

PRACTICUM AND INTERNSHIP HANDBOOK

MASTER OF ARTS IN COUPLE AND FAMILY THERAPY
SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT
UNIVERSITY OF COLORADO DENVER

Contents

OVERVIEW OF PRACTICUM AND INTERNSHIP IN CFT	2
CLINICAL HOURS REQUIREMENTS	4
Clinical supervision	4
TELETHERAPY	5
CFT program policies for Teletherapy	6
CFT program policies for Telesupervision	6
PRACTICUM.....	6
Practicum sites	7
Practicum expectations	8
Documentation of clinical hours.....	8
Practicum evaluation and grading	8
Remediation plan	8
Practicum FAQs.....	8
INTERNSHIP.....	9
Applying for an Internship site.....	10
Approval of new sites.....	10
Documentation of clinical hours.....	11
Expectations of students in Internship	11
Internship evaluation process	12
Internship FAQs.....	12
Applying for MFT Candidacy (MFT-C).....	13
ADDITIONAL RESOURCES.....	14
APPENDICES.....	16
Appendix A: CFT Practicum Application	17
Appendix B : Evaluation of Students in Practicum and Internship	19
Appendix C: New Site Questionnaire.....	26
Appendix D: Internship Agreement.....	29
Appendix E: Student Evaluation of Internship Site Supervisor.....	34
Appendix F: Evaluation of Program Supervisor	37
Appendix G: Record on Internship Site Visit	40
Appendix H: Placement Site Feedback Survey	41

OVERVIEW OF PRACTICUM AND INTERNSHIP IN CFT

In accordance with the Commission on Accreditation for Marriage and Family Therapy (COAMFTE) standards version 12.5, students in the CFT program must complete 300 **direct contact clinical hours** over the course of at least 12 months in Practicum and Internship classes. Of the 300 direct client contact hours required, 100 of those hours must be **relational**, that is, must include members in a partner and/or family relationship.

Students are eligible to apply for practicum upon completion of at least 39 credit hours of course work. ***Students must meet with their faculty advisor before submitting their application to start practicum.***

The following courses meet requirements for practicum and internship.

Courses	Course Description	Supervision hours
CMFT 5910 (3 credits)	Family systems clinical practice in an appropriate lab and clinical setting under individual or dyadic supervision. Emphasis on development of clinical skills in family systems practice including but not limited to systemic/relational case conceptualization, diagnosis and treatment planning, treatment delivery, and self of therapist considerations. This course provides group clinical supervision for students by a qualified program clinical supervisor.	Two hours of group supervision focused on clinical topics, case presentations, and self of therapist considerations. This course includes additional assignments (see syllabus).
CMFT 5911 (3 credits)	Family systems clinical practice in an appropriate lab and clinical setting under individual or dyadic supervision. Emphasis on development of clinical skills in family systems practice including but not limited to systemic/relational case conceptualization, diagnosis and treatment planning, treatment delivery, and self of therapist considerations. This course provides individual or dyadic clinical supervision for students by a qualified program clinical supervisor.	1-1.5 hours of individual or dyadic supervision focused on case presentations, and self of therapist considerations
CMFT 5929 (3-6 credits) Students must register for a minimum of 3 credits.	This is the first semester of internship which builds on the theoretical and skill-building courses and immediately follows CMFT 5910. This course provides required clinical supervision for students' clinical experiences in the field. This course provides group clinical supervision for students by a qualified program clinical supervisor.	Two hours of group supervision focused on clinical topics, case presentations, and self of therapist considerations. This course includes additional assignments (see syllabus).
CMFT 5930 (3-6 credits) Students must register for a minimum of 3 credits.	This is the second semester of internship which builds on the theoretical and skill-building courses and immediately follows CMFT 5929. This course provides required clinical supervision for students' clinical experiences in the field. This course provides group clinical supervision for students by a qualified program clinical supervisor.	Two hours of group supervision focused on clinical topics, case presentations, and self of therapist considerations. This course includes additional assignments (see syllabus).

CMFT 5931 (1-6 credits) Students must register for a minimum of 1 credit.	This is an elective course for students who need additional semesters of internship and immediately follows CMFT 5930. This course provides required clinical supervision for students' clinical experiences in the field. Students must register for this course until they complete required hours. This course provides group clinical supervision for students by a qualified program clinical supervisor.	Regular supervision meetings scheduled by program supervisor
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The program follows the following definitions set forth by [COAMFTE, v 12.5](#)

Direct contact hours are defined by COAMFTE as therapeutic meeting of a therapist and client (individual, relational, or group) occurring in-person synchronously, either physically in the same location or mediated by technology. Assessments may be counted if they are in-person processes that are more than clerical in nature and focus. Also, therapy services delivered through interactive team modalities may provide direct client contact for specific team members who have in-person interaction with the client/system during the session. Therapy team members who engage the therapeutic process only behind the mirror may not count the experience as direct client contact. Activities such as telephone contact, case planning, observation of therapy, record keeping, trainings, role-playing, travel, administrative activities, consultation with community members or professionals, and/or MFT relational/systemic supervision are not considered direct client contact.

Relational hours are defined as a category of direct clinical contact hours in which a clinician delivers therapeutic services with two or more individuals conjointly, who share an ongoing relationship beyond that which occurs in the therapeutic experience itself. Examples include family subsystems, intimate couple subsystems, enduring friendship/community support subsystems, and residential, treatment, or situationally connected subsystems.

- Relational hours also may be counted with relational subsystems that include a person whose only available means to participate in the in-person therapeutic meeting is telephonic or electronic (e.g., incarcerated, deployed or out-of-town subsystem members.)
- Group therapy can be counted as relational hours if those in the group therapy have a relationship outside of (above and beyond) the group itself. Conversely, group therapy sessions of otherwise non-related individuals are not considered as relational hours.

These hours must be supervised by a qualified **Program Clinical Supervisor** in both Practicum and Internship.

COAMFTE v 12.5 Program Clinical Supervisor qualifications include the following: a) demonstration of professional identity as a marriage and family therapist, and b) demonstration of training in MFT relational/systemic supervision by one of the following:

- A graduate course in MFT relational/systemic supervision equivalent to three semester-credit

hours.

