

# ANTIOCH UNIVERSITY

## NEW ENGLAND

*Couple and Family Therapy Doctoral Program*  
*Department of Applied Psychology*

Advanced Practical Experience Handbook

2022-2023 Academic Year

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## Program Mission and Student Learning Outcomes

### Mission

The mission of the Antioch University New England PhD program in Couple and Family Therapy (CFT) is to develop highly competent advanced clinicians in CFT and to develop students who are competent in teaching CFT, in providing clinical supervision in CFT, and in conducting CFT-related research utilizing both quantitative and qualitative methodologies. CFT doctoral students will also develop a focus on social justice and human diversity issues across all areas of the curriculum.

The PhD program in Couple and Family Therapy has identified a number of *Student Learning Outcomes* (SLOs) for accreditation. Any of these SLOs may be addressed by different aspects of the Advanced Practical Experiences in the program.

### Program Student Learning Outcomes

Program learning outcomes are indicators of what we expect students will learn in the program.

Program SLO 1: Students will develop a specialized clinical area that is grounded in research and is at an advanced level of intervention and understanding.

Program SLO 2: Students will demonstrate the ability to develop relational/systemic innovations across multiple domains

Program SLO 3: Students will demonstrate advanced understanding of multiple family and couple therapy models.

Program SLO 4: Students will demonstrate competency in social justice approaches to CFT teaching, research, supervision, and practice, demonstrating attention to multiple domains of diversity.

Program SLO 5: Students will demonstrate proficiency in quantitative and qualitative CFT research methods and analysis.

Program SLO 6: Students will demonstrate understanding of change research with relationships and will demonstrate application of research methods through grant-writing, publication, and presentation.

Program SLO 7: Students will demonstrate competency in CFT supervision.

Program SLO 8: Students will demonstrate competency in teaching, leadership, and/or consultation.

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## Doctoral Advanced Practical Experiences

The goal of the doctoral advanced practical experience is to provide advanced experiences outside of Antioch University New England to round out the Doctoral student's educational experiences.

### Minimum Requirements

The student must take a total of 6 semesters of advanced practical experience (APE), which is reflective of two 12-month experiences; 3 semesters of Doctoral Professional Seminar (clinical) and 3 semesters of T/C/L/S Professional Seminar. The **clinical** APE typically begins in the student's first fall semester of doctoral study and continues until the end of the first summer semester. This clinical experience is designed to develop advanced clinical competencies based on systemic/relational theory(s). Students must have secured a clinical site prior to drop-add date of the fall semester. If a site is not secured in that timeframe, students will drop Doctoral Prosem I and begin the clinical experience in the spring semester, which will continue for 3 consecutive semesters. The seminars do not need to be taken in order (I, II, III), so students may start in the Spring or Summer semester.

The second year of APE is more broadly defined and may include developing advanced skills in research, teaching, supervision, consultation, leadership, and/or applying advanced relational/systemic applications to contemporary challenges. One primary requirement is that the 2<sup>nd</sup>-year experience be different than the 1<sup>st</sup>-year experience. Students who enroll in extended program plans may continue elective practical experience professional seminars in their third year in the program.

The first goal of the APE is to provide the doctoral student with the opportunity to complete clinical hours for licensure and supervision requirement, if necessary. If the student does not have a need to complete clinical hours for licensure, then they can tailor the APE to their professional interests and needs. The student must enroll in Advanced Practical Experience Continuation if the experiences are not completed by the end of the 6<sup>th</sup> semester.

### Supervision Assist

Antioch University New England uses Supervision Assist (SA) a HIPAA-compliant application that integrates the field experience tools into one location. Students and supervisors will be able to explore potential field experience sites, complete site and supervisor applications, log APE hours (supervision, client contact, clock hours, other hours), record therapy sessions and share for supervision in a HIPAA-compliant manner, complete all evaluations, track progress in program practical experience requirements, and access all clinical and supervision hours after graduation. There is a student fee associated with Supervision Assist that is required for all students.

