

**AGREEMENT FOR STUDENT PLACEMENT  
BETWEEN  
CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
AND  
SANTA ROSA CITY SCHOOLS DISTRICT**

The Agreement is entered into by and between the Trustees of the California State University, which is the State of California acting in a higher education capacity, through its duly appointed and acting officer on behalf of California State University, Sacramento, hereinafter referred to as the “UNIVERSITY,” and Santa Rosa City Schools District hereinafter referred to as the “HOST”. UNIVERSITY and HOST are collectively referred to as the “PARTIES.”

**I. PURPOSE:** To establish a cooperative partnership for the placement, training, and support of UNIVERSITY’s College of Education students, including pre-service candidates and M.S. in Counseling Program Interns, in compliance with applicable accreditation and credentialing standards.

**II. DEFINITIONS AND APPLICABILITY:**

A. Definitions: For the purposes of this Agreement, the following terms shall have the meanings set forth below. These definitions are intended to ensure clarity and consistent use throughout this Agreement.

1. **Student:** A UNIVERSITY-enrolled individual participating in a College of Education Program requiring formal placement, including, but not limited to pre-service candidates (e.g., teacher preparation students, credential interns) and clinical interns (e.g., M.S. in Counseling Program Interns, Counselor-in-Training, Trainee).
2. **Placement:** A supervised field experience required by a UNIVERSITY Program, including internships, practica, student teaching, or other formal fieldwork activities. *Note:* The term *Fieldwork* may be used interchangeably with *Placement* throughout this Agreement and its Exhibits, particularly in reference to clinical counseling and school-based assignments. Both refer to required supervised field experiences completed by Students under UNIVERSITY Program guidelines.
3. **Program:** A UNIVERSITY academic offering within the College of Education that requires student participation in field-based experiences as part of its accreditation or degree requirements. Programs include educator preparation programs approved by the California Commission on Teacher Credentialing (CTC) and counseling programs accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
4. **Intern:** A Student participating in a Placement under a formal internship model in accordance with the requirements of the applicable accrediting or licensing body as further described in Exhibits A or B.
5. **CTC:** The California Commission on Teacher Credentialing, the state agency responsible for the oversight and accreditation of educator preparation programs in California.
6. **CACREP:** The Council for Accreditation of Counseling and Related Educational Programs, a national accrediting body that sets standards for counseling education programs.
7. **BBS:** The California Board of Behavioral Sciences, the state licensing board that oversees the licensure of marriage and family therapists, clinical counselors, and related professions.
8. **PPS:** Pupil Personnel Services, a credential issued by the CTC for specialized roles in K-12 schools, including school counseling, school psychology, and social work.

9. UNIVERSITY: California State University, Sacramento, acting on behalf of its College of Education.
  10. HOST: The organization, district, agency, or institution providing Placement opportunities under this Agreement.
  11. Faculty Supervisor: A UNIVERSITY-appointed instructor or faculty member assigned to support and evaluate a Student during their Placement. This individual provides oversight, conducts supervision (as applicable), and serves as the UNIVERSITY's primary liaison with the HOST and Site Supervisor.
  12. Site Supervisor: An individual designated by the HOST to provide on-site supervision and support to a Student during their Placement. Site Supervisors must meet the minimum qualifications set forth in the relevant Program requirements and this Agreement, and may also be referred to as mentor teachers, fieldwork supervisors, or clinical supervisors depending on the context of the Placement. Terminology may vary by Program and credentialing body but refers to the qualified individual providing day-to-day, on-site supervision at the Placement site.
- B. Exhibits and Program Applicability: The Exhibits attached to this Agreement provide Program-specific requirements as follows and are incorporated herein by reference:
1. Exhibit A applies to Student Placements associated with UNIVERSITY educator preparation programs, governed by CTC requirements.
  2. Exhibit B applies to Student Placements associated with UNIVERSITY counseling programs, governed by CACREP accreditation standards and BBS licensure regulations.
  3. Exhibit C contains a FERPA-compliant release form that Students must complete prior to beginning a Placement, authorizing information sharing between the UNIVERSITY and HOST for monitoring performance.

### III. GENERAL INFORMATION

- A. UNIVERSITY, through its College of Education, operates fully accredited educator preparation and counseling Programs. These include CTC-approved teacher credential programs and CACREP-accredited M.S. in Counseling programs in Career Counseling, Marriage, Couple & Family Counseling, Rehabilitation Counseling, and School Counseling. These Programs require Students to complete hosted pre-service Placements or internship experiences to meet accreditation and Program requirements. HOST is not obligated to accept Students from more than one Program but may do so if desired.
- B. HOST shall provide access to its facilities and programs to support appropriate Placements for Students that meet UNIVERSITY and applicable accreditation standards (state and/or national), as outlined in this Agreement.
- C. It is to the mutual benefit of the PARTIES that Students participate in Placement experiences in order to fulfill their Programmatic requirements.
- D. Students are only eligible to participate in Placements while enrolled in a UNIVERSITY course where such Placement is required.
- E. The maximum number of Students who may participate in a Placement during each training period shall be mutually agreed by the PARTIES no fewer than thirty (30) days before the start of each training period.