- Postgraduate professional education in MFT relational/systemic supervision of at least 30 clock hours.
- A state established MFT supervisor designation that includes relational/systemic supervision training.
- Designation as an AAMFT Approved Supervisor or AAMFT Approved Supervisor Candidate,

CLINICAL HOURS REQUIREMENTS

Summary of Clinical hours and Supervision requirements for graduation from CFT program:

Total Direct Clinical Contact Hours	300 hours over at least 12 months.
Relational Hours	100 of the total 300 hours.
Total Clinical Supervision Hours received	100 hours with a Program Clinical Supervisor.
Supervision with observable or video/audio recorded data	50 hours of the total 100 hours of supervision

Clinical supervision

Students must receive 100 hours of clinical supervision over the course of at least 12 months, including internship and practicum. Clinical supervision may be in the form of individual, dyadic, or group supervision. Out of the 100 hours, 50 hours of supervision must use raw data in the form of video or audio recorded sessions or live, real-time observation.

All 100 hours of clinical supervision are provided by Program Supervisors in CMFT 5910, 5911, 5929, and 5930 (and 5931, if needed) who meet the following qualifications:

- a. Full time or part time instructors of the CFT program
- b. Licensed Marriage and Family Therapists
- c. AAMFT Approved Supervisors or Supervisor Candidates.

Supervision format. In CMFT 5910, 5929, 5930, and 5931 supervision is provided in group format with a maximum of 8 students each.

In CMFT 5911, dyadic supervision is provided with a maximum of 2 students.

Supplemental supervision- During Finals week of each semester, students are assigned to a program supervisor for supervision over the semester breaks as needed. Students will receive an email from the clinical coordinator with information about their supervisor. Supplement supervision over semester break is offered as needed if students need assistance at sites. There are no set times for meetings.

TELETHERAPY

Both Practicum and Internship experiences provide training in **teletherapy practices**.

COAMFTE defined Teletherapy as “*the process of delivering synchronous therapeutic services using a secure video platform according to relevant state, federal, and provincial regulatory requirements or guidelines. The online therapeutic interaction is consistent with state or provincial regulations for the location in which the clinical student therapist and participant(s) are physically located.*”

Couple & Family Therapy Program Telehealth Policy Statement

In accordance with AAMFT Best Practices for Online MFT, AAMFT Code of Ethics, and the State of Colorado Department of Regulatory Agencies, the Couple and Family Therapy Program at UC Denver implements the following requirements to ensure the confidentiality of telehealth clients to the best of our abilities:

In order to assure confidential services, the following guidelines must be in place:

- o Telehealth services will be provided only using a secure platform that meets HIPAA requirements and provides a Business Associate Agreement.
- o According to Colorado State regulations, MFTs will provide services to clients residing in the state in which the MFT and supervisor are licensed.
- o All technological communications must only transpire using encrypted technology. This includes phones, texts, and video-based communications (Must have end-to-end encryption. The advanced encryption standard (AES) is 256 bit).
- o Must use a secure network.
- o Make sure that the technology hardware is functional and secure.
- o Regularly evaluate the functionality, security, and reliability of the software being used.
- o MFTs separate their personal social media profiles from professional profiles or pages.
- o Telehealth informed consent- All telehealth clients will receive a telehealth informed consent providing information on the security measures taken to protect their confidentiality and the inherent limitations with the use of technology to provide services.
- o Have a crisis management plan in place.
- o Failures and breaches Notifications-if more than 500 files are breached, the media must be notified; when less than 500 are breached, a breach notification must be sent to each person whose information was breached.

CFT program policies for Teletherapy

Colorado does not have specific policies for trainees, only for licensed clinicians. The program's protocol for teletherapy is as follows:

- a. Students will be knowledgeable about teletherapy practices via coursework in CMFT 5330 (Professional Identity & Relational Ethics), CMFT 5910 (Practicum and Group Supervision in CFT) and CMFT 5930 (Internship II in CFT).
- b. Students will receive training in teletherapy practices during Practicum orientation before they see clients.
- c. All students have access to HIPAA compliant Zoom platform for conducting teletherapy sessions during Practicum at SCCC.
- d. Students in internship that provide teletherapy services will use a HIPAA compliant platform used by the site. Site supervisors will train their interns in specific policies related to their site.
- e. Students must follow AAMFT Code of Ethics (Standard VI) for Technology Assisted Professional Services including appropriate consent and maintaining confidentiality.

CFT program policies for Telesupervision

The program's protocol for telesupervision is as follows:

- a. Program supervisors providing telesupervision will be knowledgeable in the practice of teletherapy and telesupervision either through participating in relevant continuing education or teaching graduate level courses including teletherapy practices or have experience in providing teletherapy and telesupervision.
- b. HIPAA compliant Zoom platform provided by CU Denver will be used in telesupervision.
- c. Supervisors and supervisee will adhere to [AAMFT Code of Ethics](#) (Standard VI) for Technology Assisted Professional Services including maintaining confidentiality of clinical discussion.
- d. Supervisees will have their camera turned on, log in from a confidential space, and use headphones if needed.

Note: See course syllabi for additional policies on teletherapy practices and use of AI.

PRACTICUM

Students in the CFT MA program begin their Practicum experiences after completion of all required core skills classes. Students may enroll in one course concurrently (either CMFT 6000 or CMFT 6140 or CMFT 6170) with Practicum (CMFT 5910 and CMFT 5911). All other

courses must be completed satisfactorily before students can begin their Practicum. Students must apply to register for Practicum classes by the following deadlines:

For Spring Semester - September 15

For Summer Semester - February 15

For Fall Semester - April 15

The link to apply can be found in Lumivero (previously Tevera).

Upon submission, the academic advisor (Dr. Geneva Sarcedo) will review student course history to ensure they are eligible to start Practicum. Once approved, students must register for **both** CMFT 5910 (3 credits) and CMFT 5911 (3 credits) to receive group and individual/dyadic supervision respectively.

Important: Spots are limited, and we usually have a waitlist for practicum. If you are accepted for practicum and do not register or withdraw from practicum *less than two weeks before the start of the semester*, you must reapply for the next semester to be **waitlisted** (unless there are extenuating circumstances for withdrawing from practicum). A spot in the next semester will not be guaranteed.

Practicum sites

Students begin their Practicum at the CU Denver Student and Community Counseling Center (SCCC, <https://www.ucdenver.edu/counseling-center>) and will receive an additional manual with policies and procedures related to clinical practice for Practicum students at the Center.

Note: The SCCC Practicum manual includes information from multiple MA programs in the SEHD. Please follow clinical requirements listed in this handbook for the MA in CFT program.

Students at the SCCC provide pro-bono family systems/relational therapy to individuals, families, couples, and relational groups for CU Denver students as well as members from the larger Denver metro area communities under supervision from licensed therapists.

