



Boston Graduate School
of Psychoanalysis

Boston | New York | New Jersey

Internship Manual for the Clinical Mental Health Counseling Program

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Internship Introduction

The Clinical Mental Health Counseling Internship provides students with supervised clinical experience in a community organization or treatment program. Mental health counseling students complete an Internship in addition to completing the Fieldwork Program. Full-time students usually begin their Internship in the third semester of the Counseling Program and continue in the Internship for two semesters.

Students are required to complete a minimum of 600 Internship hours, of which 240 are direct client contact hours, 45 are supervision hours, and the other 315 hours come from staff meetings and trainings, collateral contacts, time writing notes on patients, observations on-site that are not direct contact with your clients (such as classroom observations in a school, being at dinner meetings in a group home), etc. When completing the graduation and licensing applications, you and the Director of the Master's in Clinical Mental Health Counseling Program will certify these hours.

Most Internships require the student to be present approximately 15 hours per week, usually over two days, and have at least 6-7 client contact hours per week over the course of two semesters.

Some Internship sites may have other requirements, such as more hours per week, for those interning there. When you interview or are made an offer, you should make sure to clarify that specific Internship site's expectations regarding hours, when you will have to be there, etc. In counting hours for the Internship, you may count all supervision hours, including BGSP supervision hours. *However, the clinical class hours accompanying the Internship do not count as Internship hours.*

Students on an Internship may work with a wide range of client diagnoses and clinical issues and may conduct counseling with individuals and/or groups. BGSP has some specific requirements in order to maintain the integrity of its psychoanalytic orientation during the Internship. Specifically, BGSP requires interns to see several *individual* patients in addition to other clinical responsibilities, such as conducting groups or milieu treatment. We also need you to have experience seeing individual patients *over an extended period of time* and we require that you see patients at the Internship site and not in home-based therapy¹. Many Internship sites are willing to accommodate our requirements; for example, if you were to intern in a short-term day hospital, you may be allowed to conduct on-going counseling with some patients post-discharge. If you have any questions about these policies, please contact our Internship & Career Service Coordinator (herein after Internship Coordinator), Ms. Andrea O'Leary (olearya@bgsp.edu).

¹ In rare instances, BGSP may make an exception to this policy regarding in-home treatment. Students wishing such an exception to be considered should discuss with the Internship Coordinator as soon as possible and will need to appeal to the Clinical Studies Committee (Chair: Ms. Faye Newsome).

Course and Supervision Requirements

(1) Internship: All interns register for CP 350: Internship. This does not have any class assignments, but it is how you will have your completion of Internship recorded with BGSP.

(2) Clinical Course: During the Internship, students also register for a required clinical course each semester. Students working with adults will likely register for CP 194: Psychoanalytic Psychotherapy in Community Settings in the first semester and CP 195 in the second semester. Students working with children will likely register for CP 188: Clinical Work with Children in the first semester and CP 189: Child and Adolescent Psychopathology in the second semester, or the designated developmental class accompanying the Internship. If these classes are not being offered, you should register for CP 185, or check with your Advisor for a possible alternative.

(3) Supervision: Supervision of one's clinical work is one of the primary ways students learn how to conduct effective counseling.

- a) Onsite supervision: The Massachusetts Board of Allied Mental Health requires students to have onsite supervision at their Internship from a licensed and appropriately qualified mental health professional with a *minimum of three years post-license clinical experience* (see page 18 for a detailed definition).
- b) BGSP supervision: BGSP also requires interns to have psychodynamic supervision at BGSP in addition to the supervision provided at your Internship site.
 - i. All interns register for CP 351: Internship Supervision.
 - ii. Group supervision hours are also required for licensure. All interns register for CP 111: Group Supervision and will be assigned a supervisor.

Supervision Requirements for Licensure

Between your onsite and BGSP supervision, you are required to total a minimum of 45 hours of supervision for the Internship in order to be licensed. For the license, supervision has to be with qualified licensed mental health professionals, and includes the following minimums:

You need:	You count:
15 hours individual (1:1) supervision	CP 351 Individual Supervision, 20 hours (2 semesters)
15 hours group supervision AND 15 hours EITHER individual or group supervision	CP 111 Group Supervision, 36 hours (2 semesters)

You likely will exceed MA state supervision requirements by completing BGSP supervision requirements.