## Required Paperwork

**Learning Contract:** For each APE placement, the student will need to complete a Learning Contract in conjunction with the site. The contract will be completed in collaboration with your site supervisor/mentor and the AUNE faculty member associated with either Doctoral Professional Seminar supervision or the T/C/L/S Professional Seminar. The learning contract is located on SA.

**Complete CFT Field Experience Supervisor/Mentor Application.** The site clinical (or other) supervisor is required to complete a CFT Field Experience Supervisor Application with the student's input. The student is in charge of initiating and the completion of this form on SA. As part of the Supervisor Application, a Supervision Contract is to be developed collaboratively between the student and the Site Supervisor. The AUNE supervisor may also wish to develop a Supervision Contract with the student. This application will be updated each semester on SA.

**Agreement of Affiliation: is the formal contract between the Antioch University New England (AUNE) Couple and Family Therapy program and the APE Training Site,** and is required to be current. The Office of Field Experience will contact or visit a site to make sure all Commission on Accreditation of Couple and Family Therapy Education (COAMFTE) facility requirements are met and to complete an Agreement of Affiliation with the Clinician of Record when a new site is identified and every five years thereafter, as long as the site hosts an AUNE CFT student. If a site does not have an AUNE CFT student and the Agreement to Affiliate expires, the Office of Field Experience will do a new site visit with the intent to renew the contract as soon as the site agrees to work with another AUNE CFT student. **ALL** APE sites require an affiliation agreement.

**Liability Insurance:** Antioch University New England provides Liability Insurance coverage for all CFT students ENROLLED in APE courses (Doctoral Professional Seminar and T/C/L/S Professional Seminar). A student who has a second extension or an APE continuation approved and on-file with the Registrar's office is considered enrolled. **In addition, while enrolled in APE students are required to be student members of the American Association for Marriage and Family Therapy (AAMFT) and thereby to have the supplemental liability insurance provided to AAMFT student members.** This is of benefit for several reasons. One is that it is good to have a personal liability coverage history when you apply for coverage after graduation. Second, Antioch's policy is good, but limited in coverage. It is always an excellent idea to carry your own liability insurance and access to your own lawyer (not just the lawyer who works for Antioch or your APE site). Third, there are many professional benefits to being an AAMFT student member. Among the many benefits, a few are: discounts on professional books, audiotapes, and videotapes; access to professional journals and practice strategies; and the opportunity to attend the annual AAMFT conference as a student volunteer and, thereby, have your registration fee waived. AAMFT Membership info: [http://www.AAMFT.org/imis15/content/membership/application\\_process.aspx](http://www.AAMFT.org/imis15/content/membership/application_process.aspx). APE sites are encouraged to have students included on their liability insurance since students are often working under staff licenses.

**AUNE's HIPAA training on CITI website.** All clinical students are required to complete AUNE's HIPAA training modules during their first month of clinical training. The completion certificate will be uploaded to SA.

To Register for the HIPAA Course: Go to <https://irb.antioch.edu/CITI.html>

First time user? Register

Step 1 Select *Antioch University*

Step 2 Enter your Personal Information

Step 3 Choose a Username and Password

Step 4 Country of Residence

Step 5 Learner Registration

One required question to fill out

Step 6 Select *No* for Continuing Education Units

Step 7 One Required Question \* what is your role in research? Select the closest appropriate role. Because this is a research-based program, you may need to select *researchers*.

Step 8 Select HIPAA Training

You should then have access to 5 training modules. Please complete all 5 modules and upload the Certificate of Completion to your Supervision Assist account.

**End of Semester Evaluations.** Students should be actively involved in their Antioch Skills Evaluation Device (ASKED) clinical evaluations, learning goals, and supervision contract. Students complete evaluations of both the Site and Program Clinical Supervisors at the end of each field experience (at the end of Doctoral Professional Seminar III and T/C/L/S Professional Seminar III). Clinical Supervisors will complete a dispositional assessment evaluating the student at the end of the first clinical semester. The AUNE Field Supervisor/Mentor Evaluation of Student is completed at the end of each semester both years.

## **Telehealth Policy: Teletherapy and Telesupervision in Advanced Practical Experience**

**Teletherapy** is 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.

**Virtual Supervision or Telesupervision** is the process of delivering synchronous relational/systemic supervision using a secure video platform. The online supervisory interaction must comply with relevant state, federal, and provincial regulations for the location in which the clinical student therapist and supervisor are physically located.