Practicum experiences at the SCCC include both in-person and teletherapy sessions, and use of live supervision with supervisors and students observing sessions in real time either Behind The Glass (BTG) or virtually.

Simultaneous placements. Students in their first semester of their clinical experiences in Practicum (CMFT 5910 and 5911) can start at an internship site in the community simultaneously along with placement at the on-campus Counseling Center. Practice at the counseling center allows for opportunities for observations and live supervision, while the early start at an internship site will allow for a year-round placement at a site in the community. The longer engagement with a community site may help build a sufficient caseload in a timely manner for our students. Simultaneous placement is **not** mandatory and is only recommended if it fits with students' unique schedules.

Please consult with your faculty advisor first to determine whether an additional site in the practicum semester is the right option for you.

Practicum expectations

Students should be prepared to spend AT LEAST 15-20 hours per week over a 15-week period in Practicum activities (Summer Practicum students should be prepared to spend at least 20-25 hours per week over a 10-week period). Due to the varied availability of clients, students should be prepared to spend more hours in one-on-one sessions as the semester progresses.

Documentation of clinical hours

Students will submit their clinical hours with individual and relational clients using Tevera. Training on how to use Tevera will be provided at the start of the practicum. Any delays in recording hours or obtaining signatures must be communicated to the instructor in a timely manner. Please see CMFT 5910/5911 and CMFT 5929/5930 for course specific guidelines.

Practicum evaluation and grading

In addition to informal evaluations during individual supervisory sessions, Practicum students will be formally evaluated by their supervisors on a variety of skills and activities at midterm and again at the end of the semester (see Appendices for competency-based evaluation form).

Letter grades will be given based on the following considerations:

- Attendance at class meetings.
- Professional/ethical behavior.
- Evaluation of skills and performance on Practicum Student Midterm and Final evaluations.
- Timely completion of all paperwork.
- Accurate note taking and record keeping.
- Arranging and attending individual supervision on a weekly basis.
- Following through with clinic policies and requirements.
- Openness to, and incorporation of Supervisor feedback.

Student evaluations are based on AAMFT core competencies for clinical practice. The final grade reflects the level of performance at the end of practicum.

Remediation plan

The individual supervisor evaluates students' progress bi-monthly and conducts formal evaluations at midterm and at the end of the semester. The supervisory team consisting of staff clinicians, supervisors, and administrators at the practicum site may identify students who are not meeting practicum objectives at the midterm evaluation. In these cases, a formal remediation plan will be designed by individual supervisor and the practicum student. Both will sign the document and track progress. These students may be required to continue in Practicum for a second semester unless they have proven themselves to be proficient by the final evaluation at the end of the semester.

Practicum FAQs

- How long should I be enrolled in Practicum?

Students enroll for one semester in CMFT 5910 and CMFT 5911 for a total of 6 credit hours. Students who successfully complete all requirements and receive a suitable grade move on to their internship experience.

- Are there required clinical hours for a grade in Practicum?

Students in the MA in CFT program do not have a minimum required hours for receiving a grade.

It is, however, recommended that you make every effort to build an active case load of about 4-6 hours of direct clinical contact per week.

- How can I increase my relational cases?

The best way to increase access to couples and family therapy at the counseling center is to conduct outreach work in the community and on campus where couples and families are likely to frequent. Some examples would be schools, community events centered around parents and children, community spaces on campus, and community or campus events where relationships are the focus. You may use your outreach hours as a way of spreading information about services available at the Counseling center for those who are not students at CU Denver.

- What technology requirements are needed for Practicum?

Technology requirements: Instructions for setting up remote access are available on the Practicum course CANVAS page.

INTERNSHIP

Students begin their Internship in CMFT 5929 after successful completion of Practicum (CMFT 5910 & CMFT 5911). The internship experience is designed to provide students with an opportunity to practice and expand their couple and family therapy skills in a field setting. These vary from community-based treatment centers to private practice settings serving a large population of clients from diverse backgrounds seeking services for psychological and relational distress. A current list of approved sites is available on the CFT program CANVAS page.

Students must enroll in *at least two semesters* of internship for a minimum of 3 credit hours each (total of 6 credits at least). However, in some cases, internship sites may require a longer commitment. Please check with your sites when you interview them and contact Dr. Randolph if you have questions. At times students may have to enroll in a *third semester* of internship (CMFT 5931) if they are unable to complete the 300-hour client contact requirement for graduation.

Note: If you are receiving financial aid and need to register for a certain number of credits to maintain qualification, please contact the program advisor, Dr. Geneva Sarcedo (Geneva.sarcedo@ucdenver.edu) for guidance.

Application to enroll in Internship (CMFT 5929, CMFT 5930, and CMFT 5931, if needed)

Students must complete this internship application form before every semester they intend to register for Internship on Tevera.

The due dates are as follows:

For starting Internship in Fall Semester – June 15th

For starting Internship in Spring Semester – September 15th

For starting Internship in Summer Semester – April 15th

Applying for an Internship site

Students typically begin exploring internship sites **one semester before they start practicum**.

For example, if you are on track to enroll in Practicum (CMFT 5910 and CMFT 5911) in Spring semester, you will begin looking for an appropriate internship site in the prior Fall semester. You may begin the process earlier. Please email the program clinical coordinator, Dr. Randolph, if you have questions about existing or new internship sites.

Secondary sites

Students can have a maximum of **two** internship sites. Students can participate in these two sites on either a concurrent or contiguous basis. All application materials must be completed for both sites, including the collection of license and vita/resume from the on-site supervisor, prior to the end of the semester before the start of internship.

Approval of new sites

Students may identify a site on their own that is not yet on the CFT list and request program approval. Program approval is a multi-step process involving: a) initial meeting between clinical coordinator site supervisors to verify systemic training credentials of supervisors and ensure clinical hour and supervision requirements are met; b) clinical coordinator then presents information about the site to the program faculty in a regularly scheduled faculty meeting for approval; and c) if more information is needed, the clinical coordinator will meet with the site supervisors again.

This multi-step process ensures that students are placed at sites that can provide them with family systems training in clinical practice and that they receive adequate systemic supervision.

Program faculty meetings are held twice a month from the beginning of Fall semester in August to end of Spring semester in May. There are no scheduled meetings during the semester breaks and summer semester since faculty are not on contract during this time.. Therefore, application for a new site approval must therefore begin early. In Fall semester, applications can be submitted **between the start of Fall semester until November 30th**. In Spring semester, **applications can be submitted between start of Spring semester until April 15th**.

