



**Alliant
International
University**

2018-19

ONLINE CFT PROGRAM MANUAL
COUPLE AND FAMILY THERAPY ONLINE PROGRAM

NOTE: Please read this manual prior to calling the CSPP/CFT Office.

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Welcome

Dear Student,

Welcome to Alliant International University's online Couple and Family Therapy graduate program! We are dedicated to helping you become a knowledgeable and competent clinician and researcher, able to succeed in a wide variety of clinical and academic settings. We work diligently to ensure the training you receive in our online program will prepare you for a distinguished career that will reflect well upon you and upon us. While our online program is demanding, we expect you will find your investment of time, energy and effort into it will be rewarded.

The Alliant CFT on-ground program was first founded at the San Diego and Irvine campus in 1973. It was fully accredited by COAMFTE in August 2001. The Couple and Family Therapy (CFT) programs at Alliant International University (AIU) continue to grow and develop responding to the needs of the community and the vibrancy of our field. Our growth has been reflected in new locations, new degrees and now new delivery methods. To respond to demands for marriage and family therapists in the community, we expanded our Master's program to Sacramento, Los Angeles, San Francisco. Our Master of Arts (M.A.) in Marriage and Family Therapy is the largest COAMFTE-accredited MFT degree program in California – and one of only eight COAMFTE-accredited programs in the state of California. Alliant CFT on-ground program also offers a Doctor of Psychology in Marital and Family Therapy (PsyD) program. The PsyD program is offered in four locations (San Diego, Irvine, Los Angeles, and Sacramento). Both the masters and the doctoral programs are accredited by COAMFTE. All locations have identical curriculum/degree requirements, policies, and procedures. After more than 40 years of experience teaching in an on-ground format, we are innovating by adding an online M.A. program in CFT. In AIU we respond to the needs of the communities we serve and we adapt to the new technologies available to us to deliver the highest quality of education to fulfil our vision to have an inclusive world empowered by Alliant alumni.

Please read this handbook thoroughly and keep it for your records. You will find yourself using it often during your training because it contains answers to many of your questions. We want you to succeed so use the manual, and then consult with faculty and staff to ensure you receive the most accurate and thorough answers to your questions. You will find information in this manual describing those in our faculty and staff who can best meet your specific needs or answer specific questions.

We hope you enjoy your experience in our programs. Again, welcome!