If any of these supervisors are LMHCs, you can count the hours towards the total LMHC supervision hours you need for the state as well.

BGSP tries to schedule either 185 or your 111 group supervisions to be with qualified LMHC supervisors so that it can be counted as group supervision. The state requirement of 75 hours with an LMHC *specifically* can either be completed in the Master's program or in the two years of full-time employment post-graduation. Most students who follow the recommended progress

through the program have no trouble meeting the 75 hours of LMHC supervision. Most students have no trouble meeting the overall supervision hours required either, as long as they complete the program as designed.

Preparing for the Internship

(1) Meet with the Internship Coordinator and Get Ready to Apply

Students intending to enter an Internship in the Fall notify the Internship Coordinator by October 31 of the previous year (generally their first year at BGSP). Students are advised to arrange a meeting with the Internship Coordinator to discuss their interests and needs for the Internship Placement. Internship sites start accepting applications for a Fall Internship in December of the previous school year and prefer potential interns to apply in January. Most Internship slots are filled by March or early April. Thus, students interested in completing an Internship in their second year must begin their search in their first semester at BGSP.

As you proceed through your first year, note that before beginning an internship, students are required to:

- Have completed 35 hours in an approved analysis (for full-time students, that means meeting weekly on average for 10 months before starting the Internship)
- Have no more than 1 Low Pass or No Credit grade if full-time, and no Low Pass or No Credit grades if part-time
- Have passed CP 185A and co-requisite supervisions
- Have completed CP 101 and CP 102

At this stage, you should begin to prepare the required documents and paperwork (detailed below), which may include a new targeted resume, a cover letter, letters of reference, and an unofficial transcript.

(2) Attend Internship Workshops

The Internship Coordinator offers workshops each October on subjects such as writing a targeted resume, constructing an effective cover letter, and improving interviewing techniques. Mock interviews are also offered for those who would like to practice and improve their interviewing skills.

(3) Search for Internship sites from the Internship Coordinator and/or on your own

There are many Internship programs in local agencies and programs, specifically designed for students in Master's programs in Clinical Mental Health Counseling. The Internship Coordinator has information on established Internship sites and can provide a list of these sites and contacts. You should note that your search is not limited by this list, and you are encouraged to research potential internship sites on your own. Others can be identified by contacting social service agencies providing mental health (or "behavioral health") services and asking about Internship opportunities. Please note that not all agencies are able to meet the MA Licensing Board and/or BGSP requirements. Students are advised to consult the Internship Coordinator to determine site eligibility.

(4) Apply and interview for Internships.

Begin submitting your resume and cover letter to desired Internship sites. It is a good idea to apply to at least six or seven sites, if possible. Students may not hear from an Internship site for a few weeks after submitting paperwork. The response time and the scheduling of interviews differs for each agency and may depend on the site supervisors and their schedules.

NOTE: Most sites want to interview the individual students for their program, rather than have the school place the student.

(5) Confirm Internship with BGSP

Once you accept an offer for an internship, congratulations! Notify the Internship Coordinator of the placement. Once this is in place, secure a CP 351 Supervisor. The Registrar's Office has an updated list of qualified 351 supervisors.

Then fill out the Statement of Counseling Internship Placement and Individual Supervision prior to the first day of classes. This form can be found on the Library and Administrative Materials page of the BGSP website (<https://bgsp.edu/student-resources>).

(6) Maintain or renew your malpractice insurance policy

You will have purchased a malpractice insurance policy for your fieldwork/practicum. BGSP and most sites require students to maintain a liability insurance policy (\$1,000,000 /\$3,000,000 aggregate) and keep it renewed and up to date for the duration of the internship.

Most insurances only cover claims made during the duration of the insurance, so if you are not renewing your policy after your internship, but do not want your coverage to lapse, you should purchase what is called a "tail" policy that covers claims made for past actions.