Note: Some exceptions to this timeline may be made if there are extenuating circumstances requiring additional sites. Contact Dr. Randolph if you require an exception.

Clinical Supervision requirements

On-site supervision

On-site supervision must be provided by the internship site's on-site supervisor at least once a

week while the student is in internship. Students who have two sites will need to have on-site supervision by both their primary and secondary site supervisors or have an agreement in place with their primary site supervisor to supervise the hours they receive at their secondary site. On-site supervisors must be licensed as a mental health professional (For example, LMFT, LPC, LCSW, Licensed Clinical Psychologist, Board certified psychiatrist).

Video or audio recording for supervision

Students need at least 50 hours of raw data supervision (of the total 100 hours of supervision in Practicum and Internship). Supervision of raw data includes live supervision and reviewing audio and/or video recordings of sessions. All approved internship sites must allow sessions to be recorded. Video or audio recording software must be HIPAA compliant.

Documentation of clinical hours

Clinical hours must be verified and signed by the on-site supervisor and the instructor for Internship (CMFT 5929/5930/5931) and must be submitted to the Internship instructor on time on Tevera. Any delays in recording hours or obtaining signatures must be communicated to the instructor in a timely manner.

Expectations of students in Internship

During the internship, students will be expected to demonstrate a commitment to implementing and expanding the following internship specific skills:

- Establishing and maintaining an ongoing client caseload.
- Demonstration and application of appropriate family systemic theories and skills.
- Development of specialized skills relevant to the requirements of the host site.
- Establishing and maintaining effective working relationships with staff, supervisors, and colleagues.
- Demonstration of willingness to meet professional obligations.
- Demonstration of enthusiasm and commitment to the Couple and Family Therapy profession.
- Demonstrating a willingness to learn and sensitivity to feedback.
- Demonstration of personal traits conducive to effective family systems therapy, learning, and professional development.
- Perform all family systems therapy and related activities in an ethical and legal manner.
- Demonstration of willingness to explore and use community resources for referrals.
- AAMFT student membership and liability insurance

[Internship evaluation process](#)

Evaluation of student

Students will be evaluated by their on-site supervisors at mid-term and at the end of each semester. The evaluations will be sent directly to on-site supervisors through Tevera.

Student evaluations are based on AAMFT core competencies for clinical practice. The final grade reflects the level of performance at the end of internship.

Evaluation of site supervisor

At the end of each semester students will complete an evaluation of their on-site supervisor via Tevera. These evaluations are not accessible to the on-site supervisor until after the student's placement is complete.

Evaluation of Internship instructors

Students will evaluate their internship instructors at the end of each semester via Tevera.

[Internship FAQs](#)

- **Should I find my own site?**

The program has a list of approved sites on Lumivero (Tevera). Students are encouraged to select from the list and consult with their faculty mentor early to make these decisions.

- **What is the minimum length of internship?**

All students must participate in at least two semesters (total of at least 6 credit hours) of internship to meet graduation requirements. Including practicum, it is a yearlong commitment.

- **How many hours per week is spent on Internship?**

Students are expected to spend at least 20 hours per week engaging in internship activities. These activities include direct client contact hours, weekly team meetings, on-site supervision, group supervision, and clinical documentation.

- **How many clients should I average per Internship semester to complete clinical requirements for graduation?**

Students should aim to complete an average of 10 direct client contact hours a week with half of those being relational hours.

- **What do I do if an internship site is no longer suitable for training?**

If you are having problems with your internship site first let your internship instructor know. They will work with you and your on-site supervisor to get an idea of what the problems are and collaborate on a solution that will work for all parties. If the problems at the internship site

continue after that initial meeting, the program clinical coordinator will step in and try to resolve the issue with the student, internship instructor, and the on-site supervisor.

○ **What do I do if I cannot complete 300 hours by the end of Internship II (CMFT 5930)?**

Students may register for additional semesters of internship in CMFT 5931 for as long as they need to complete clinical hours. The 12-month duration requirement is a minimum; there is no maximum duration for completion of requirements. Overall, students have seven years to complete their degree requirements.

- **I am employed in a mental health/behavioral health setting. Can I make this an internship site to fulfill requirements?**

You may be able to utilize your place of employment as a site as long as they meet the requirements of program's site approval requirements (see Appendix C). Contact Dr. Randolph for more information and next steps.

Applying for MFT Candidacy (MFT-C)

Students must complete 300 hours AND 12 months of clinical experience before applying for MFT-C with DORA. Below are steps based on when you complete requirements:

When will you apply for MFT-C	Next Steps
Scenario A: As soon as I complete my hours in CMFT 5930 and BEFORE my degree-bearing official transcript from CU Denver is available (which will be 4-6 weeks after commencement). AND Scenario B: As soon as I complete my hours after the CMFT 5930 semester BUT before the last day to complete hours for graduation and will NOT be registering for CMFT 5931.	Beginning on Monday of your last week of classes, if you have completed all requirements for the CMFT 5930 class submit: 1. CU Denver CFT's Internship Completion Verification Form: https://ucdenverdata.formstack.com/forms/sehd_cft_internship_completion_verification 2. Download and complete the top portion of the Certificate from DORA: MFTC - Certification of Master's Education.pdf - Google Drive Please note that the "Full Name of School and Program" should be written as "University of Colorado Denver, Master of Arts in Couples & Family Therapy" to match your degree. Email the Certificate for signature to Dr. Rashmi Gangamma. If Dr. Gangamma is unavailable, email Dr. Sarcedo. 3. Order an official transcript that does NOT have your degree listed on it from https://www.ucdenver.edu/registrar/student-resources/transcripts 4. Once you receive the signed Certificate of Education and the transcript, you may apply for the MFT-C via DORA: https://dpo.colorado.gov/MarriageFamilyTherapy/Applications 5. You will also need to submit a degree-bearing official transcript to DORA once available (4-6 weeks after Commencement) Note that your application will require proof of completion of the Jurisprudence exam.