CFT Faculty, Online Program

SECTION I: Organizational Structure of Online CFT Program

Introduction

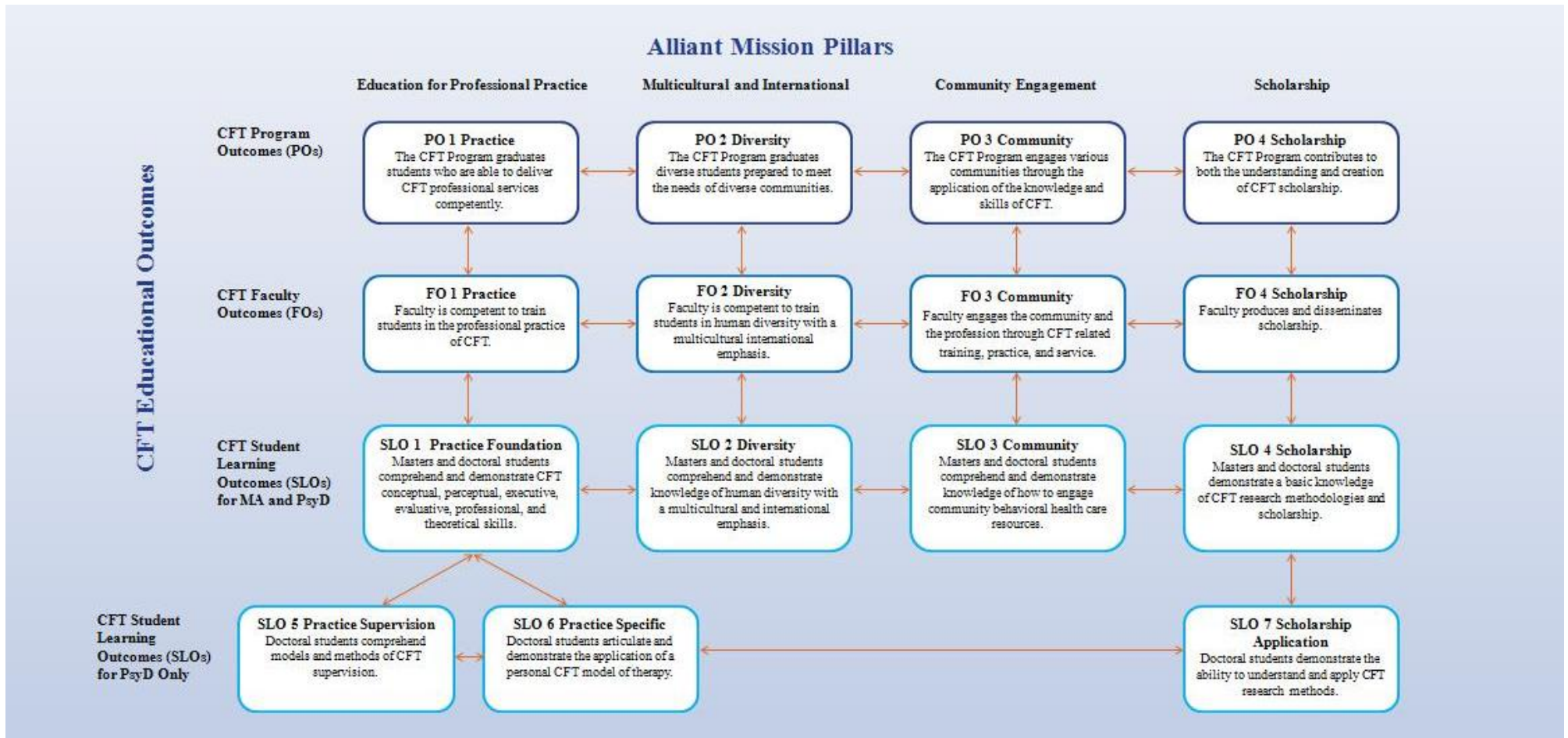
The online CFT Program is housed within the California School of Professional Psychology at Alliant International University. The online Master of Arts in Marital and Family Therapy (MA) program is one of the few online graduate MFT programs in the country. The curriculum is devised to be both rigorous and accessible to people seeking alternative ways of gaining a professional degree besides the traditional on-ground format. The policies in this handbook are specific to the online CFT program and is to be used alongside the Alliant University online catalogue that outlines the University policies.

Couple and Family Therapy Program Mission

The mission of the Marriage and Family Therapy graduate programs is to provide the highest quality education, training, scholarship and service in the field of Marriage and Family Therapy. We train ethical professionals to foster the well-being of individuals, children, couples, families, organizations, and communities primarily through improving relationships. Our MFT programs specifically focus on the understanding and respect for the diversity of human relationships across different populations from a variety of multicultural, socioeconomic, international backgrounds. Students are inspired to respect multiple dimensions of human diversity, develop a mature personal and professional identity, stay current with professional knowledge and practice, and make a positive difference for clients and society.