(7) Maintain good standing prior to and during the Internship

You need to be making satisfactory progress in your academic work at BGSP in order to begin the Internship (i.e., you cannot be on probation or have a current Warning Letter at the time you start the Internship). Students uncertain of their status should consult with their advisor as soon as possible.

At your Internship site, ensure you are staying in good standing with them as well, i.e., being punctual, keeping appointments with patients, attending staff meetings and required seminars, and fulfilling other agency requirements. If your Internship has an orientation for you to attend, check with your site supervisor for the date(s) and time(s).

Remember that an Internship site may have different policies than BGSP when it comes to the work calendar. For example, BGSP classes do not run for a few weeks over winter break, but the Internship site and your clients might expect you to be there. Check with your site supervisor about expectations for taking time off and other workplace policies.

NOTE: for a Home-Based Internship, students must receive prior approval from BGSP's Clinical Studies Committee

(8) Document your Internship progress

The accurate tracking and documenting of hours is important because you will need to demonstrate your hours of direct client contact, hours of overall Internship, and hours of clinical supervision for graduation and on your licensure application.

See the Library and Administrative Materials page of the BGSP website for helpful spreadsheets for you to use weekly to keep track of your Internship hours. At the end of each term, you will enter your hours in Empower (see detailed instructions below), so the School can certify them for your licensure application.

After the first semester of the Internship, students' site supervisors will submit the Interim Internship Site Supervision Evaluation Form.

(9) Finishing the internship

After the second semester of the Internship, students' site supervisors will submit the Final Internship Site Supervision Evaluation Form for the student to receive a grade in CP 350.

Make sure to either renew your malpractice policy if you continue to see patients or purchase a "tail" for your malpractice policy. This will cover you for any claims made against you in the future about your work in the internship.

Required Documents, Paperwork, and Insurance

Most internship agencies will require some or all of the following:

When applying for an internship, you:

- Will be asked for a targeted resume.
- Will need a specific cover letter briefly calling attention to your relevant experience and why you want the internship.
- May be asked to submit reference letters.
- May be asked for an unofficial transcript.

After being offered an internship, you:

- May need to pass a background clearance (CORI/SORI, fingerprinting, and TB check and/or other medical requirements). This will likely be done by the Internship site.
- May be asked to obtain a National Provider Identifier (NPI) number. Visit <https://nppes.cms.hhs.gov/#/> for information. The address associated with the NPI number is public information, so it is advisable to use either the school or agency address when obtaining your NPI. (Note: You will keep your NPI number throughout your career.)
- If you are working with children, you may be required to obtain certification with the Child and Adolescent Needs and Strengths (CANS). You can learn more about the CANS and obtain online training and certification at <https://www.mass.gov/child-and-adolescent-needs-and-strengths-cans>.

Throughout your internship you:

- Must have liability insurance (\$1,000,000/\$3,000,000 aggregate) renewed and up-to-date for the duration of the internship. As most insurances only cover claims made during the duration of the insurance, if your insurance coverage will lapse after your internship, you should purchase a “tail” policy. This will maintain your coverage for any claims about issues during your internship, no matter when those claims are filed.
- Will need a working computer/laptop and cellphone that will support software to provide direct services and complete required electronic medical records. Particularly, if working from home, you will need these to file notes.
- May need access to a car and current driver’s license. This will depend on the proximity of your Internship site.

Documentation of Internship Experience and Supervision

NOTE: *We strongly encourage students to keep copies of all Internship forms they have submitted.*

Tracking your hours is critical for graduating and getting licensed. Forms for the documentation of the Internship hours are found on the Library and Administrative Materials page of the BGSP website (<https://bgsp.edu/student-resources/>) and in Empower.

1. After obtaining an Internship placement, each student fills out the Statement of Counseling Internship Placement and Individual Supervision form through the BGSP website. This is an acknowledgement of your Internship placement and of your agreement to work with a CP 351 supervisor.

This form is important because it allows us to set up Empower to track your hours for licensing.