Scenario C: As soon as I complete my hours in CMFT 5931 semester and BEFORE my degree-bearing official transcript from CU Denver is available (which is 4-6 weeks after commencement).	As soon as you complete requirements in your 5931 semester, submit 1. CU Denver CFT's Internship Completion Verification Form: https://ucdenverdata.formstack.com/forms/sehd_cft_internship_completion_verification 2. Download and complete the top portion of the Certificate from DORA: MFTC - Certification of Master's Education.pdf - Google Drive Please note that the "Full Name of School and Program" should be written as "University of Colorado Denver, Master of Arts in Couples & Family Therapy" to match your degree. Email the Certificate for signature to Dr. Rashmi Gangamma. If Dr. Gangamma is unavailable, email Dr. Sarcedo. 3. Order an official transcript that does NOT have your degree listed on it from https://www.ucdenver.edu/registrar/student-resources/transcripts 4. Once you receive the signed Certificate of Education and the transcript, you may apply for the MFT-C via DORA: https://dpo.colorado.gov/MarriageFamilyTherapy/Applications 5. You will also need to submit a degree-bearing official transcript to DORA once available (4-6 weeks after Commencement) Note that your application will require proof of completion of the Jurisprudence exam.
Scenario D: Regardless of when I complete internship, I am waiting until my degree-bearing official transcript from CU Denver is available (which 4-6 weeks after Commencement)	Once your degree-bearing official transcript from CU Denver is available, you can apply for MFTC without a Certificate of Education form. You may order your degree-bearing official transcript from https://www.ucdenver.edu/registrar/student-resources/transcripts And apply for the for the MFT-C via DORA: https://dpo.colorado.gov/MarriageFamilyTherapy/Applications Note that your application will require proof of completion of the Jurisprudence exam.

ADDITIONAL RESOURCES

The following resources provide more information about licensing in Colorado and across the country:

MFT licensing requirements in Colorado

- Department of Regulatory Agencies (DORA) requirements for licensure in Colorado: <https://dpo.colorado.gov/MarriageFamilyTherapy>
- DORA license eligibility and policies <https://dpo.colorado.gov/MarriageFamilyTherapy/LawsRulesPolicies>

Licensing requirements across states in the United States

- AAMFT resource:
https://www.aamft.org/AAMFT/BUILD_Your_Career/MFT_State_Provincial_Resources/Advocacy/State_Resources/MFT_State_Resources.aspx?hkey=261d7879-9d5b-4aa0-b60c-c15e82b8b095
- State authorization and professional licensure information through the University of Colorado, Denver offices: <https://www.ucdenver.edu/state-authorization>

Teletherapy regulations

- AAMFT updates
(https://www.aamft.org/AAMFT/online_education/online_therapy_guidelines_2.aspx))
- AMFTRB guidelines for MFT teletherapy and telesupervision (<https://amftrb.org/wp-content/uploads/2021/09/AMFTRB-Teletherapy-Guildelines-9-21.pdf>)

APPENDICES

Appendix A: CFT Practicum Application

Please complete the application form below if you are planning to register for practicum FOR THE FOLLOWING SEMESTER after completing the application. Please do not fill this form out if you are thinking of registering more than two semesters in advance. For example, if it was Fall of 2018, and you are completing the application for either Spring or Summer 2019 (two semesters in advance).

Please be sure to select the correct year and semester of practicum. **You will not have a spot if you enter the wrong term.**

Application Deadlines:

Spring Practicum - September 15

Summer Practicum - February 15 Fall

Practicum - April 15

Note: Practicum includes a mandatory 4-day training that is held the week prior to the start of the semester.

All students applying for practicum must have successfully completed at least 39 credits hours prior to practicum. Students with an incomplete, in any course, will not be considered for practicum until the courses are complete and a grade change has been submitted by the instructor. In order to be considered for practicum, students with incomplete coursework must finish it prior to the semester before practicum.

All students applying for practicum must meet with their faculty advisor prior to registering for practicum.

This application is the **first step** in the practicum registration process. This application saves you a spot in CMFT 5910 and 5911 (you will register for these courses concurrently), for the semester you indicated. If at any point your plans change, and you no longer plan to enroll in practicum, please notify the clinical coordinator immediately.

Two to four weeks before the start of the semester you will receive an email that contains the registration details for completing your registration in UCDAccess, **which may not align with registration times and you cannot register prior to this.** Please note, this is Step 1 of 2. Step 2 is registering **through UCDAccess** once you receive additional information two to four weeks before the start of the semester.

Student ID Number:

Student First Name:

Student Last Name:

CU Denver Email:

Phone:

Will you be taking a class during practicum? Yes/No

If yes, what class will you be enrolled in? _____

Do you plan to start at your internship site during your practicum semester? Yes/No

If yes, please note the site and start date:

Which semester are you applying for:

☐ Summer
☐ Fall
☐ Spring
of (Year):

Student attestation:

I have met with faculty advisor to discuss my practicum application: Yes/No

If no, I have an appointment to meet with the faculty advisor prior to registration: Yes/No

Student Signature: Date

Program Administrator Signature: Date

Appendix B: Evaluation of Students in Practicum and Internship

Competency Based Clinical Evaluation of Student completed by Individual Practicum Supervisor

Couple and Family Therapy Program, CU Denver

Student Name:

Supervisor's Name:

Agency:

Period of Supervision:

Evaluation of AAMFT Core Competencies:

Please use the following rating scale to evaluate students in the areas of competence below:

1. Demonstrates skills **far below** expected for a student at this developmental level
2. Demonstrates skills **below** expected for a student at this developmental level
3. Demonstrates skills **at the level** expected for a student at this developmental level
4. Demonstrates skills **above** expected for student at this developmental level
5. Demonstrates skills **far above** expected for a student at this developmental level
6. Not Yet Applicable

Domain 1: Admission to Treatment

Domain Number	Competency	Criteria	Rating
1.1.2	Understand theories and techniques of individual, marital, couple, family, and group psychotherapy	Can the student discuss theory, articulate which theory they might apply to a case? Do they use systemic questions?	

1.3.5	Obtain consent to treatment from all responsible persons.	Has all the Intake paperwork and appropriate consents been signed? Does the student ensure there is a release before talking with others?	
1.3.6	Establish and maintain appropriate and productive therapeutic alliances with the clients.	Has the therapist been able to engage with clients? Do they come back?	
1.3.7	Solicit and use client feedback throughout the therapeutic process.	Does the therapist ask the client about goals, session progress, specific feedback?	
1.3.9	Manage session interactions with individuals, couples, families, and groups.	Does the therapist start and end on time? Have clients talk with each other? Facilitate discussion, manage conflict?	
1.5.2	Complete case documentation in a timely manner and in accordance with relevant laws and policies.	Session notes done within 48 hours. Treatment plans within 4 sessions, updated as needed.	

