

## **Fieldwork Placement Forms List**

- 1) Graduate Fieldwork Application for Trainees**  
Must be filled out and turned into the Department of Counseling Psychology no later than two weeks after the beginning of the semester in which the fieldwork will take place. (Check semester calendar for deadline.)  
  
**Copies:** Original – Counseling Psychology Department  
One copy for your own records  
One copy to your on-site supervisor
- 2) Verification of Fieldwork Continuance**  
Must be used if the student has the SAME fieldwork supervisor as in the previous semester(s). If the agency is the same, but the supervisor is different, a new Graduate Fieldwork Application must be completed.
- 3) On-Site Supervisor's Fieldwork Evaluation**  
Must be filled out by your on-site supervisor at the end of each semester in which you did fieldwork. This form is sent out each semester from the Department office to your supervisor.
- 4) Fieldwork Placement Evaluation by Student**  
Fill out and submit this form at the end of each semester of fieldwork placement.
- 5) File Checklist for Fieldwork Experience**

### **Board of Behavioral Sciences (BBS) Forms**

Forms available at [www.bbs.ca.gov](http://www.bbs.ca.gov) or in the Department office.

E-mail: [BBSWebMaster@bbs.ca.gov](mailto:BBSWebMaster@bbs.ca.gov)

- 1) Responsibility Statement for a Supervisor**  
Must be signed by your on-site supervisor from each fieldwork placement prior to the commencement of any supervision. After you have graduated from the Master's Program, you must submit this form (forms) to the BBS with your application to take the MFT licensure exams.
- 2) Weekly Summary of Hours of Experience**  
This log form must be filled out weekly by you and signed weekly by your on-site supervisor.
- 3) Marriage, Family, Child Counselor Experience Verification**  
Upon completion of supervised experience at each fieldwork placement, you must have your supervisor complete this form. After completion, you must submit this form with your application to take the MFT licensure exams.

**\*\*\*Always keep a copy of EVERYTHING for your own files\*\*\***