The AAMFT Code of Ethics (2015) and COAMFTE standards version 12.5 both recognize technology-assisted clinical services as an important and evolving dimension of couple and family therapy practice. Unlike past versions of the COAMFTE standards, version 12.5 allows for counting teletherapy and telesupervision toward accredited programs' clinical requirements. While COAMFTE standards allow for counting technology-mediated services, states and other jurisdictions may limit or prohibit the practice of teletherapy by student therapists. Moreover, some states mandate that graduate internship clinical hours must happen face-to-face, i.e., with therapists and clients in the same room.

The Antioch CFT PhD program requires that, where teletherapy *is* permitted, Sites, Site Supervisors, and Student Therapists must follow all state/provincial laws regarding the delivery of telehealth services and adhere to the AAMFT Code of Ethics (2015), particularly Standard IV, Technology Assisted Professional Services.

Standard 6.1, Technology Assisted Services, states "Prior to commencing therapy or supervision services through electronic means (including but not limited to phone and Internet), marriage and family therapists ensure that they are compliant with all relevant laws for the delivery of such services. Additionally, marriage and family therapists must: (a) determine that technologically-assisted services or supervision are appropriate for clients or supervisees, considering professional, intellectual, emotional, and physical needs; (b) inform clients or supervisees of the potential risks and benefits associated with technologically-assisted services; (c) ensure the security of their communication medium; and (d) only commence electronic therapy or supervision after appropriate education, training, or supervised experience using the relevant technology" (AAMFT Code of Ethics, 2015).

As the Clinician of Record, Site Supervisors are responsible for knowing relevant regulations for delivering technology-assisted therapy and supervision in their state or province. Student Therapists will not provide telehealth in any location or circumstance where doing so is prohibited.

In addition to affirming their knowledge of relevant regulatory requirements governing telehealth, Site Supervisors must be qualified to provide telehealth themselves, maintaining

current knowledge, skill, and documented training needed to deliver telehealth services ethically, legally, and competently in the context of continuous changes with technology and regulations. Site Supervisors must be trained in the technology needed to supervise telehealth services that are provided by the student therapist, including being familiar with how to use Supervision Assist to review session recordings or to join sessions lives.

As part of their use of telehealth methods, Sites, Site Supervisors, and Student Therapists must follow all state/provincial laws regarding the delivery of therapy services by student interns, regardless of the modality of delivery. For example, if a state does not allow student therapists to provide therapy while physically located by themselves in a building, then for telehealth, this means that the supervisor must be available in real time through technology-assisted means, during the student's sessions. Similar to the student therapist being in an office seeing clients and the supervisor being down the hall in another office - the supervisor is available but not in the room.

The AAMFT Code of Ethics standard 6.5 (2015) states "Therapists and supervisors follow all applicable laws regarding location of practice and services, and do not use technologically-assisted means for practicing outside of their allowed jurisdictions." All students, regardless of their engagement in telehealth, must declare to the program what state or jurisdiction is the documented location for their clinical training experience. In the case of students providing teletherapy, students may only provide teletherapy services to clients in the state where the site is located and where the supervisor is licensed. Additionally, the client needs to be in that state at the time of the appointment because states regulate services based on where the recipient of the service is physically located. Students are not allowed to provide teletherapy across state lines, including while traveling themselves or while their client is traveling.

As part of their oversight of student therapists, Site Supervisors and Faculty Supervisors both have a responsibility to support students in competent and ethical practice, which includes evaluating clinical appropriateness of telehealth with particular clients and ensuring that clients are sufficiently informed of the risks and responsibilities associated with technology-assisted services.

Sites and Site Supervisors must support students in using appropriate tools for telehealth and telesupervision in order to ensure both the security and quality of the services. The CFT PhD program provides students with access to HIPAA compliant video conferencing, as well as HIPAA-compliant recording, storage, and review of client sessions.

