



# Monterey County Behavioral Health Policy and Procedure

<b>Policy Number</b>	498
<b>Policy Title</b>	Verification of Work Experience Hours
<b>References</b>	California Board of Behavioral Sciences California Business and Professions Code 4496.23; 4980.43 Title 16, CCR section 1806; 1833; 1874; CCR section 2914; 1387
<b>Form</b>	n/a
<b>Effective</b>	01/26/2017

1 **Policy**

2 The purpose of this policy is to provide standard expectations for Monterey County Behavioral  
3 Health (MCBH) staff who are receiving professional work experience hours towards licensure.  
4 This includes staff categorized as Licensed-Eligible, Waivered/Registered Professionals, or  
5 Trainee

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- 7 • MFTI (Marriage and Family Therapist Intern)
- 8 • ASW (Associate Social Worker)
- 9 • PCCI (Professional Clinical Counselor Intern)
- 10 • MFT Trainee
- 11 • PCC Trainee

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13 **Procedure**

14 To avoid a delay in verification of supervised work experience hours, all MCBH staff categorized  
15 in any of the above classifications shall submit a **summary** of their totals Hours of Experience to  
16 their Clinical Supervisor, at a minimum, on a **monthly basis**.

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18 The Board of Behavioral Sciences (BBS) offers “Weekly Tracking logs” available for ASWs, MFTIs,  
19 and PCCIs (<http://www.bbs.ca.gov/forms.shtml>). Third-party applications are also available to  
20 assist in the tracking of hours. It is the responsibility of the Licensed-Eligible,  
21 Waivered/Registered Professional, or Trainee staff receiving work experience hours, to utilize a  
22 tracking method that meets the requirements of their respective licensing Board.

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24 Clinical Supervisors should be informed of how many *Hours of Experience* their supervisee has  
25 obtained on a progressive monthly basis. In the event of a disagreement in the status of hours  
26 between the Clinical Supervisor and the Supervisee, both parties shall meet to discuss and  
27 resolve areas of concern as soon as possible. If the disagreement cannot be satisfactorily  
28 resolved, licensed eligible staff or Clinical Supervisor may request additional support from their  
29 Program Manager.

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**Hours Required for Licensure**

It is the responsibility of all licensed eligible staff to be informed of their respective licensing Board’s current requirements.

**Resources:**

MFTI: [http://www.bbs.ca.gov/quick\\_links/faq.shtml](http://www.bbs.ca.gov/quick_links/faq.shtml)

ASW: [http://www.bbs.ca.gov/pdf/publications/asw\\_supervision\\_brochure.pdf](http://www.bbs.ca.gov/pdf/publications/asw_supervision_brochure.pdf)

PCCI: [http://www.bbs.ca.gov/lpcc\\_program/](http://www.bbs.ca.gov/lpcc_program/)