COMMENTS:

Domain 2: Clinical Assessment and Diagnosis

Domain Number	Competency	Criteria	Rating
2.3.3	Apply effective and systemic interviewing techniques and strategies.	Included all members attending? Use circular questions? Focus on systemic concerns & use systemic interventions?	
2.3.5	Screen and develop adequate safety plans for substance abuse, child and elder maltreatment, domestic violence, physical violence, suicide potential, and dangerousness to self and others.	Does the student recognize areas of risk? Do they seek assistance? Develop plan with the client?	

Domain Number	Competency	Criteria	Rating
2.3.6	Assess family history and dynamics using a genogram or other assessment instruments.	Are they assessing the system/ family/ relationship? Do they use genogram, observation, tasks, other tools? Do they review the client assessments?	
2.3.8	Identify clients' strengths, resilience, and resources.	Do they include strengths when discussing case, build on them in session?	
2.5.1	Utilize consultation and supervision effectively.	Do they come to supervision regularly? Do they ask for assistance with cases? Show their work openly?	

COMMENTS:

Domain 3: Treatment Planning and Case Management

Domain Number	Competency	Criteria	Rating
3.3.5	Manage progression of therapy toward treatment goals.	Are they focused on goals? Can they articulate what they are working on? Do they note progress?	
3.3.6	Manage risks, crises, and emergencies.	Do they identify areas of risk? Are they calm when sessions are intense, client are in crises? Do they seek appropriate assistance in emergencies?	
3.5.3	Write plans and complete other case documentation in accordance with practice setting policies, professional standards, and state/provincial laws.	Have they completed a treatment plan? Are notes done on time?	

Domain Number	Competency	Criteria	Rating
3.5.4	Utilize time management skills in therapy sessions and other professional meetings.	Are they on time for sessions? Do they end sessions on time? Are they on time for supervision?	

COMMENTS:

Domain 4: Therapeutic Interventions

Domain Number	Competency	Criteria	Rating
4.1.1	Comprehend a variety of individual and systemic therapeutic models and their application, including evidence-based therapies and culturally sensitive approaches.	Does theory inform their practice, conceptualization, interventions? Can they articulate what they do in session and why?	
4.3.2	Deliver interventions in a way that is sensitive to special needs of clients (e.g., gender, age, socioeconomic status, culture/race/ethnicity, sexual orientation, disability, personal history, larger systems issues of the client).	Do they tend to issues of diversity, account for it in the room, in the therapeutic relationship?	
4.3.5	Engage each family member in the treatment process as appropriate.	Do they utilize family members/partners? Do they conduct relational sessions and develop systemic goals?	
4.3.6	Facilitate clients developing and integrating solutions to problems.	Do they ask clients about goals, what they want to see changed, what is working?	

Domain Number	Competency	Criteria	Rating
4.3.7	Defuse intense and chaotic situations to enhance the safety of all participants.	Are they able to contain chaos & stay calm? Can they interrupt escalations effectively?	
4.3.12	Integrate supervisor/team communications into treatment.	Are suggestions and requests acted upon?	
4.5.1	Respect multiple perspectives (e.g., clients, team, supervisor, practitioners from other disciplines who are involved in the case).	Can they listen to other perspectives and be open to new ideas? Are such discussions productive?	
4.5.2	Set appropriate boundaries, manage issues of triangulation, and develop collaborative working relationships.	Does the therapist maintain professional boundaries (ex. refrain from using personal #'s emails). Are they able to work with all members of the system (client and larger system) collaboratively and professionally?	
4.5.3	Articulate rationales for interventions related to treatment goals and plan, assessment information, and systemic understanding of clients' context and dynamics.	Can they explain what they do and why? Does the therapist follow a plan?	

COMMENTS:

Domain 5: Legal Issues, Ethics, and Standards

Domain Number	Competency	Criteria	Rating
5.3.1	Monitor issues related to ethics, laws, regulations, and professional standards.	Do they follow policies related to paperwork deadlines, response to messages, maintaining appointments? Do they obtain consent? Seek consultation for cases that are challenging or beyond the scope of their practice?	

5.3.3	Inform clients and legal guardian of limitations to confidentiality and parameters of mandatory reporting.	Is this reviewed thoroughly at the beginning of the case? With all new members that join the therapy?	
5.3.4	Develop safety plans for clients who present with potential self-harm, suicide, abuse, or violence.	Does the student create a safety plan when risk is noted?	
5.5.1	Maintain client records with timely and accurate notes.	Are notes complete? On time? Accurately reflect the session?	

COMMENTS:

Awareness of Self

Domain Number	Awareness of Self	Criteria	Rating
3.4.5	Monitor personal reactions to clients and treatment process, especially in terms of therapeutic behavior, relationship with clients,	Does the student process reactions in supervision? Are they open to discussing the way the self impacts their therapeutic relationships & clinical work?	

Domain Number	Awareness of Self	Criteria	Rating
	process for explaining procedures, and outcomes.		
5.2.4	Recognize when clinical supervision or consultation is necessary.	Does the student present cases that are challenging? Are they open to feedback? Are they able to ask for assistance?	
5.4.2	Monitor attitudes, personal well-being, personal issues, and personal problems to insure they do not impact the therapy process adversely or create vulnerability for misconduct.	Can the student discuss their personal issues, beliefs & attitudes as they relate to clinical work? Are they open to & incorporate feedback?	
5.5.2	Consult with peers and/or supervisors if personal issues, attitudes, or beliefs threaten to adversely impact clinical work.	Does the student share relevant issues in supervision? Are they open to getting assistance & working on areas of concern?	

COMMENTS:

Areas of Strength:

Areas for Future Growth:

Plan to address competency areas needing improvement (rated 1 or 2):

** If there is a "2", half letter grade less

** If there is a "1" it is a full letter grade less

The grade I assign this student, based on his/her work under my supervision, is _____.

I expect this student to continue to work with me until _____.

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Appendix C: New Site Questionnaire

Date Submitted: _____
Submitted By (Student's Name): _____

Site/Organization Name: _____
Phone: _____
Address: _____
Website: _____

Internship Supervisor:

Point of Contact for Internships (if
different):

Title: _____

Title: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Email: _____

Email : _____

Degree: _____

License : _____

Years of Post Degree Experience: _____ (Must Attach a Resume of the Proposed Site Supervisor)

Prior Supervision Training? Yes No

Please check one:

- ☐ AAMFT Approved Supervisor
- ☐ AAMFT Approved Supervisor-in-training
- ☐ LMFT
- ☐ Other mental health license: _____ (specify type of license).