Students are specific encouraged to review the report published by AAMFT entitled Best Practices in the Online Practice of Couple and Family Therapy ([https://www.aamft.org/online\\_education/online\\_therapy\\_guidelines\\_2.aspx](https://www.aamft.org/online_education/online_therapy_guidelines_2.aspx)).

In cases where a Site has student therapists engaging in telehealth services, the Site must have specific policies, as well as physical and technological tools, necessary to support the ethical, legal, and competent delivery of telehealth services.

## ADVANCED PRACTICAL EXPERIENCE OPTIONS

### **CLINICAL ADVANCED PRACTICAL EXPERIENCES**

The clinical APE is a part-time experience where students integrate advanced academics with the practice of Couple and family therapy.

- Clinical Advanced Practical Experience
  - 3 semesters
  - 8-10 hours per week at the clinical site
  - Approximately 75 hours of face-to-face therapy each semester
  - Approximately 15 hours of site supervision each semester
  - Weekly supervision with a Program Clinical Supervisor every semester

The requirements for a clinical APE are the same as those outlined for other clinical work: the work must be supervised by a Program Clinical Supervisor and a Site Supervisor; at least half of the student's clinical hours must be relational (i.e., with couples/families, or relational constellations). Clinical work completed at the Antioch University Couples and Family Therapy Institute counts toward the clinical APE. The doctoral student must carry liability insurance, complete the AUNE HIPAA 5-component training, and proof of this needs to be uploaded to SA. The student must demonstrate how the clinical APE is related to the CFT field. An Affiliation Agreement must be completed between AUNE and the APE site before clinical hours count toward the APE experience. The clinical site and the AUNE supervisor will provide evaluations of the student's work at the end of each semester.

### **CLINICIAN OF RECORD & APPROVED SUPERVISION**

Helping Students to Meet Their Future Licensure Requirements: In order to enable CFT graduates to become licensed as Couple and Family Therapists, Antioch has instituted guidelines established by COAMFTE. (Note, wherever the COAMFTE guidelines are less stringent than one of the New England LMFT regulations, the Antioch CFT program will usually default to the more stringent requirement.)

As a Couple and Family Therapy program accredited by the Commission on Accreditation for Couple and Family Therapy Education (COAMFTE), the field experience is a clinical training experiences designed to meet the criteria contained in the COAMFTE Version 12.5 Standards of Accreditation. Because licensure requirements frequently change, students are responsible for reading their province's or state's LMFT licensure requirements and working with the Director of Clinical Training to assure their placements will meet current licensure criteria. The CFT program and faculty cannot predict future licensure requirements or changes. Students are directed to the websites of the AAMFT [https://www.AAMFT.org/Directories/CFT\\_Licensing\\_Boards.aspx](https://www.AAMFT.org/Directories/CFT_Licensing_Boards.aspx) for current information on licensure requirements for the Licensed Couple and Family Therapist across North America. Students are also encouraged to call and write State Boards with questions and to obtain copies of all answers **IN WRITING**. The Antioch CFT program will provide training in alignment with current COAMFTE

guidelines but cannot promise to meet the requirements of every state or provincial LMFT license, as these occasionally change, and students must meet licensure requirements that exist at the time of their LMFT application. The program does not follow or provide training for any other type of mental health license.

In order to comply with U.S. Department of Education regulations (effective July 1, 2020) regarding universities that offer programs leading to professional licensure, Antioch University makes the following disclosure to current and prospective students:

Antioch University's academic programs that lead to professional licensure are designed to meet educational requirements in the states in which they are offered. We are currently working to determine if our programs meet additional states' requirements. Requirements for licensure vary from one profession to another and from state to state. Also, licensure requirements are subject to change. As a result, licensing requirements in one state may not be recognized as sufficient to obtain a license in any other state.

You are enrolled in a program designed to meet the educational requirements for licensure in the state in which the program is offered (the AUNE CFT programs are physically based in New Hampshire).

If you plan to pursue licensure in another state than the one listed for your program, please review all requirements for your desired license in your intended state of licensure. If you relocate during your academic program, you should follow this process again for your new state.