2. Starting in Spring 2023, students track all hours via Empower. Students enter their hours, then supervisors are asked to electronically sign off that they agree with those hours. (See below for instructions.) You will be tracking the following types of hours:

INTERNSHIP 1ST AND 2ND SEMESTERS

Overall internship hours at the agency	CP 350
Direct Client Contact Hours	CP 350S
Individual Supervision Hours at the agency	CP 353
Group Supervision Hours at the agency	CP 354

(Students completing hours prior to Spring 2023 should have tracked hours with the recommended experience tracking instruction and form here: [Internship Mental Health Experience Hours Tracking Instructions-Fall 2022 version - Copy.docx](#). Supervisors should have been asked to sign for each semester and file those forms with the Internship Coordinator.)

3. Based on your success tracking your hours, when it comes time to apply to the state for the LMHC, the Director of the MA in Clinical Mental Health Counseling will sign off that you have completed your practicum, internship, the 10 required 3-credit courses, and your 60 academic and 66 total Master's degree credits at BGSP.

NOTE: It is strongly recommended that students keep current and detailed personal records of dates and hours spent onsite, dates and hours of all supervision, and time spent with process notes. Having accurate records is of great use when completing documentation of the clinical placements.

Entering Internship Hours in Empower

(1) Login to Empower

Access Counseling Hours Entry as follows after logging in: Student Records -> Course Tools -> Counseling Hours Entry

[Counseling Hours refers to hours that students in the MA program in Clinical Mental Health Counseling need to record as part of their Fieldwork and Internship placements.]

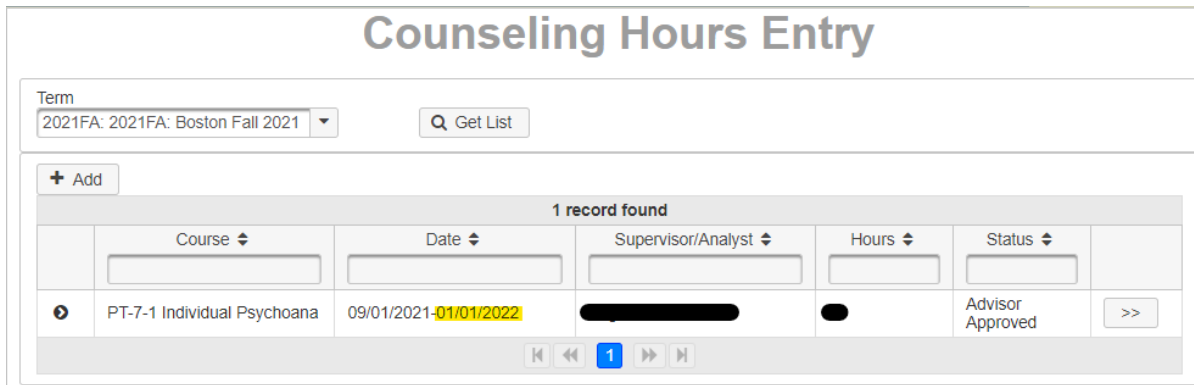
(2) Check your previous submission (if any) for the last date you entered.

Counseling Hours Entry



Term
2021FA: 2021FA: Boston Fall 2021

Click “Get List”. You will see your previous submission. Note the date you entered as the end date for the previous term’s hours, so you know what date to begin your current term’s hours.