Please complete the following:

- | | | |
|--|-----|----|
| 1. One hour per week of individual or triadic supervision is available for Interns | Yes | No |
| | Yes | No |
| 2. Students have the opportunity to become familiar with a variety of professional activities (i.e. record keeping, in-service, staff meetings, supervision) | Yes | No |
| | Yes | No |

3. Students have the opportunity to develop program appropriate audio/video tapes. (CFT students are provided with 50 hours of supervision utilizing observable data) Yes No
4. Students have the opportunity to gain supervised experience in the use of a variety of professional resources (i.e. assessment instruments, research, literature, print & non-print media)
5. Students have the opportunity to provide family systems therapy to demographically diverse clients.
6. Time Commitment (per week):
7. How are clients assigned to student interns (please specify if there is an expectation for student interns to recruit their own clients):
8. Minimum number of Months/Semesters Required:
9. Minimum number of Hours Required per Week:
10. Do you require any formal or site-specific training?
11. Preferred Experience or required qualifications for interns before application:
12. When can interns start:

Semester	Application Deadline	Start Date
Fall		
Spring		
Summer		

Other Relevant Information:

For Program Use Only

☐ Approved
☐ Denied (reason for denial)
☐ Meets Primary Site Requirements
☐ Meets Secondary Site Requirements
 Reason for Secondary Site:

Reviewed by: _____ Date: _____



University of Colorado
Denver

Appendix D: Internship Agreement

This Agreement, by and between:

The MA Program in Couple and Family Therapy
School of Education and Human Development
University of Colorado Denver
P.O. Box 173364, Campus Box 106
Denver, CO 80217-3364

AND

Agency or School: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

AND

Student Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ (Home) _____ (Work)

For the purpose of providing an internship in Couple and Family Therapy for the above-named student for:

CMFT 5930: Internship in Couple and Family Therapy

Begin Term: _____ End Term: _____

Credit Hours: _____ Internship Hours: _____

University Supervisor: _____ Phone #: _____

The student will be working primarily with the following type(s) of clients:

It is mutually agreed that:

A. The above-named **Agency or School** will provide the following services and supervision for the Couple and Family Therapy Program's student (master's degree or above):

1. An orientation to the agency or school and definition of specific student duties which are appropriate to clinical training and conform to the Couple and Family Therapy Program's expectations as contained in the Couple and Family Therapy Program's Practicum and Internship Handbook. No student will be required to meet any financial quotas, requirements, or incentives at the Agency/School.
2. Supervision on-site to be performed by (On-Site Supervisor):

Name: _____

Email Address: _____

Degree(s) held: _____

Major field of study: _____

Licenses held: _____

Other Credentials: _____

Relevant work experience: _____

Years of experience as a counselor/therapist: _____

Years of experience as a supervisor: _____

AAMFT Approved Supervisor or Supervisor Candidate: Yes/ No

If no, have you had any supervision training? Yes/No

If yes, please describe supervision training:

3. Weekly review of the student's performance via a one-hour individual meeting with the student and review and approval of the student's weekly internship log. Review raw data from at least one of the intern's therapy sessions either through live observation, or video or

audio tape. Additional individual and on-site group supervision is strongly encouraged.

4. Ensure that clients are adequately informed of and consent to student participation in therapy sessions, as well as observation by the On-Site Supervisor.
5. The supervision of the student will be performed by the On-Site Supervisor. If the On-Site Supervisor is absent or not available, they will designate an acting On-Site Supervisor and provide the alternate contact information to the student and the University Supervisor. The Internship Site Supervisor will require that a licensed mental health provider will be physically on-site at AGENCY at all times when a student is present.
6. Report, as soon as possible in written communication (to the student's internship instructor) via the bi-weekly form or email any concerns, incidents, or claims involving the student to the University Supervisor and the student. The university internship instructor will work with the AGENCY and student to determine the level of concern and appropriate follow up. Site supervisors will be asked to document the concern on the program's Professional Dispositions Form (provided by the internship instructor). Depending on the nature of the concern, the AGENCY and university internship instructor will determine whether the student is able to remain at the internship site. If it is determined appropriate for the student to remain at the site, a remediation plan will be developed between the AGENCY and university for student success. If it is deemed inappropriate for the student to remain at the site, the student and university will work with the site to terminate placement in an ethical and timely manner.
7. Prevent the student from engaging in after hours on-call responding to crisis situations without training and oversight provided by the internship site.
8. Provide copies of any documents the Agency /School requires the student to sign to the University Supervisor and the student.
9. The student has access to audio or video equipment for taping sessions for review in University Internship group supervision course. ☐ Yes ☐ No
10. The student has access to professional resources such as assessments, technology, professional development materials, etc. ☐ Yes ☐ No

B. The **Student** will:

1. Be at the agreed upon location on the following days at the following times:

2. Be assigned the following specific duties and responsibilities:

-
-
-
3. Keep a log of time spent including weekly summaries, which will be reviewed and signed by the internship On-Site Supervisor.
 4. Be responsible for knowing who is supervising their activities at the Internship Site at all times.
 5. Participate in a one-hour weekly individual meeting with the Internship On-Site Supervisor to review performance and weekly internship log.
 6. Attend weekly group supervision (Internship class meetings) at the University of Colorado, Denver.
 7. Report, as soon as possible, any concerns, incidents or claims related to the internship to the Internship On-Site Supervisor and University Supervisor.

C. That the **University of Colorado Denver Couple and Family Therapy Program** will:

1. Advise the student as to the requirements (seminars, reports, evaluations) involved in the Internship.
2. Provide supervision meetings with the student to discuss common problems and experiences, as well as to assist student in case study presentation and other areas of concern.
3. Maintain periodic contact with the Internship On-Site Supervisor and the student to discuss the student's progress, including no less than one on-site visit by the student's University Supervisor for the purpose of meeting with the On-Site Supervisor.
4. Maintain appropriate records for registration and grading.

It is the expectation of all three parties involved that the above responsibilities and conditions be met. Should it become apparent that they are not being met by any of the parties, it is imperative that all three parties meet or confer as soon as possible discuss why these expectations have not been met and attempt to resolve any issues or concerns.

Your signature below confirms you agree to all the above stated responsibilities and conditions:

Student Signature: _____

Date: _____

On-Site Supervisor: _____

Date: _____

University Clinical Coordinator: _____

Date: _____

This site ☐ is / ☐ is not currently on the list of approved Internship sites in the CU Denver

Counseling Center office.