#### **IV. HOST RESPONSIBILITIES**

It is understood and agreed that HOST shall:

- A. Collaborate with UNIVERSITY to plan Placements aligned with applicable accreditation standards (CTC, CACREP, BBS);
- B. Ensure that Students have satisfied all health examination and background check requirements in accordance with applicable State and Federal laws and regulations, including submission of a negative tuberculosis test, as a prerequisite to serving in a Placement. HOST shall enforce these standards for any individuals present on-site, consistent with its own policies and practices;
- C. In addition to the requirements outlined above, HOST may, at its discretion and consistent with applicable law, impose additional requirements for Students such as the completion of a background check and/or fingerprint clearance through the Department of Justice and/or Federal Bureau of Investigation as a prerequisite to serving in a Placement;
- D. Designate lines of authority and communication for relations between the UNIVERSITY faculty and HOST personnel so as to carry out the purpose of the Agreement;
- E. Enforce the rules, regulations and requirements governing the Students participating in a Placement; said rules, regulations and requirements to be agreed upon by the HOST and UNIVERSITY;
- F. Have the right to require all Students who desire to participate with the HOST, to authorize and consent in writing to release HOST and its representatives of liability for any and all acts performed in good faith and without malice in connection with such Placement.
- G. In the event of an emergency involving a Student, contact the UNIVERSITY as soon as possible.
- H. Inform Students of HOST privacy regulations and standards and expectations of compliance.
- I. Participate with the UNIVERSITY in planning and implementing a comprehensive and coordinated program of selection, training, and support for on-site mentors or clinical supervisors of Students, in conformance with the most current requirements established by the Commission on Teacher Credentialing (CTC), the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and/or the California Board of Behavioral Sciences (BBS), as applicable.

#### **V. UNIVERSITY RESPONSIBILITIES**

It is understood and agreed that UNIVERSITY shall:

- A. Recommend for Placement experience only those Students who possess a satisfactory record and have met the minimum requirements established by the State of California and the UNIVERSITY for the applicable Program.
- B. Require each Student to conform to the health examination and background check requirements and standards of State and Federal laws and regulations.
- C. Designate lines of authority and communication for relations between the UNIVERSITY faculty and HOST personnel so as to carry out the purpose of the Agreement.

- D. Retain general responsibility for instruction and related matters concerning Student participation in the Placement at HOST facilities. Student discipline shall remain the sole responsibility of the UNIVERSITY.
- E. Enforce the rules, regulations and requirements governing the Students participating in the Program; said rules, regulations and requirements to be agreed upon by the HOST and UNIVERSITY.

**VI. SHARED RESPONSIBILITIES FOR STUDENTS HIRED BY HOST ONLY**

If a Student is employed by HOST as an Intern or educator:

- A. If the HOST is seeking applicants for a paid, position for which UNIVERSITY Students may qualify, the HOST agrees to follow its normal rules and procedures for hiring new personnel. Students may be considered for such positions and may be contracted accordingly.
- B. Students who have been hired by the HOST for a paid position will be expected to fulfill the terms of the employment contract as specified by the HOST, including any requirements to maintain employment beyond the academic calendar of the UNIVERSITY.
- C. HOST certifies that Students contracted for employment shall not displace certificated employees within the HOST district.

**VII. TERMINATION OF STUDENT PARTICIPATION**

- A. Either PARTY may terminate a Student's Placement if, in their determination, the Student fails to meet Program requirements or violates the rules, or policies of the HOST, UNIVERSITY, and/or State or Federal laws or regulations.
- B. The HOST may also terminate a Student Placement due to incompetence, ethical misconduct, violation of privacy standards, or any other conduct that the HOST or UNIVERSITY determines endangers the safety or well-being of the HOST's students and/or staff.
- C. The PARTY initiating termination shall provide immediate written notice to the other PARTY.
- D. HOST shall have no obligation to arrange an alternative Placement for the Student following termination.

**VIII. NON-DISCRIMINATION**

The PARTIES agree that no person, staff, or student shall, on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or medical condition, be excluded from participation in, be denied the benefit of or be subjected to discrimination under this Agreement. This Agreement shall take into consideration the operational requirements and limitations of the HOST. HOST shall abide by appropriate State and Federal laws governing Reasonable Accommodation and the Americans with Disabilities Act.

**IX. STATUS OF UNIVERSITY AND HOST**

- A. Students, except those with an active employment contract with the HOST, shall not be deemed to be employees of HOST by virtue of their participation in the Placement experience and shall not be entitled to any employment benefits, including retirement and

health benefits. HOST shall not be responsible for providing worker's compensation insurance to Students who are not actively employed by HOST. The UNIVERSITY shall be responsible for ensuring that Students have appropriate insurance coverage.

- B. Except as specifically provided in this Agreement, or in any subsequent amendment thereto, no monetary obligation on the part of the UNIVERSITY or the HOST to each other is hereby created; consideration for this Agreement is furnished by the mutual benefits and promises of the PARTIES.
- C. Nothing in this Agreement is intended to create any employment and/or other agency between the PARTIES and the PARTIES will not represent themselves as being an employee and/or agent of the other.