Counseling Hours Entry

Term
2021FA: 2021FA: Boston Fall 2021

+ Add

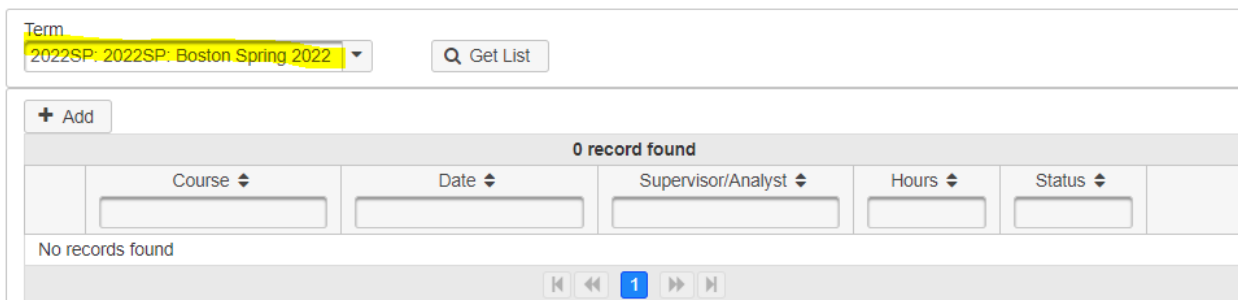
1 record found

Course	Date	Supervisor/Analyst	Hours	Status	
PT-7-1 Individual Psychoana	09/01/2021-01/01/2022	[REDACTED]	[REDACTED]	Advisor Approved	>>

Navigation: << 1 >>

(3) Select the current term in which you completed the Internship hours

Counseling Hours Entry



Term
2022SP: 2022SP: Boston Spring 2022

+ Add

0 record found

Course	Date	Supervisor/Analyst	Hours	Status	
No records found					

Navigation: << 1 >>

Click “Get List”.

Before the first entry each term, there will be an empty list.
Click "+ Add"

Counseling Hours Entry

Term
2021FA: 2021FA: Boston Fall 2021 Q Get List

+ Add

0 record found

Course	Date	Supervisor/Analyst	Hours	Status

No records found

1

NOTE: You will need to "+ Add" a form for each category of Internship hours you are recording.

This will bring you to the form for entering fieldwork and Internship hours:

Counseling Hours Entry

Back to Clinical Experience Save Save and Submit Request

Status: Initial
Overall Hours:

Course	Supervisor/Analyst	Date From	Date To	Activity	Frequency	Total Hours
*** Select One ***	*** Select One ***			Activity(1) *** Select One ***	*** Select One ***	999.99
				Activity(2) *** Select One ***	*** Select One ***	999.99
				Activity(3) *** Select One ***	*** Select One ***	999.99
				Activity(4) *** Select One ***	*** Select One ***	999.99
				Activity(5) *** Select One ***	*** Select One ***	999.99

Back to Clinical Experience Save Save and Submit Request

The highlighted fields in the above screen shot are required fields.

(4) Select a course

Click on the dropdown box under “Course”. There is a different course associated with each category of hours that you are entering, as follows:

INTERNSHIP 1 ST AND 2 ND SEMESTERS	
Overall internship hours at the agency	CP 350
Direct Client Contact Hours	CP 350S
Individual Supervision Hours at the agency	CP 353
Group Supervision Hours at the agency	CP 354

(5) Select your agency supervisor

Click on the dropdown box under “Supervisor/Analyst.” Search the list for your supervisor and click on the name. This list is in alphabetical order by title/full name so if your supervisor’s title is not Dr., scroll down past the “Dr.” to Mr., Mrs., or Ms. Then they are alphabetized by first name/last name. (Empower support is looking into making this list alphabetized by last name.)

NOTE: Your supervisor should have been added when you submitted your Statement of Internship Placement. If you do not find your supervisor, contact the registrar, Briana King (kingb@bgsp.edu) to request that they be added to the list.

(6) Enter the date range for which you are reporting agency hours

You can enter the dates manually, but to ensure accuracy, use the pop-up calendar. Bring your cursor to the far left or far right of the bar with the month to scroll to prior or future months.

Counseling Hours Entry

Back to Clinical Experience Save Save and Submit Request

Status: Initial
Overall Hours:

Course
*** Select One ***

Supervisor/Analyst
*** Select One ***

Date From: 09/20/2021 Date To:

September 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Frequency: *** Select One *** Total Hours: 999.99

Frequency: *** Select One *** Total Hours: 999.99

Enter “Date From” and “Date To” to indicate the date range for which you are reporting the **most current number** of sessions, since your last report of a category of hours.

DO NOT OVERLAP the dates with a prior form. Doing so will lead to errors.