### **Supervisor Qualifications:**

**Program Clinical Supervisors** provide MFT relational/systemic supervision within a COAMFTE accredited program. 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

While Program Clinical Supervisors may also be faculty members in the CFT program, the role of Program Clinical Supervisor is distinct: The primary role of the supervisor is to provide mentorship for the advanced practical experience component (whether clinical or in another area). The focus of the mentorship is on the student's learning goals for the experience.

### Supervisory Requirements:

Students will be supervised weekly during the semester by a Program Clinical Supervisor. The program will also ensure that a supervisor is available during semester breaks (though our academic calendar is set up so that there are no breaks between semesters and clinical supervisors are expected to be available through the semester or to provide contact information for another faculty supervisor to provide coverage).

Students in clinical placements where they are working toward LMFT licensure are expected to have a Site Supervisor. Site Supervisors of CFT students are expected to have training, experience, and demonstrated abilities as CFTs and as clinical supervisors (trainers) relational/systemic models of therapy. It is the student's responsibility to work with the Director of Clinical Training and Program Clinical Supervisor to verify that the Site Supervisor meets licensure requirement in that state. The program does not provide supervision or oversight for students seeking licenses other than the LMFT.

### **Evaluation and Professional Gate Keeping Responsibilities of the Approved Supervisor**

Prior to licensure, CFT supervisors have the responsibility of judging whether a therapist's work meets the basic ethical and clinical standards of the profession. Supervision with non-licensed therapists must create an environment in which the student can try new things, make mistakes, and grow as a new professional. The AUNE CFT program uses the **Antioch Skills Evaluation Device (ASkED) each semester (end)** in order to help supervisors and students reflect upon and evaluate a student's skills throughout their stages of development. It is the goal of the program that each student will be successful in meeting these clinical skills. During the first semester of the Doctoral Professional Seminar, the Site (if applicable) and AUNE Program Clinical Supervisors will also complete a **dispositional assessment**. The dispositional assessment process is designed to identify opportunities to provide feedback to students on exhibited character, attitudes, attributes, and behavior as they advance toward becoming an advanced couple and family therapist. This process is meant to aid students' development of the essential skills of taking in feedback, self-reflecting, and continuously evaluating and positively modifying their own behavior. If a student is not performing at a basic level of competence, as determined by the ASkED and the Dispositional Assessment, it is a supervisor's ethical responsibility to hold the student therapist accountable. The function of gate keeping is threefold: professional integrity (supervisor and therapist), protection of the profession, and protection of the public.

The supervisor will use the AUNE **Field Supervisor/Mentor Evaluation of Student** (to be completed by the Site Supervisor, if applicable, on SA) and follow AUNE's evaluative descriptors for Internship at the end of each semester. It is expected that all evaluations will be verbally discussed between the supervisor and student therapist. By doing this informally mid-semester and then formally at the end of every semester, the student and supervisor have the opportunity to recalibrate learning expectations and goals to achieve the best possible learning outcomes. Supervisors are protected by a written record of the mid-semester warning if the student needs to improve in order to earn credit for the semester of field placement. The goal

is to provide open and clear communication and achieve the best training for the student. When there is a Site Supervisor who is the field placement supervisor of record, mid-term and end of semester evaluations will be completed by this approved off-site supervisor.

The AUNE Program Clinical Supervisor has final determination of grades. However, the AUNE Supervisor will base the practicum/internship grade on those given by the approved site supervisor (if applicable).

The site supervisor, Program Clinical Supervisor, and CFT Director of Clinical Training agree to collaborate in a prompt and professional manner if there are any concerns about the student or their competence to work with clients. In the event of any problems that occur with the student, the Clinician of Record or Off-Site Supervisor is expected to first contact the Program Clinical Supervisor. The Clinician of Record/Approved Supervisor/Site Supervisor and the Program Clinical Supervisor should work together and with the student to devise a written remediation plan (a copy should be given to the Office of Field Experience to be placed in the student's AP file). If needed, the Office of Field Experience will construct a draft remediation plan. Upon dialogue, either supervisor may contact the Director of Clinical Training to discuss concerns or just provide an update of a student's progress.

All of the remaining APE's are part-time experiences where students integrate academics while developing advanced skills in research, teaching, supervision, consultation, leadership, and/or applying advanced relational/systemic applications to contemporary challenges.