CFT Educational Outcomes and Alliant Mission Pillars



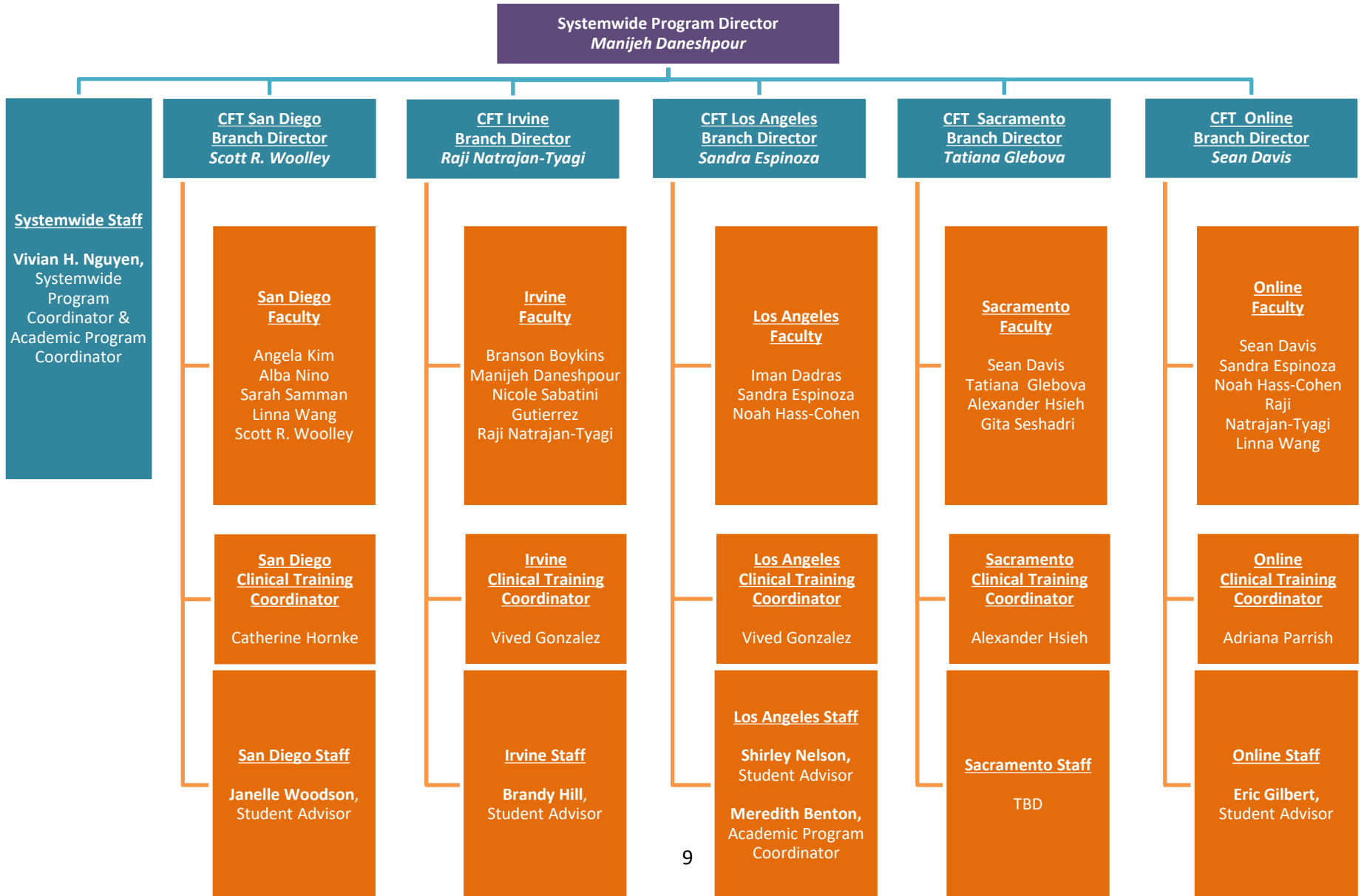
Organizational Chart

The following organizational chart indicates the administrative structure of the online and on-ground CFT program. The online Branch Director provides administrative leadership for the online program and reports to the Systemwide Program Director who in turn reports to the Systemwide Dean of the California School of Professional Psychology (CSPP). The online Branch Director is responsible for oversight of the online program such as, scheduling classes, supervising core and adjunct faculty and staff, and responding to requests for academic exceptions. Thus, as will be described later, questions and concerns about the online academic program, classes, policies, and procedures are first directed to the online Site Director.

The online program also has an administrative structure that include the Registrar, Financial Aid, Student Business Services, and Library/Resource centers. It is important for all students to become familiar with the specific persons and offices available to them online.

Organizational Chart

Online CFT Graduate Program Alliant International University



Getting and Staying Connected

As with all relationships, frequent and effective communication between faculty, staff, and students is critical to your satisfaction with your educational experience and success in your online program. Announcement of important meetings, changes in schedules or policies are examples of information we want to get to you as quickly as possible. We have outlined below a variety of ways we have established to keep you current. If these are to be effective, students' responsibility in this process is to maintain contact with the online faculty and staff at Alliant to receive important communications. This includes keeping updated contact information on file with the program, accessing your Alliant email account and the Canvas site on a regular basis, and promptly contacting professors and/or staff of any changes in your plans or as needs arise.