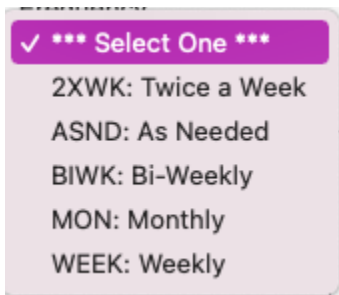
(7) Select the type of hours

Click on the dropdown box under “Activity(1)” and click on the appropriate category of hours as follows:

<u>ACTIVITY</u>	<u>COURSE</u>
DC: Direct Client Contact	CP 350S
GS: Group Supervision	CP 354
IS: Individual Supervision	CP 353
OI: Overall Internship Hours Workd	CP 350

(8) Select frequency of meeting sessions

Click on the dropdown box under “Frequency” and click on one of these



(9) Enter the number of hours you are reporting for the date range entered

NOTE: The total hours is NOT the total hours with this agency since you began working there. It is the **total for this period**. The total hours combined will be tallied by Empower and show up on the degree audit.

(10) Enter the name of the agency where you are doing your Internship in the “Location” field.

This is what the screen would look like after entry of required fields:

Status: Initial
 Overall Hours:

Course
 CP-340A-1 Fieldwork Placement

Supervisor/Analyst
 Ms. Dianne Kaeli

Date From (Date range since the last submission) 01/21/2022
 Date To (Date range since the last submission) 06/15/2022

Activity(1)
 OF: Overall Fieldwork Hours Workd

Frequency
 ASND: As Needed

Total Hours Since last submission
 200

Location
 Agency Location

(11) Choose an action

At this point, you select to do one of three things using the buttons on the top of the screen:

- Back to Clinical Experience
- Save
- Save and Submit Request

➤ Back to Clinical Experience

Use this option to go back to the previous screen.

NOTE: If you choose to go “Back to Clinical Experience” without saving, your input will not be saved!

➤ Save

Use this option if you wish to save your work so far but you are not ready to request your supervisor’s approval.

You will see a message confirming that your entry was saved:



After you Save, you can click on “Back to Clinical Experience.” With this option, you may return to this form later to make changes.

This is what you will see when you go “Back to Clinical Experience” after Saving but not submitting.

Counseling Hours Entry

Term
2022SP: 2022SP: Boston Spring 2022

1 record found

	Course	Date	Supervisor/Analyst	Hours	Status	
<input type="radio"/>	CP-340A-1 Fieldwork Placement	01/21/2022-06/15/2022	Dianne Kaeli	200	Initial	<input type="button" value=">>"/>

The status is **Initial**.

Click on the arrow at the left to see details of your form:

Overall Fieldwork Hours Workd	As Needed	200.00
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You may access the form for further updates by clicking on the arrows at the right of the course on the list. Then you may edit the information.

When you re-enter the form, you will also see that you have the option to remove (delete) the entry altogether:

Counseling Hours Entry

➤ Save and Submit Request

Use this option if you wish to save your work and you are ready to request your supervisor's approval.

NOTE: After you choose this option, you will not be able to make any changes to the information on this form (unless the supervisor "disapproves" the request).

This is what you will see when you go "Back to Clinical Experience:"

1 record found

	Course	Date	Supervisor/Analyst	Hours	Status	
<input type="radio"/>	CP-340A-1 Fieldwork Placement	01/21/2022-06/15/2022	Dianne Kaeli	200	Request Sent	<input type="button" value=">>"/>

The status is **Request Sent**.

****This is the email that your supervisor will then receive.**

From: BGSP SIS <bgsp@empowersis.com>
Sent: Sunday, May 15, 2022 2:44 PM
To: [Supervisor Name <supervisor@supervisoremail.com>
Subject: BGSP Counseling Hours Approval

“Dear [Supervisor's Name]
[Student Name] has requested that you sign off on their clinical hours for [Course Name].
Please confirm whether the following hours are accurate by clicking this link [Clinical Hour Approval](#)

Date range of hours: [Date] to [Date]

Activity	Frequency	Hour	Location
Overall Internship	As Needed	200.00	
Hours Workd			

Hours in this date range: 200.00

IF STUDENT HAS DISCONTINUED, OR PLANS TO DISCONTINUE WORKING WITH YOU, PLEASE INDICATE THAT BY ENTERING THE INFORMATION IN THE COMMENTS SECTION OF THE APPROVAL FORM YOU WILL SEE IN THE LINK. ”

The supervisor will click on the link and then either approve or disapprove your hours.