### **Second-Year Advanced Practical Experience**

The 2<sup>nd</sup>-year APE experience involves:

- 3 semesters
- 8-10 hours per week at the site per semester
- Minimum 15 hours of supervision with a Program Clinical Supervisor per semester
- T/C/L/S Professional Seminar I, II, III

### ***SUPERVISION ADVANCED PRACTICAL EXPERIENCES***

Students can offer systemic/relational clinical supervision to Master's students or pre-licensed trainees under the supervision of an AAMFT Approved Supervisor Mentor. Students will have taken or be currently enrolled in doctoral level supervision courses to be eligible for the supervision APE. Supervision work completed at the Antioch University Couples and Family Therapy Institute counts toward the supervision APE.

The main emphasis of supervision must be systemic/relational in nature; supervisors must have access to raw data (audio, video, live observation, or case notes) that can be shared with the Supervisor Mentor; AAMFT ethical standards must be followed. Supervisor and Supervisor Mentors must meet on a regular basis. The doctoral student must carry liability insurance, complete the AUNE HIPAA 5-component training, and proof of this needs to be submitted to

the Director of Clinical Training. The student must demonstrate how the supervision APE is related to the CFT field. An Affiliation Agreement must be completed between AUNE and the APE site before supervision hours count toward the APE experience. A Learning Contract and Supervisor/Mentor Application must also be completed. The supervisor/mentor will provide evaluation of the student's work at the end of each semester.

### ***RESEARCH ADVANCED PRACTICAL EXPERIENCES***

Research APEs can be created by the student in conjunction with a research mentor. The student must identify a research mentor who will oversee their research. The student may be a part of a research team, or may independently conduct research under the direction of a research mentor. The student must demonstrate how the research is related to the CFT field. An Affiliation Agreement may need to be completed between AUNE and the APE site – check with the DCT. A Learning Contract and Supervisor/Mentor Application must be completed. The research supervisor/mentor will provide evaluation of the student's work at the end of each semester.

### ***TEACHING ADVANCED PRACTICAL EXPERIENCES***

Teaching experiences can be created by the student. The student must identify a teaching mentor who will oversee the student's teaching. The student must be independently responsible for teaching a course under the direction of a teaching mentor. The student must demonstrate how the course taught is related to the CFT field. An Affiliation Agreement may need to be completed between AUNE and the APE site before teaching hours count toward the APE experience – check with the DCT. A Learning Contract and Supervisor/Mentor Application must be completed. The teaching supervisor/mentor will provide evaluation of the student's work at the end of each semester.

Teaching experiences may be available at AUNE during the 2<sup>nd</sup> or 3<sup>rd</sup> program years. Teaching at AUNE does not require an Affiliation Agreement. The teaching mentor will provide evaluation of the student's work at the end of each semester.

### ***OTHER ADVANCED PRACTICAL EXPERIENCES AND COMBINATION EXPERIENCES.***

It is possible for a student to have APEs that focus on consultation, leadership, and/or applying advanced relational/systemic applications to contemporary challenges. These APE's can be determined on a case-by-case basis in consultation with the Director of Clinical Training and the Director of the CFT Ph.D. program. APEs might also combine one or more of the approved advanced experiences; teaching and research, or clinical work and teaching (for example). It is possible for a student to have two separate experiences at one time, each focused on a particular area (e.g., one internship is for clinical work, one internship is for teaching). An Affiliation Agreement may need to be completed between AUNE and all APE site(s) – check with the DCT. A Learning Contract and Supervisor/Mentor Application must be completed for

each experience and site. The approved person(s) will provide evaluation of the student's work at the end of each semester.

### *Evaluations*

The APE supervisor/mentor(s) will evaluate the student at the end of each of the three semesters the student is enrolled in T/C/L/S Professional Seminar.

At the end of the APE, the student will evaluate each supervisor/mentor and APE site. The student is responsible, ideally in collaboration with the supervisor/mentor, for establishing goals related to the APE. The student's progress on individualized goals will be evaluated.

