should one occur:

- Familiarize yourself with site safety protocols as early as possible.
- Sit near to the door for an exit strategy.
- Know where exits are.
- Ensure staff members are present when you enter and exit the building.
- Ensure other staff members are present at the agency when you conduct sessions.
- Never hesitate to ask for help, if needed.



AGENCY “CREEDAL STATEMENTS”

Because Chicago School endorses a non-discrimination policy, sites with which we affiliate are likewise expected to conduct their selection and training in a non-discriminatory manner unless they have compelling legal and/or therapeutic reasons for doing otherwise. Sites that utilize “discriminatory” creedal statements should have a clear and reasonable rationale for their policy. Such sites are only approved as acceptable practicum training agencies for Chicago School students if a demonstrated rationale exists. Legitimate rationale for the use of creedal statements typically rest in one of the two following categories:

- 1) A site serves a specific population that has special needs or shares unique problem areas. For example:
 - A shelter for battered women may utilize only female counselors
 - A program for mentoring boys may utilize only male counselors
 - A program serving a specific ethnic population may prefer counselors who have the same language skills or cultural background as the clients they serve
 - A program serving a unique population may prefer counselors who have the same life-experience as the clients whom they serve; for example, an agency that serves veterans may prefer counselors who have military experience
- 2) A site may exercise the legal right to restrict their applicant pool. For example:
 - Some government agencies and branches of the Armed Forces may apply selection restrictions that are supported by law
 - Religiously-oriented programs may legally restrict hiring based on religious affiliation

If a student believes he/she has experienced any form of discrimination or harassment at their training site, the student should immediately notify the DCT who will then conduct a full and swift investigation of the matter and intervene accordingly.



A FINAL WORD....

Your DCT and the Chicago School APP Department strive to provide you with the most effective and rewarding training experience possible. Our purpose is to enhance your clinical growth and to help you achieve your professional goals. We look forward to assisting you, and we always welcome your feedback about ways to improve our services. Never hesitate to contact us if you have questions, feedback or suggestions to offer, or if we can be of assistance to you!

REFERENCES

American Psychological Association (2002). Ethical principles of psychologists and code of conduct 2002, including 2010 amendments (<http://www.apa.org/ethics>)

American Psychological Association (2011). Specialty guidelines for Forensic Psychology (<http://www.apa.org/practice/guidelines/forensic-psychology>)

California Board of Psychology Website at:
http://www.psychboard.ca.gov/licensing/supervision_best.htm

HHS.gov: Health Information Privacy website at:
<https://www.hhs.gov/hipaa/for-professionals/privacy>