Appendix E: Student Evaluation of Internship Site Supervisor

INSTRUCTIONS: PLEASE TAKE SOME TIME TO FILL THIS FORM OUT THOUGHTFULLY AND THOROUGHLY SO YOU PROVIDE US WITH AN INDICATION OF HOW YOU FEEL YOU ARE BEING TRAINED.

Period of Supervision: _____

Supervisor: _____

Supervision Site: _____

SCALE:

1 = Very Ineffective 2 = Ineffective 3 = Neither Effective nor Ineffective 4 = Effective 5 = Very Effective

1. Overall, how would you rate your supervisor's supervision:

1	2	3	4	5
Very Ineffective				Very Effective

2. How would you rate your supervisor's knowledge of family therapy?

1	2	3	4	5
Very Ineffective				Very Effective

3. How would you rate your supervisor's ability to express that knowledge?

1	2	3	4	5
Very Ineffective				Very Effective

4. How would you rate your supervisor's ability to relate to where you are in the learning process?

1	2	3	4	5
Very Ineffective				Very Effective

5. How would you rate your supervisor's ability to encourage your growth?

1	2	3	4	5
---	---	---	---	---

Very Ineffective

Very Effective

6. How would you rate your supervisor's ability to respect your Therapeutic style?

1
Very Ineffective

2

3

4

5
Very Effective

7. How would you rate your supervisor's ability to expand your repertoire of therapeutic style?

1
Very Ineffective

2

3

4

5
Very Effective

8. How would you rate your supervisor's ability to excite and motivate you to continually challenge yourself?

1
Very Ineffective

2

3

4

5
Very Effective

9. How effective do you think your supervisor is as a clinician?

1
Very Ineffective

2

3

4

5
Very Effective

10. How effective do you think your supervisor thinks of you as a clinician?
(Based on your experience level).

1
Very Ineffective

2

3

4

5
Very Effective

Please give us a sense of the strengths of your supervisor:

Please give us a sense of any weaknesses: _____

Additional comments: _____

Appendix F: Evaluation of Program Supervisor
Student Evaluation of Program Clinical Supervisor (Class instructor)

INSTRUCTIONS: PLEASE TAKE SOME TIME TO FILL THIS FORM OUT
THOUGHTFULLY AND THOROUGHLY SO YOU
PROVIDE US WITH AN INDICATION OF HOW YOU
FEEL YOU ARE BEING TRAINED.

Period of Supervision: _____

Supervisor: _____

Supervision Site: _____

SCALE:

1 = Very Ineffective 2 = Ineffective 3 = Neither Effective nor Ineffective 4 =
Effective 5 = Very Effective

1. Overall, how would you rate you supervisor's supervision:

1	2	3	4	5
Very Ineffective				Very Effective

2. How would you rate your supervisor's knowledge of family therapy?

1	2	3	4	5
Very Ineffective				Very Effective

3. How would you rate your supervisor's ability to express that knowledge?

1	2	3	4	5
Very Ineffective				Very Effective

4. How would you rate your supervisor's ability to relate to where you are in the learning process?

1	2	3	4	5
Very Ineffective				Very Effective

5. How would you rate your supervisor's ability to encourage your growth?

1	2	3	4	5
---	---	---	---	---

Very Ineffective

Very Effective

6. How would you rate your supervisor's ability to respect your Therapeutic style?

1
Very Ineffective

2

3

4

5
Very Effective

7. How would you rate your supervisor's ability to expand your repertoire of therapeutic style?

1
Very Ineffective

2

3

4

5
Very Effective

8. How would you rate your supervisor's ability to excite and motivate you to continually challenge yourself?

1
Very Ineffective

2

3

4

5
Very Effective

9. How effective do you think your supervisor is as a clinician?

1
Very Ineffective

2

3

4

5
Very Effective

10. How effective do you think your supervisor thinks of you as a clinician?
(Based on your experience level).

1
Very Ineffective

2

3

4

5
Very Effective

11. How effective is your supervisor in encouraging group process? (If applicable)

1
Very Ineffective

2

3

4

5
Very Effective

Please give us a sense of the strengths of your supervisor:

Please give us a sense of any weaknesses: _____

Additional comments: _____



University of Colorado
Denver

**Couple and Family Therapy Program
Record of Internship Site Visit**

Appendix G: Record on Internship Site Visit

Site Visits are required (1) during the Internship course, (2) after changing to a new training site, or (3) after changing On-Site Supervisors. **This form is to be complete by the site-supervisor.**

Graduate Student: _____

Faculty Supervisor: _____

Internship Site: _____

On-Site Supervisor: _____

Site Visit Date: _____

Student Strengths:

Student Growth Areas:

Supervision Concerns:

Other Feedback:

Graduate Student's Signature and date

On-Site Supervisor's Signature and

date Faculty Supervisor's Signature and date

Appendix H: Placement Site Feedback Survey

The faculty in the CU Denver CFT program value your feedback as training partners for our students. The following questions are designed to gather your impressions about how well the training student interns receive at CU prior to and during their placements meets your site's needs and expectations.

First, using the following scale, we invite you to circle the number that best represents overall student preparation.

- 1 Student preparation does not meet our site expectations for interns
- 2 Student preparation meets our site expectations for interns
- 3 Student preparation exceeds our site expectations for interns

Next, please use the space provided to tell us more about strengths and ways we can better meet your needs and expectations as a site. Feedback will be incorporated into program planning and curriculum development.

Inter/Intrapersonal Competencies

- | | | | |
|--|---|---|---|
| • self and system awareness | 1 | 2 | 3 |
| • ability to self-regulate | 1 | 2 | 3 |
| • cultural and contextual awareness | 1 | 2 | 3 |
| • ability to engage with others helpfully
regarding contextual/cultural differences | 1 | 2 | 3 |

Training and Preparation Strengths:

Areas to Develop in Training and Preparation:

Suggestions:

Clinical Competencies

• Ability to maintain therapeutic alliances	1	2	3
• Systemic assessment and treatment planning	1	2	3
• Individual psychopathology and family functioning assessment	1	2	3
• Applying family systems theory informed interventions	1	2	3
• Participating collaboratively in stakeholder relationships	1	2	3
• Using supervision and consultation well	1	2	3
• Legal and ethical awareness and preparation	1	2	3
• Professional identity as a CFT	1	2	3

Training and Preparation Strengths:

Areas to Develop in Training and Preparation:

Suggestions:

Other areas concerning CFT training and preparation for which you would like to offer us feedback?