#### **X. RELEASE OF RECORDS AND/OR INFORMATION**

- A. The PARTIES acknowledge that the education records of UNIVERSITY Students assigned to the HOST may fall within the definition and protection of education records under the federal *Family Educational Rights and Privacy Act* (FERPA), 20 U.S.C. §1232g, and/or constitute employment records for paid or contracted Interns. The PARTIES agree to comply with applicable state and federal privacy laws, including FERPA and its implementing regulations at 34 C.F.R. Part 99, and to protect the privacy of records concerning any UNIVERSITY Student assigned to the HOST under this Agreement. Employment records for paid or contracted Interns may be protected from disclosure absent the Student's written consent under applicable federal and state laws.
- B. To facilitate the joint monitoring of Student performance during Placement, all Students shall, as a condition of their Placement, execute a "Release of Records" (Exhibit C). This release authorizes the HOST and UNIVERSITY to share education and/or employment records to the extent such information relates to the Student's performance in the Placement. Failure to execute the "Release of Records" shall render the Student ineligible for Placement with the HOST.
- C. Each PARTY shall promptly notify the other upon becoming aware of any violations of institutional rules, regulations, policies, or procedures by a Student, or of any negligent or intentional conduct that may jeopardize the health and/or safety of HOST's students or staff. The PARTIES agree to cooperate in any related investigation of such conduct, provided a valid release of information is in place pursuant to Section X.B.

#### **XI. INSURANCE**

- A. UNIVERSITY Student Insurance. All Students participating in Placements, field work, internships or similar activities who are enrolled in for-credit courses requiring such Placement are covered under general and/or professional liability insurance through the California State University Risk Management Authority (CSURMA) Student Professional Liability Insurance Program (SPLIP). UNIVERSITY will provide documentation of same upon request.
- B. HOST Insurance. HOST shall, at its sole cost and expense, procure and maintain insurance coverage during the term of this Agreement in amounts reasonably necessary to protect against liability arising from negligent acts or omissions by its employees. Such professional and commercial general liability insurance shall provide coverage of no less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000)

in the aggregate, and shall be issued by a carrier rated "A:VII" or higher by AM Best, or through a qualified program of self-insurance. HOST shall also maintain workers' compensation and disability insurance for its employees, as required by law, and shall promptly notify UNIVERSITY of any cancellation, reduction, or other material change in the amount or scope of such coverage.

- C. UNIVERSITY Insurance. It is understood and agreed that the California State University is a self-insured public agency of the State of California. UNIVERSITY maintains self-insurance programs to fund its respective liabilities.
- D. Evidence of Insurance, Certificates of Insurance or other evidence of coverage shall not be required of either PARTY under this Agreement unless specifically requested. Upon such request, documentation shall be provided in a timely manner.

## **XII. INDEMNIFICATION**

- A. The UNIVERSITY shall defend, indemnify, and hold the HOST, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the UNIVERSITY, its officers, employees or agents.
- B. The HOST shall defend, indemnify, and hold the State of California, the Trustees of the California State University, UNIVERSITY, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of HOST, its officers, employees or agents.
- C. The PARTIES intend that the principle of comparative fault shall govern this Agreement. This provision shall survive the termination of this Agreement.

## **XIII. TERM AND TERMINATION**

- A. This Agreement shall become effective as of the date of final execution and shall remain in effect for five (5) years. Students who are actively in the process of completing their Placement at the time of agreement expiration shall be permitted to complete their Placement through the end of the current academic semester.
- B. Either Party may terminate this Agreement by giving the other Party thirty (30) days' written notice of termination. However, both PARTIES will act to protect those Students currently placed with the Host at the time of the termination such that they will be allowed to complete their Placement without interruption.

## **XIV. GENERAL PROVISIONS**

- A. This Agreement may be amended at any time by mutual agreement of the PARTIES without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the PARTIES.

- B. Neither PARTY shall voluntarily, or by operation of law, assign or otherwise transfer this Agreement without the other PARTY's prior written consent. Any purported assignment in violation of this paragraph shall be void.
- C. Captions and headings in this Agreement are solely for the convenience of the PARTIES, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.
- D. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument. Original copies of the Agreement sent by facsimile or electronic delivery (.pdf) shall be treated as originals. Any signatures reproduced electronically, by facsimile or .pdf shall be treated as an original signature.
- E. This Agreement constitutes the entire agreement between the PARTIES with respect to Student Placements under College of Education Programs, including teaching credential and counseling programs, as outlined in Sections I and II of this Agreement. It supersedes any prior agreements between the PARTIES related to such Placements and associated activities.
- F. This Agreement does not affect any existing agreements between the PARTIES concerning Academic Internship and Service-Learning placements, or clinical placements involving UNIVERSITY Nursing, Allied Health, and/or Social Work programs.
- G. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.
- H. This Agreement shall be governed by the laws of the State of California.
- I. Nothing in this Agreement is intended to create any right in third-parties to enforce and/or otherwise benefit from the terms set for.
- J. The PARTIES acknowledge that accrediting bodies may revise standards from time to time. The inclusion of such standards in this Agreement shall not require formal amendment, provided that the PARTIES work collaboratively to implement such changes in accordance with the terms of this Agreement.
- K. Any notice required or permitted hereunder shall be deemed given when personally delivered to the recipient thereof or when mailed by registered or certified mail, return receipt requested, or by electronic mail which may include .pdf documents, at the addresses set forth below, however acceptance of any proposed changes shall occur in accordance with Section XIV. General Provisions, A., of this Agreement:

UNIVERSITY:  
California State University,  
Sacramento  
Attn: Procurement and Contract  
Services  
6000 J Street, MS 6008  
Sacramento, CA 95819  
[aba-fins-procure@csus.edu](mailto:aba-fins-procure@csus.edu)

HOST:  
Santa Rosa City Schools  
District  
110 Stony Point Road  
Santa Rosa CA 95401  
[iwoldeslassie@srcs.k12.ca.us](mailto:iwoldeslassie@srcs.k12.ca.us)

**XV. EXECUTION**

IN WITNESS WHEREOF, by signing below, each of the following represent that they have authority to execute this Agreement and to bind the PARTY on whose behalf their signature is made.

**California State University, Sacramento**

**Santa Rosa City Schools District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title  
Procurement and Contract Services

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## EXHIBIT A

### RELEVANT STANDARDS FOR EDUCATOR/PRE-SERVICE PREPARATION PROGRAMS (CTC CREDENTIALING REQUIREMENTS)

This Exhibit A outlines minimum requirements for educator preparation Placements based on current standards established by the CTC. Additional expectations or clarifications may be communicated through UNIVERSITY program materials, which the HOST agrees to follow as applicable to each specific Placement. This Exhibit will be updated as relevant changes are made to CTC program standards.

The PARTIES shall cooperate in good faith to ensure ongoing compliance with applicable credentialing standards, including timely communication of updates and collaborative planning to implement any revisions issued by the relevant accrediting or licensing bodies.

#### I. Teacher Preparation Programs

The following supervision and mentoring expectations are excerpted from the most current CTC program standards for teacher preparation and reflect minimum baseline expectations for candidate support.

- A. Standard 3A: The program provides initial orientation for preparation program supervisors and district-employed supervisors of clinical practice experiences to ensure all supervisors understand their role and expectations. The minimal amount of program supervision involving formal evaluation of each candidate must be 4 times per quarter or 6 times per semester. The minimum amount of district-employed supervisors' support and guidance must be 5 hours per week.
- B. Standard 3D: The program provides district employed supervisors a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations.
- C. The most current standards were adopted in December 2015, and revisions were adopted on June 22, 2017. They can be viewed here: <https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/prelimmsstandard-pdf.pdf?sfvrsn=2>
- D. The above language is relevant to the qualifications and duties of on-site mentors excerpted from standards approved by the Commission on Teacher Credentialing (CTC) for educator preparation programs sponsored by California State University, Sacramento.

#### II. For PPS School Counselor Programs:

Per Program Standard 31, a total of six hundred (600) clinical experience hours completed in a TK-12 public school setting is required. Additional details related to fieldwork and supervision requirements for PPS School Counseling Placements are outlined in Exhibit B.

#### III. For PPS: School Psychology Programs:

Per Program Standard 26: During the internship a minimum of eight hundred (800) clock hours must be obtained in a preschool to grade-12 school setting providing direct and indirect services to pupils. No more than 400 clock hours can be completed in a non-school setting.

Additional information about PPS School Psychology field experience is addressed in Exhibit B, in alignment with UNIVERSITY counseling program structures and CTC credentialing requirements.

IV. General Intern Placement Requirements

- A. HOST shall participate with the UNIVERSITY in planning and implementing a comprehensive and coordinated program of selection, training, and support for on-site mentors of those pre-service candidates serving on an intern credential, in conformance with the most current requirements established by the CTC.
- B. UNIVERSITY confirms that the pre-service candidate meets all the criteria for an intern credential, as established by this Program sponsor and approved by the CTC to participate in internship.
- C. UNIVERSITY shall assign a supervisor who has successfully completed UNIVERSITY-provided intern supervision training.
- D. UNIVERSITY shall assign Intern supervision duties that adhere to the most current requirements established by the CTC and articulated in Section V of this Exhibit A.
- E. UNIVERSITY shall coordinate with the HOST in planning and implementing a comprehensive and coordinated program of support and mentoring for the intern teacher, in conformance with the most current requirements established by the CTC and articulated in Section V of this Exhibit A.

V. Mentoring & Support for Credential Interns

***This section applies only to credential Interns serving as Student teachers.***

Specific mentoring and support to be provided by the HOST and UNIVERSITY includes:

- A. Assignment by the HOST of a mentor who meets the criteria for mentor teachers as established by the California Commission on Teacher Credentialing (CTC) and/or as communicated by the UNIVERSITY in accordance with applicable credential Program requirements. The mentor shall be available to provide regular on-site support to the Student teacher intern during their Placement.
- B. Assignment by the UNIVERSITY of a supervisor who is qualified under UNIVERSITY policy and Program requirements to support credential Interns and who will coordinate with the HOST-assigned mentor to provide regular on-site support and oversight to the Student teacher intern throughout the Placement.
  - 1. Regular on-site support includes a minimum of 8 observation/coaching sessions, provision of materials and resources, feedback on lesson plans, logistical support (bulletin boards, instructional materials, etc.), and other types of assistance designed to strengthen the Student teacher intern's instructional effectiveness.
  - 2. Regular on-site support must be provided in a scheduled and coordinated manner and must adhere to these requirements:
    - i. 5 hours of support per every five instructional days for general instruction coaching and mentoring (at least 144 hours); AND
    - ii. 5 hours of support per month specific to teaching English learners (at least 45 hours).

