

COUN 239 Trainee Paperwork Inventory MFCC / PCC Programs

Trainee: _____

Date Items Received			Requirements to be Submitted
Fall	Spring	Summer	
			Activity Log Completed
			University Contract (Expires: _____)
			Field Placement Information Sheet
			Four-way Agreement (signed)
			Site - Supervisor - Terms of Experience Form
			Insurance Coverage Form (copy of Face Sheet)
			Copy of Supervisor's License
			Case write-up report(s) 1 per semester of FW
			Final Evaluation of Trainee
			Trainee Evaluation of Field Placement
			Trainee Evaluation of Field Supervisor
			Trainee Evaluation of University Supervisor
			Employer Evaluation of MFT Program

Contacts with Site Supervisor:

Phone Contacts	#	Date/Time	Notes:
	1		
	2		
Field Site Visits	1		
	2		