



South Bay Center for Counseling  
360 N. Sepulveda Blvd. Suite 2075  
El Segundo, CA 90245  
(310) 414-2090 FAX: (310) 414-2096  
[www.sbaycenter.com](http://www.sbaycenter.com)

Dear Trainee/Intern:

Below you will find the South Bay Center for Counseling (SBCC) Application and the Trainee/Intern Agreement.

SBCC is committed to the principle that unlicensed persons can, with proper training and supervision, provide excellent mental health services. We believe the family unit is the most important component of our society and that the health and wellbeing of our communities is a direct reflection of the health and wellbeing of the families who live in them.

We appreciate your interest and commitment to serving the community and welcome your commitment to quality training and professionalism. Please review all the information below to determine if our expectations for Trainees/Interns are a realistic match with your expectations for expenditure of your time, energy and money.

The application process is as follows:

1. Read the Trainee/Intern Agreement and decide if you would like to pursue training at SBCC.
2. Fill out the application form and turn it in with a 2 page personal statement and a copy of your resume.
3. Attend a group and or individual interview with members of our clinical staff (applicants will engage in counseling dyads and participate in group discussions about the dyads).

After the aforementioned items have been received and reviewed, those candidates who appear to be a good match will be called and informed of the group interview date and time. Those chosen as new Interns/Trainees will be contacted regarding information about a start date.

Thank you for your interest in our Clinical Training Program. We look forward to hearing from you.

Sincerely,

Clinical Director/Clinical Supervisor

Email, mail, or drop off completed documentation to:  
South Bay Center for Counseling  
Attn: Counseling Administrative Assistant  
360 N. Sepulveda Blvd., Ste. 2075  
El Segundo, CA 90245  
[sbaycenter@sbaycenter.com](mailto:sbaycenter@sbaycenter.com)



South Bay Center for Counseling  
 360 N. Sepulveda Blvd. Suite 2075  
 El Segundo, CA 90245  
 (310) 414-2090 FAX: (310) 414-2096  
[www.sbaycenter.com](http://www.sbaycenter.com)

## Clinical Training Program Application

Please complete and sign the application and attach the following:

1. A copy of your resume.
2. A personal statement which states the most significant events in your life and their impact on your career choice (not to exceed 2 pages).

### Applicant Data

Date of Application:		Date you wish to begin traineeship/internship:	
First Name:		Last Name:	
Address:			
City:		State:	
		Zip:	
C #:		H #:	
		W #:	
Email address:		Social Security #:	
Graduate School:		Graduation Date (expected):	
Have you or a member of your family ever been a client at SBCC?		Yes	No
		(Circle one)	
If yes, whom? And when?			
Have you ever been convicted of, or pleaded guilty or nolo contendere to, a crime? Do not identify traffic infractions, misdemeanor marijuana convictions occurring more than two years ago, or convictions for which the criminal record has been expunged, sealed, or eradicated, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Yes No (Circle one)			
# of times:		Explain each conviction, guilty, or nolo contendere plea fully. This will not necessarily disqualify an applicant.	
Are you currently charged with an unresolved criminal charge (a charge which has not yet resulted in a plea, trial, or dropping of the charge) for which you are out on bail or on your own recognizance pending trial?			
Yes	No	(Circle one)	Explain fully. A charge will not necessarily disqualify an applicant.
By signing below I acknowledge that I have read and understand the required standards as described in the Trainee/Intern Agreement.			
Trainee/Intern Signature			Date



## TRAINEE/INTERN AGREEMENT

**Trainees/Interns at SBCC agree to:**  
*(Please initial each of the following guidelines)*

1. Make a 1 year minimum commitment to SBCC, involving approximately 10 – 14 hours per week This is comprised of the following:
  - \_\_\_ Carry a minimum case-load of 6-10 for trainees or 8-10 for registered interns.
  - \_\_\_ Carry 2 -3 ongoing clients during the initial training period.
  - \_\_\_ Attend weekly group supervision per BBS caseload requirement.
  - \_\_\_ Attend 10 hours of Orientation during the month of August.
  - \_\_\_ Allot time for an additional minimum of 2 hours of miscellaneous duties such as telephone contact, clinical issues, workshops, additional training and/or other case management duties each month.
2. \_\_\_ Be available to see clients at SBCC on at least two days per week in addition to having an **evening and/or Saturday** availability.
3. \_\_\_ If you cannot attend your weekly supervision group, in order to gain clinical hours for that week you must sign up for an available supervision group that same week.
4. \_\_\_ Attend monthly SBCC Clinical Issues seminars (3<sup>rd</sup> Wednesday, 2-4pm) and ongoing training programs as scheduled. Dates will be announced with 2-weeks notice.
5. \_\_\_ Report on caseload and check in with the Clinical Director or Clinical Supervisor as specified.
6. \_\_\_ Turn in progress notes weekly to Clinical Supervisor.
7. \_\_\_ Attend the School Readiness Conference (2 per year).
8. \_\_\_ Notify your supervisor and clients in advance of any vacation or time off you may anticipate. You must also arrange for an on-call SBCC therapist during your absence for telephone support.
9. \_\_\_ Pay a non-negotiable \$75.00 monthly pledge for MFT or CSW trainees/interns.
10. \_\_\_ Attend your own personal psychotherapy. Please note: Proof of therapy must be submitted every 6 months.
11. \_\_\_ Follow all SBCC procedures outlined in the Counselor Handbook and all subsequent memoranda.
12. \_\_\_ Maintain client confidentiality as required by law.
13. \_\_\_ Understand that traineeship/internship at SBCC, may be rescinded at the discretion of the clinical director and/or clinical supervisor at any time.
14. \_\_\_ The first six months following your acceptance at SBCC is a probationary period. During this probationary period, at least one session must be audio or videotaped for review by your supervisor. You will be periodically evaluated by your supervisor throughout your training period. Evaluations will allow for feedback as well as recommendations on areas in which additional training and improvement may be needed.