- C. The Student teacher intern's faculty advisor will assist the HOST mentor and the UNIVERSITY supervisor in creating this coordinated and regular system of support.
- D. The duration of any internship shall not exceed two (2) years.
- E. The UNIVERSITY shall communicate to the HOST any applicable updates to mentor and supervisor qualification requirements as established by the CTC or communicated by the UNIVERSITY in accordance with updated credential program guidelines. The PARTIES agree to cooperate in good faith and to ensure compliance with current credentialing standards as they may be revised from time to time.

VI. Recording and Remote Observation

UNIVERSITY Supervisors may observe Student teachers either in person or through secure remote technology (e.g., Zoom or other secure video platforms), in accordance with Program requirements. With the prior notice to the Cooperating Teacher and the Student teacher, classroom instruction may be recorded solely for supervision, feedback, and evaluation purposes.

Any such recordings shall be used exclusively for educational and supervisory purposes within the context of supervision, shall not be shared beyond the supervisory process, and shall be deleted upon completion of the supervision process.

VII. Video Recording for Teacher Performance Assessment

Student teachers may record their own classroom instruction solely for the purpose of completing the Teacher Performance Assessment (TPA) required by the California Commission on Teacher Credentialing. These recordings shall focus on the Student teacher's instructional practice and may include students in the classroom as part of normal teaching activities.

Prior to any recording, Student teachers are responsible for collecting and maintaining signed parent/guardian permission forms in accordance with HOST policies and UNIVERSITY requirements. All recordings shall be used exclusively for credentialing purposes, kept confidential, and not shared beyond the scope of the TPA.

VIII. References:

- A. California Commission on Teacher Credentialing (CTC).  
*Preliminary Multiple and Single Subject Credential Program Standards (2017 Revision)*.  
Available at: <https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/prelimmsstandard-pdf.pdf?sfvrsn=2>
- B. California Commission on Teacher Credentialing (CTC).  
*Pupil Personnel Services: School Counseling Program Standards (2020)*.  
Available at: [https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/pps-school-counseling-pdf.pdf?sfvrsn=28e552b1\\_12](https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/pps-school-counseling-pdf.pdf?sfvrsn=28e552b1_12)

-End of Exhibit A-

## EXHIBIT B

### RELEVANT STANDARDS FOR CLINICAL COUNSELING PLACEMENTS (CACREP/BBS REQUIREMENTS)

This Exhibit B summarizes minimum requirements for clinical counseling Placements based on standards established by CACREP and BBS. These requirements apply to direct and indirect clinical hours, supervision, and site qualifications across all MS in Counseling specializations.

Additional expectations or clarifications may be communicated through UNIVERSITY program materials, which the HOST agrees to follow as applicable to each specific Placement. This Exhibit will be updated as changes are made to CACREP Standards for Professional Practice.

Note: Beginning in the 2025-2026 academic year, the UNIVERSITY will transition to using CACREP 2024 standards in order to comply by the July 1, 2026 implementation deadline. School Counseling specializations must also comply with additional CTC fieldwork requirements, as outlined in this Exhibit.

The PARTIES shall cooperate in good faith to ensure ongoing compliance with applicable credentialing standards, including timely communication of updates and collaborative planning to implement any revisions issued by the relevant accrediting or licensing bodies.

- I. CACREP (2016) SECTION 3: ENTRY-LEVEL PROFESSIONAL PRACTICE:  
The following supervision and mentoring expectations are excerpted from CACREP 2016 Section 3 and represent baseline standards for clinical counseling preparation programs.
  - A. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship.
  - B. Supervision of practicum and internship Students includes program-appropriate audio/video recordings and/or live supervision of Students' interactions with clients.
  - C. Formative and summative evaluations of the Student's counseling performance and ability to integrate and apply knowledge are conducted as part of the Student's practicum and internship.
  - D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship.
  - E. In addition to the development of individual counseling skills, during either the practicum or internship, Students must lead or co-lead a counseling or psychoeducational group.
- II. CACREP (2024) SECTION 4: ENTRY-LEVEL PROFESSIONAL PRACTICE:
  - A. The counselor education program provides ongoing support to help Students find fieldwork sites that are sufficient to provide the quality, quantity, and variety of expected experiences to prepare Students for their roles and responsibilities as professional counselors within their CACREP specialized practice areas.
  - B. Students are covered by individual professional counseling liability insurance while enrolled in practicum and internship.