If the Supervisor cannot find the email:

If your supervisor loses track of the email they were sent, you can access the form and resend the email, as long as the status is still Request Sent.

- Access the form by clicking on the arrows to the right of the course listed.
- Click on “Re-send email.”

Counseling Hours Entry

← Back to Clinical Experience– Remove📄 Save📄 Save and Submit Request

✉️ Re-send Email

When your supervisor clicks on the link in the email, they will verify their contact info:

Clinical Experience Process

Provider Information

For verification, please enter the email address at which you received a link to this form

Email

The name provided to associate with this email address is

First Name:

Last Name:

If you are not the person to whom this request was addressed, please click otherwise click here to

This is the next screen the supervisor will see after their information is verified:

Clinical Experience Process

Student Name:	Mary Bartlett
Course:	CP-340A-1 Fieldwork Placement
Date:	01/21/2022 - 06/15/2022
Overall Hours:	200

Activity	Frequency	Total Hours	Location
Overall Fieldwork Hours Workd	As Needed	200	

Text

Comment:

2000 characters remaining.

The supervisor sees the information the student entered on the form and may enter comments.

The Supervisor has three options:

- **Cancel**
 - **Approve**
 - **Disapprove**
- **Cancel:** With this option, the supervisor may come back to this link at a future time.
- **Approve:** With this option, the supervisor confirms your entry was accurate. The supervisor will see this message. No further action is required.

Clinical Experience Process

The responses have been stored. Thank you.

You (the student) will receive an email advising that the supervisor has approved the hours. You will see any comments the supervisor entered:

Clinical Exper Approval Form



BGSP SIS <bgsp@empowersis.com>

Sun 5/15/2022 3:19 PM

To: Dianne Kaeli



Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

A Clinical Experience Approval Form has been approved.
Here are the details:

Student Name: Mary Bartlett
Course: CP-340A-1 Fieldwork Placement
Date: 01/21/2022 - 06/15/2022
Overall Hours: 200

Activity	Frequency	Total Hours	Location
Overall Fieldwork Hours Workd	As Needed	200	

Comment: My records agree with this request.

You (the student) will see this information on the Counseling Hours Entry screen:

	Course ▾	Date ▾	Supervisor/Analyst ▾	Hours ▾	Status ▾	
🔍	CP-340A-1 Fieldwork Placement	01/21/2022-06/15/2022	Dianne Kaeli	200	Supervisor Approved	>>

- **Disapprove:** With this option, the supervisor indicates that your entry was does not match their records.

The supervisor will see this message. They will then wait for another email when the student corrects the information and re-sends the request.

Clinical Experience Process

The responses have been stored. Thank you.

If your supervisor disapproves your hours, you will receive an email notifying you that the supervisor has not approved the hours. You will see any comments the supervisor entered.

Clinical Exper Approval Reject



BGSP SIS <bgsp@empowersis.com>
To: Dianne Kaeli

Reply Reply All Forward ...

Wed 6/30/2021 7:14 AM

Caution! This message was sent from outside your organization. [Allow sender](#) | [Block sender](#)

A Clinical Experience Approval Form has been **rejected**.
Here are the details:

Student Name: ██████████
Course: PT-7-1 Individual Psychoana
Date: 01/25/2021 - 06/25/2021
Overall Hours: 10

Activity	Frequency	Total Hours	Location
Individual Analysis	Bi-Weekly	10	

Comment: Testing reject of 10 hours with Dr. Snyder



You will see this information on the Counseling Hours Entry screen:

CP-340A-1 Fieldwork Placement	01/17/2022-06/17/2022	Dianne Kaeli	200	Reject	>>
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You may access the form for further updates by clicking on the arrows at the right of the course on the list. Then you will edit the information and resubmit.

Once all hours have been approved by your supervisor, the Registrar will receive notification, and your internship and supervision hours will show up on your degree audit.

Questions? Please contact Ms. O'Leary (olearya@bgsp.edu) with all questions related to your internship. Please contact Dr. King (kingb@bgsp.edu) or Ms. Huntington (huntingtond@bgsp.edu) for more information on entering your hours.

