

**PRACTICUM PACKET  
CHECK LIST:**

***Students MUST keep clean copies of ALL forms!***

<b>FORM:</b>	<b>INSTRUCTIONS:</b>	<b>DUE DATE:</b>
Trainee Letter of Agreement	<ul style="list-style-type: none"> <li>◆ Signed by agency representative and practicum supervisor</li> <li>◆ Original to agency rep</li> <li>◆ Copy to Instructor</li> </ul>	2 <sup>nd</sup> week of practicum
Supervisors 6 hours of CEU's in supervision	A copy of supervisors 6 hours of CEU's ( <b>required for MFT or LCSW's by the BBS</b> )	2 <sup>nd</sup> week of practicum
Copy of liability insurance	◆ A copy of liability insurance in the amount of \$1,000,000 per occurrence.	2 <sup>nd</sup> week of practicum
Supervisors license renewal	◆ A copy of the practicum supervisors license renewal	2 <sup>nd</sup> week of practicum
Responsibility Statement for Supervisor	<ul style="list-style-type: none"> <li>◆ Signed by supervisor and student</li> <li>◆ Original to BBS with intern registration packet application</li> <li>◆ Copy to Instructor</li> </ul>	2 <sup>nd</sup> week of practicum
Weekly Summary of Hours of Experience	<ul style="list-style-type: none"> <li>◆ To be kept up by the student throughout practicum</li> <li>◆ To be signed by supervisor</li> <li>◆ 2 Originals - One for student and one to be mailed to instructor by the Supervisor (sealed envelope signed in blue ink)</li> </ul>	W/license application. End of practicum
Evaluation in Field Experience	<ul style="list-style-type: none"> <li>◆ To be completed by placement supervisor</li> <li>◆ 2 Originals - One for student and one to be mailed to instructor by the supervisor (sealed envelope signed in blue ink)</li> </ul>	3rd month and at 6 month or an completion of 200 hours of practicum
Field Placement Evaluation	<ul style="list-style-type: none"> <li>◆ To be completed by student (<i>this form will be available for future students to read</i>)</li> <li>◆ Original to Instructor</li> </ul>	Last week of practicum

Students should request intern registration forms from the BBS (Board of Behavioral Sciences, 400 R Street # 3150, Sacramento, CA 95814-6240, Phone # (916) 445-4933 three months prior to completing their program.

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12/12/2005