- C. Supervision of practicum and internship Students includes secure audio or video recordings and/or live supervision of Students' interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements for all program delivery types.
- D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technology, as part of their practicum and internship.
- E. In addition to the development of individual counseling skills, during either the practicum or internship, Students must lead or co-lead a counseling or psychoeducational group.
- F. Formative and summative evaluations of the Student's counseling performance and ability to integrate and apply knowledge are conducted as part of the Student's practicum and internship.
- G. Programs provide a fieldwork handbook to all Students and fieldwork site supervisors, for all program delivery types, detailing requirements, expectations, policies, and procedures, including:
  - 1. CACREP standards and definitions related to supervised practicum and internship;
  - 2. Supervision agreement
  - 3. Evaluation procedures and requirements; and
  - 4. Policy for Student retention, remediation, and dismissal from the Program.
- H. Written supervision agreements shall
  - 1. Define the roles and responsibilities of the UNIVERSITY faculty supervisor, HOST field experience site supervisor, and Student during practicum and internship;
  - 2. Include emergency procedures; and
  - 3. Detail the format and frequency of consultation between the UNIVERSITY Program and the HOST to monitor Student learning.

### III. Practicum Requirements:

- A. Students complete supervised counseling practicum experiences that total a minimum of one hundred (100) clock hours over a full academic term that is a minimum of ten (10) weeks.
- B. Practicum Students complete at least forty (40) clock hours of direct service with actual clients that contributes to the development of counseling skills.
- C. Practicum Students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a UNIVERSITY counselor education program faculty member, (2) a student supervisor who is under the supervision of a UNIVERSITY counselor education program faculty member, or (3) a HOST site supervisor who is working in consultation on a regular schedule with a UNIVERSITY counselor education program faculty member in accordance with the supervision agreement.
- D. Practicum Students participate in an average of one and one-half (1½) hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a UNIVERSITY counselor education program faculty member or a

student supervisor who is under the supervision of a UNIVERSITY counselor education program faculty member.

IV. Internship Requirements:

- A. UNIVERSITY confirms that the Intern meets all the criteria in accordance with CACREP and BBS to participate in internship.
- B. HOST may request that Interns provide a copy of their Student Professional Counseling Liability Insurance.
- C. Interns are expected to comply with California legal statutes and ACA ethical requirements.
- D. UNIVERSITY and HOST shall work collaboratively to plan and implement a comprehensive and coordinated clinical experience, including supervision, in conformance with the most current educational and training requirements established by the CACREP and BBS.
- E. After successful completion of the practicum, Students complete six hundred (600) clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.
- F. Internship Students complete at least two hundred forty (240) clock hours of direct service.
- G. Internship Students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the HOST site supervisor, (2) UNIVERSITY counselor education program faculty, or (3) a student supervisor who is under the supervision of a UNIVERSITY counselor education program faculty member.
- H. Internship Students participate in an average of one and one-half (1½) hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a UNIVERSITY counselor education program faculty member or a student supervisor who is under the supervision of a UNIVERSITY counselor education program faculty member.

V. Accreditation Standard References and Program Alignment

- A. The most current standards were adopted in 2016, 2024 standards revisions will go into effect by July 1, 2026. CACREP 2016 standards can be viewed here: <https://www.cacrep.org/section-3-professional-practice/> and CACREP 2024 standards can be viewed here: <https://www.cacrep.org/section-4-professional-practice/>.
- B. The above language is relevant to the qualifications and duties of on-site supervisors excerpted from standards approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) Counseling preparation programs sponsored by California State University, Sacramento.

VI. Additional Requirements – School Counseling Concentration (these are in addition to CACREP requirements)

***This section applies only to MS in Counseling Program School Concentration***

A. Practica (CTC, 2020, PPS: School Counseling)

A minimum of one hundred (100) clock hours in a practicum experience, includes but not limited to:

1. Peer counseling related to a university or college program practicum course;
2. Personal and career assessments;
3. Personal counseling experience in either an individual or group context;
4. School-based programs serving parents and family members;
5. Community service programs serving children and families;
6. School related experience such as “shadowing” a school counselor, observing classroom instruction, attending district and school based meetings, and mapping school-based community resources. Practica experiences should be completed prior to the field experience.

B. Fieldwork (CTC, 2020, PPS: School Counseling)

The Student candidate’s total field experience includes the following:

1. Candidates are required to complete a minimum of eight hundred (800) clock hours in two of three school levels such as elementary, middle, high school with a minimum of two hundred (200) clock hours within each level. Two hundred (200) hours of the eight hundred (800) clock hours may be completed in other areas related to schools and/or counseling, such as field work hours needed for a Child Welfare and Attendance (CWA) authorization. At least six hundred (600) clock hours must be completed in public school settings with Pre-K-12 pupils. If a candidate elects to complete 200 of the 800 hours in a setting outside of the Pre-K-12 school system, they must have a site supervisor that has a master’s degree in counseling or a related field.
2. The opportunity for the candidate to gain supervised experience in the understanding and use of a variety of school resources, including: data and information systems on student learning and achievement; career development materials; information on colleges and universities; the use of school technologies for information access, teaching and learning; and tests and measures used in assessing student learning and achievement, development of school, family, and community partnership.
3. The opportunity for the candidate to gain supervised experience in comprehensive student support systems that provides prevention and intervention services on behalf of students around crisis and trauma, including but not limited to suicide and homicide risk and assessment and school shootings.
4. The opportunity to work with students of diverse backgrounds, one hundred fifty (150) hours, including socioeconomic disadvantages, English learners, homeless youth, foster youth; students with disabilities (including Section 504 plans), students experiencing suspension and expulsion from school, sexual minority youth (LGBTQ+), racial and ethnic minorities; and understand information on school, district, State, and Federal policies and the impact of resulting practices.
5. A planning document for field experience is prepared and agreed upon by the field supervisor(s) and program faculty serving as fieldwork course instructors. The plan includes the activities candidates are expected to experience, the experiences used to