### *Advanced Practical Experiences Contract(s) and Other Paperwork*

The Agreement of Affiliation is to be used as a template for contracting with the APE Site. This Agreement is meant to address Clinical Internships, but will also serve other sites.

Learning Contracts and Supervisor Applications will be completed each APE semester.

## *Frequently Asked Questions*

### **Can students do Teaching or Research APEs at Antioch?**

*Clinical and Supervisor APEs are available at the Antioch University Couples and Family Therapy Institute. Teaching opportunities are sometimes available at AUNE. We also want students to gain experiences outside of Antioch University.*

### **What is the role of a mentor, and who can be a mentor?**

*The mentor is someone selected to oversee the APE experience—someone who is senior to the student, and can orient the student to the CFT profession. Students will always be assigned to supervision with a Program Clinical Supervisor in addition to having an additional mentor if appropriate (depending on placement type).*

### **What is the expected time commitment for the APE?**

*Typically, students should expect to spend approximately at least 10-15 hours per week on their APE.*

### **Do students with a professional license need to get clinical hours and supervision?**

*Students who are licensed MFTs and do not need to get clinical hours and supervision for licensure still need to have a clinical APE their first year in the program. Students will focus on developing clinical specialty areas and/or deepening theoretical/practical skills and knowledge.*

### **Do students need a PhD-level supervisor on the site?**

*No, for students doing a clinical APE, a supervisor who is an AAMFT -Approved Supervisor or who is otherwise qualified to supervise CFTs is acceptable. In the event that a qualified supervisor cannot be found on site, then the student will receive supervision from a Professional Seminar leader at the AUNE campus. It is the student's responsibility to check state guidelines and regulations related to licensure for those needing clinical supervision hours for licensure.*

### **What documents does the site need to complete for an APE to be "official"?**

*An updated (within the past 5 years) Agreement of Affiliation must be on file. The clinical supervisor/mentor must complete a Field Experience Supervisor/Mentor Application. For clinical placements, the Qualified to Supervise document must be completed and approved.*

### **What documents does the student need to complete?**

*The student must submit a Learning Contract, upload a copy of Liability Insurance, upload the HIPAA Training Certificate, and Attest that they have read the Field Experience Manual. At the end of each APE experience, the student must complete a Site Evaluation form and an Evaluation of Supervisor/Mentor form.*

### **Does the Director of Field Experience need to do a site visit?**

*A site visit will not be necessary for a majority of APE sites. The Director of Clinical Training will work with the site in determining that the site meets the student and program's requirements. An Affiliation Agreement must be completed between the site and AUNE.*

**Will AUNE offer supervision for students who are at a site without an AAMFT Approved Supervisor?**

*Yes. However, students will need to check their local regulations on what types of supervision count, as we cannot offer live face-to-face supervision with non-local students.*

**What documentation needs to be completed if a student has more than one supervisor/mentor (e.g., one on-site and one from Antioch)?**

*Each Supervisor Mentor will need to complete a Field Experience Supervisor Application. Students will need to work with each supervisor/mentor to complete learning goals, in some cases this may mean the student will complete different learning contracts for each supervisor/mentor. An Evaluation of Supervisor/Mentor form needs to be completed for each supervisor/mentor at the end of the APE experience.*

**What does a supervisor need to do to be considered an AAMFT Supervisor Equivalent?**

*See the Supervisor Qualifications section in this manual (pp. 9-11)*

**What needs to be completed for a student to receive a grade for an APE?**

*For clinical and supervision APEs all client or supervision contact hours need to be completed, the supervisor's evaluation of the students and ASkED is completed on SA. For non-clinical/supervision APEs - the supervisor's evaluation of the students is completed on SA. If it is the last semester of a student's APE, students will need to complete an evaluation of the APE site and the APE supervisor/mentor. Students will not receive a grade until all documentation is completed.*

**Who needs to sign off on the student's clinical hours?**

*If the clinical APE site supervisor is qualified to supervise, then that supervisor will need to sign off on the student's clinical hours. The Professional Seminar supervisor will also have access to student's hours form.*