Useful Sites for More Information

The Massachusetts Licensed Mental Health Counselor (LMHC) regulations (262 CMR 2.00) are available at: <https://www.mass.gov/service-details/262-cmr-200-requirements-for-licensure-as-a-mental-health-counselor>.

Definition of Approved Supervisor: A practitioner with three years of Full Time or the equivalent Part Time post-licensure clinical Mental Health Counseling experience who is also: (a) a Massachusetts Licensed Mental Health Counselor; (b) a Massachusetts licensed independent clinical social worker; (c) a Massachusetts licensed marriage and family therapist; (d) a Massachusetts licensed psychologist with Health Services Provider Certification; (e) a Massachusetts licensed physician with a sub-specialization in psychiatry; (f) a Massachusetts licensed nurse practitioner with a sub-specialization in psychiatry; or (g) where practice and supervision occur outside of the Commonwealth, an individual who is an independently licensed mental health practitioner with a license or registration equivalent to one listed under 262 CMR 2.02: Approved Supervisor(a) through (f).

The Massachusetts Mental Health Counselors Association (MAMHCA) has much useful information, including information about LMHC licensure preparation and requirements, exam prep workshops, liability insurance, etc.: <https://www.mamhca.org/>

(Note: BGSP has hosted a session with a member of the MAMHCA each year in the Spring to come and talk about preparing for licensure. This has been a valuable session for students, so do your best to arrange to be there. Email notices will be sent in advance of this session.)

The Application and Instructions for Licensure as a Mental Health Counselor are available online at:

<https://www.mass.gov/lists/allied-mental-health-applications-and-forms>

This site may contain a link to the most up-to-date Application form, as the forms change periodically. *We strongly recommend that you read and check this form periodically during your graduate program as requirements do occasionally change.*

Appendix: Internship Forms

Psychoanalysis

1581 Beacon Street, Brookline, MA 02446 • (617) 277-3915

Fax (617) 277-0312 • www.bgsp.edu • email: bgsp@bgsp.edu

Form Instructions: Students initiate this form prior to the first day of class
from <https://bgsp.edu/student-resources/>

STATEMENT OF COUNSELING INTERNSHIP PLACEMENT AND INDIVIDUAL SUPERVISION

Name of Student _____

Name of Internship _____

Address of Placement _____

Site Supervisor Name _____

Site Supervisor Email _____

Date Placement Began ____/____/____

NOTE: Interns are not to be conducting home-based therapy without prior approval of BGSP's Clinical Studies Committee.

All students in the counseling program are required to participate in minimally 10 hours of individual supervision during their Internship semester with a licensed mental health professional at the school.

BGSP Clinical Individual Supervisor Name (CP 351) _____

Date ___/___/_____

Student Signature

Date ___/___/_____

CP 351 Supervisor Signature

Date ___/___/_____

Internship Coordinator's Signature

Psychoanalysis

1581 Beacon Street, Brookline, MA 02446 • (617) 277-3915

Fax (617) 277-0312 • www.bgsp.edu • email: bgsp@bgsp.edu

Form Instructions: Not student initiated – the Registrar’s Office sends this form to your site supervisor after the first semester of Internship. The site supervisor submits it and it is sent to the Internship Coordinator and the Registrar’s Office.

INTERIM INTERNSHIP SITE SUPERVISION EVALUATION FORM

Student Name _____

Supervisor Name _____

Please write a brief evaluation of the student’s work to date at your institution or agency.

Name and Address of Placement _____

Site Supervisor Signature

Date ___/___/_____

Psychoanalysis

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Form Instructions: Not student initiated – the Registrar’s Office sends this form to your site supervisor after the first semester of Internship. The site supervisor submits it and it is sent to the Internship Coordinator and Registrar’s Office.

FINAL INTERNSHIP SITE SUPERVISION EVALUATION FORM

Student Name _____

Supervisor Name _____

Please write a brief evaluation of the student’s work at your institution or agency.

Name and Address of Placement

Site Supervisor Signature

Date ___/___/_____