attain competencies, and a plan for determining competency attainment. The plan also delineates the responsibilities of both program faculty and school counseling supervisors. The plan is completed early in the field experience and periodically reviewed and revised.

6. Articulate and provide an example of an individualized self-care plan to ensure long-term wellness and professionalism to successfully cope with high stress situations. Dispositions and recommendations for self-care and self-work, for example, candidate participating as a counselee in individual and/or group counseling.
7. Within the required fieldwork hours, candidates are required to complete at least one hundred (100) hours of experience in each of the following areas: Social/Emotional, College/Career, and Academic (see SCPEs #3, #4, and #5 for specific activities).

VII. Child Welfare and Attendance (CWA) Authorization

***This section applies only for candidates who elect to earn a CWA***

- A. Candidates complete a minimum of one hundred and fifty (150) clock hours of field experience, under the supervision of a Pupil Personnel Services (PPS) Credential holder.
- B. A minimum of ninety (90) clock hours are in a school setting in direct contact with pupils.
- C. A minimum of thirty (30) clock hours are in interdisciplinary experiences in a setting that is outside the field of education, such as law enforcement, juvenile justice, child health and welfare, mental health, social services, child protective services and community-based organizations.
- D. The remaining thirty (30) clock hours can be at the discretion of the UNIVERSITY supervisor.
- E. The most current CTC standards were adopted in 2020 and can be viewed here: [https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/pps-school-counseling-pdf.pdf?sfvrsn=28e552b1\\_12](https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/pps-school-counseling-pdf.pdf?sfvrsn=28e552b1_12)

VIII. On-Site Clinical Supervisors

UNIVERSITY and HOST shall coordinate and communicate to identify on-site clinical supervisor(s) that meet the following qualifications in conformance with the most current requirements established by CACREP and BBS. Specific Supervision and support that the HOST and UNIVERSITY shall provide includes:

- A. Assignment by HOST of a supervisor who meets the criteria identified in CACREP Professional Practice standards of this Agreement and who is available to provide regular on-site supervision to the intern.
- B. Assignment by UNIVERSITY of a supervisor who meets the criteria identified in CACREP Professional Practice standards of this Agreement and who is assigned to provide regular on-site support to the intern, in coordination with the HOST.
  1. Regular on-site supervision includes observation, weekly individual/ triadic supervision, provision of materials and resources, feedback on sessions, logistical support (assessment/ diagnostic materials, etc.), and other types of assistance designed to strengthen the intern's effectiveness.

2. Regular on-site support shall follow a scheduled, coordinated structure and include the following requirements:
  - i. One (1) hour of individual/triadic supervision per week; AND
  - ii. Availability for emergency supervision.
3. The intern's EDC480 Fieldwork faculty and the M.S. in Counseling Program Fieldwork Coordinator will assist the HOST supervisor and the UNIVERSITY supervisor in creating this coordinated and regular system of support.
4. The duration of any internship shall not exceed two (2) years.
5. HOST shall provide supervision of internship Students that includes secure audio or video recordings and/or live supervision of Students' interactions with clients that are in compliance with applicable institutional, state, federal, and international privacy requirements for all Program delivery types in conformance with the most current requirements established by CACREP.

C. Supervisor Qualifications (CACREP 2016):

1. UNIVERSITY counselor education program faculty members serving as individual/triadic or group practicum/internship supervisors for Students in entry-level Programs shall have (1) relevant experience, (2) professional credentials, and (3) counseling supervision training and experience.
2. HOST supervisors shall have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the Student is enrolled; (4) knowledge of the Program's expectations, requirements, and evaluation procedures for Students; and (5) relevant training in counseling supervision.
3. Orientation, consultation, and professional development opportunities are provided by UNIVERSITY counselor education program faculty to HOST supervisors.
4. Written supervision agreements define the roles and responsibilities of the UNIVERSITY faculty supervisor, HOST supervisor, and Student during practicum and internship. When individual/triadic practicum supervision is conducted by a HOST supervisor in consultation with UNIVERSITY counselor education program faculty, the supervision agreement must detail the format and frequency of consultation to monitor Student learning.