**Are there any additional considerations/requirements if an APE site is located outside New Hampshire?**

*Students are responsible for ensuring that the client contact and supervision hours they receive will count toward licensure in the state in which they wish to reside. Students are strongly encouraged to explore their state or territory licensing laws. The AUNE CFT Program will work to meet the COAMFTE clinical and supervision requirements.*

**Does each APE need to be 9 or 12 months?**

*Each of the two APEs needs to be 12 months in length.*

**Does a learning contract need to be completed?**

*Yes, for each APE experience, and every semester.*

**ADVANCED PRACTICAL EXPERIENCE CHECKLIST**

**Preparation; Identifying and Securing a Site(s):**

- \_\_\_\_\_ Thoroughly read the Advanced Practical Experience Handbook.
- \_\_\_\_\_ Registered for a Supervision Assist (SA) account
  - \_\_\_\_\_ Uploaded Certificate of Liability Insurance to SA
  - \_\_\_\_\_ Completed HIPAA training and uploaded certificate to SA
  - \_\_\_\_\_ Attested to having read the Advanced Practical Experience Handbook on SA
- \_\_\_\_\_ Consulted with the Director of Clinical Training to seek advanced placement support.
- \_\_\_\_\_ Developed a comprehensive vita and cover letter outlining qualifications and desired learning opportunities for the advanced practical experience (APE).
- \_\_\_\_\_ Identified 1-2 practical experience locations that meet program requirements. (Clinical site is required the first 3 semester APE); supervision, research, teaching, consultation, leadership, and/or applying advanced relational/systemic applications to contemporary challenges are additional options the second 3 semester APE.  
FOR CLINICAL SITES:  
\_\_\_\_\_ Will the site meet state licensure requirements (if applicable)?
- \_\_\_\_\_ Interviewed with the site and was offered an APE opportunity.
- \_\_\_\_\_ Contacted the Office of Field Experience to establish an AUNE Agreement Of Affiliation with the site.
- \_\_\_\_\_ Completed a Learning Contract with the site supervisor.
- \_\_\_\_\_ Completed a CFT Advanced Field Experience Supervisor Application with the clinical site supervisor (supervisor completes and signs).

**Monthly:**

- \_\_\_\_\_ Complete clinical and/or supervision hours logs (Best practice is to log this daily).

**End of Each Semester:**

2 weeks before the end of the semester:

\_\_\_\_\_ Student remind supervisor/mentor the Field Supervisor/Mentor Evaluation of Student form needs completion on SA (preferably in collaboration with student)

\_\_\_\_\_ For clinical students: ASkED completed by student (SA)

\_\_\_\_\_ For clinical students: ASkED completed by supervisor (SA)

\_\_\_\_\_ For clinical students; first semester: Supervisor completed and reviewed with student the Dispositional Assessment

**End Of Each Summer Semester** (in addition to the regular End of Each Semester tasks)

Student completes

\_\_\_\_\_ Site Evaluation (SA)

\_\_\_\_\_ Evaluation Of Supervisor/Mentor (SA)

Antioch University New England (AUNE)  
Department of Applied Psychology  
Marriage & Family Therapy (PhD)

**Permission To Audio Or Video Record Therapy Session**

Student Therapists (ST) must work under the supervision of an Approved Supervisor who has access to recorded evidence of their work. Therapist and their supervisors use these recordings to improve the ST's clinical skills. These recordings encrypted are on a HIPAA-secured cloud and used strictly used for training purposes, they are not part of the client's clinical record and will be deleted upon completion of supervision. The client also has the right to view the recording if they wish, prior to the recording being deleted.

I verify that the student therapist named below has my permission to:

- (1) Record our session(s) strictly for the use of providing clinical supervision to the student therapist;
- (2) Release the recording to the Antioch University Supervisor (AUS) named below; and
- (3) Delete all recordings upon completion of supervision as indicated below.

Antioch University Student Therapist: \_\_\_\_\_

Antioch University Team members (who will also view recording):

\_\_\_\_\_

Antioch University Faculty Supervisor: \_\_\_\_\_

Family Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(first name only)

Family Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(first name only)

Family Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(first name only)

ST Signature: \_\_\_\_\_ Date: \_\_\_\_\_