D. Supervisor Qualifications (CACREP 2024):

1. A minimum of a master's degree, preferably in counseling or a related profession.
2. Active certifications and/or licenses in the geographic location where the Student is placed, preferably in counseling or a related profession.
3. A minimum of two (2) years post-master's professional experience relevant to the CACREP specialized practice area in which the Student is enrolled.
4. Relevant training for in-person and/or distance counseling supervision.
5. Relevant training in the technology utilized for supervision; and

6. Knowledge of the Program's expectations, requirements, and evaluation procedures for Students.
  - E. The most current standards were adopted in 2016, 2024 standards revisions will go into effect by July 1, 2026. CACREP 2016 standards can be viewed here: <https://www.cacrep.org/section-3-professional-practice/> and CACREP 2024 standards can be viewed here: <https://www.cacrep.org/section-4-professional-practice/>.
  - F. The UNIVERSITY shall communicate to the HOST any applicable updates to supervisor qualification requirements as established by CACREP or communicated by the UNIVERSITY in accordance with updated credential Program guidelines. The PARTIES agree to cooperate in good faith and to ensure compliance with current credentialing standards as they may be revised from time to time.
- IX. Qualifications, Training and Responsibilities of Site Supervisors (CTC, 2020, PPS: School Counseling)  
The Program assigns qualified supervisors and provides training based on the Program's design.
- A. Qualifications for supervisors must include, but are not limited to:
    1. Possession of a PPS School Counselor credential and a minimum of two years PPS experience as appropriate to the candidate's fieldwork setting.
    2. The supervisor is responsible to undergo training in models of supervision, the SCPEs, and Program fieldwork requirements and share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
    3. Candidates must meet with their supervisor for one (1) hour of individual or one-and-one half (1.5) hours of small group (limit 8 candidates per group) supervision per week. Six hundred (600) clock hours are required in a public Pre-K-12 school, must be supervised by a professional who holds a valid PPS credential and is also accessible to the candidate at all times while the candidate is accruing fieldwork hours.
  - B. UNIVERSITY Supervision Requirements include:
    1. One-and-one-half (1.5) hours per week of group supervision provided on a regular schedule throughout the field experience, usually performed by a Program faculty member.
    2. The Program provides preparation and continuing education for field experience supervisors on Program requirements, models of supervision, and the SCPEs, in collaboration with site supervisors.
    3. Site Supervisors share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.
- X. References:
- A. Council for Accreditation of Counseling and Related Educational Programs (CACREP). *2016 Standards, Section 3 – Professional Practice*. Available at: <https://www.cacrep.org/section-3-professional-practice/>

- B. Council for Accreditation of Counseling and Related Educational Programs (CACREP).  
*2024 Standards, Section 4 – Entry-Level Professional Practice.*  
Available at: <https://www.cacrep.org/section-4-professional-practice/>
- C. California Board of Behavioral Sciences (BBS).  
*Licensure and Educational Requirements for LPCC/MFT Programs.*  
Available at: <https://www.bbs.ca.gov/>

*-End of Exhibit B-*

## EXHIBIT C

### **California State University, Sacramento Student Consent for Release of Records for Student Placement**

The federal *Family Educational Rights and Privacy Act of 1974*, as amended, seeks to guarantee both a UNIVERSITY Student's right of access to education records, financial aid records and financial records, and the confidentiality of UNIVERSITY Student information. Institutions may not disclose information contained in education record without the UNIVERSITY Student's written consent except under certain conditions. A UNIVERSITY Student's record may be released to parents, guardians or other third-parties by providing a written authorization or consent. For paid interns, the records maintained by their HOST may also constitute employment records subject to privacy protections under state and federal law.

#### **UNIVERSITY STUDENT CONSENT FOR RELEASE OF INFORMATION**

In order to enable the UNIVERSITY and HOST to monitor my performance during my Placement, I hereby authorize the UNIVERSITY and the HOST identified below to release all education records (as defined by FERPA) and/or employment records relating to my performance in the Placement described below, and the information contained therein from one to the other, or its authorized representative, upon request. I further release the UNIVERSITY, and the HOST and their respective Trustees, Officers, and Employees from any and all liability for release of my education records.

This Release of Records ("Release") is subject to the following:

- I understand that this Release, and the authorization given above, is effective immediately and expires at the completion of my Placement with the HOST.
- I understand that this Release is necessary for my Placement and that this Release is necessary for the sharing of information between the UNIVERSITY and HOST relating to my performance in said Placement.
- I understand that I may revoke this Release, in writing, at any time, but if I revoke, I may no longer be eligible for a Placement with the HOST, and my Placement could be terminated.
- I understand that I may receive a copy of all records released pursuant to this Release, upon my request.
- I waive all rights under FERPA with regard to the release of records described herein as well as any other state and federal law governing the privacy of records held by the HOST that may constitute employment records.
- This Release does not apply to any other third-party requestor of my education records.
- Further, the UNIVERSITY and HOST will not release my education and/or employment records to any third-party without my express written consent.

By signing below, I certify that I have read this Release of Records form and understand its meaning and purpose.

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Signature of University Student/Pre-Service Candidate

Date

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Name of University Student/Pre-Service Candidate (Printed)

Nature of Placement (e.g. clinical experience, intern, etc.):

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Dates of Placement:

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Name and Address of HOST Institution:

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Name and Title of Designated Individual at HOST Institution to Request Record:

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