Minimum Technology Requirements

Students in an online program must have the technological resources necessary for them to be successful. Although they do not need a special computer to participate in the program the following minimum system requirements must be met:

Operating Systems:

- Windows 7 (recommended), Windows XP (service pack 3 for 32-bit, service pack 2 for 64-bit) also supported
- MAC OS X 10.6 (Snow Leopard) and higher is supported for most online course materials.

Productivity Tools:

- Microsoft Office 2010 (Windows) or Microsoft Office 2011 (MAC).

Internet Access:

- ISP account for Internet access and email address.

Supported Internet Browsers:

- Windows Users
 - Microsoft Internet Explorer
 - Google Chrome
 - Mozilla Firefox
- Mac OS Users
 - Apple Safari
 - Google Chrome
 - Mozilla Firefox

Plug-ins:

- Adobe Flash Player
- Adobe Acrobat Reader
- RealPlayer (Basic)
- Apple QuickTime Player
- Java v7 or higher
- Citrix Online Plug-in/Receiver

Minimum Hardware Specifications:

- Intel Core 2 Duo - or AMD - 3 GHz processor
- 3 GB of RAM (4 GB recommended)
- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- A Webcam

Using Canvas

The CFT Online courses will be offered through the Canvas platform. On Canvas, each course will have a course websites include a variety of functions (e.g., course outlines, documents, videotaped lectures, copies of syllabi, and discussion boards). Refer to course syllabi for specific information regarding use of Canvas in the course. There is also a CFT Program Canvas course where students can gather information, download forms, contact faculty and staff via email, and interact with one another through use of bulletin boards.

To access this site:

Login URL: <http://alliant.instructure.com>

Username: Full Alliant Email address – (jstudent@alliant.edu)

Password: Same password as used for your Alliant Email

If login to Canvas is unsuccessful, check three things...

1. Can the user log in to their Alliant Email account?
2. When they are attempting to log in to Canvas, are they using the correct URL.
3. There are no spaces before or after the username.

If they can log in to their Alliant email but not Canvas...

1. Reset their Alliant password.
2. Verify they can log in to Email.
3. Try to log back in to Canvas.

If login to Canvas is still unsuccessful, contact Eric Amtsberg – eamtsberg@alliant.edu

Accessing Alliant Email

Many important communications from the university and the program are distributed through Alliant email, e.g., on-line registration information, information about the course schedule availability, etc. It is not practical for the University to use your personal email address; therefore, **it is critical that you check your Alliant email daily.**

To access your Alliant email:

1. Open a web browser and go to: <https://mail.alliant.edu>
2. In the box "Domain\user name": Enter alliant\ and your username. e.g. **alliant\jsmith**
For Example: John Smith may be **alliant\jsmith**

* Some students will also need to include a number after their User ID because of a common name. For Example: John Smith may be **alliant\jsmith2**.

3. In the box "Password" enter your password, the password is case sensitive.
 - *New Students* – You should have received your username and password via personal email, contact helpdesk@alliant.edu for username and password assistance.
 - *Existing Students* – Use your current network/email password.

If you forget your password or experience login problems, contact the IT Helpdesk via email helpdesk@alliant.edu or call (858) 635-4357, option 1.

Finding forms

As is the case at any university, there are many forms you will need to fill out during the course of your graduate training. To find forms, go through the following steps:

The forms are available online through the CFT Program Canvas course (see instructions above). You can also contact your online staff.

Professional Organizations

All students are **required** to become student members of AAMFT/AAMFT-regional division, and encouraged to join CAMFT (CA students only), IFTA, APA, NCFR, etc. These professional organizations connect students with important developments in the field and provide numerous opportunities for networking within the profession. Students typically pay low membership fees and have opportunities to work at conferences in exchange for a reduction in the conference registration. Application forms are available at the organizational websites, example, <http://www.aamft.org> and <http://www.camft.org>. Additional professional organizations are listed below.

Professional Organizations

The following professional organizations serve to coordinate and advocate for their members in a variety of settings. Many host annual conferences, which are excellent opportunities for learning and accruing professional development hours. Students are strongly recommended to join AAMFT and their respective regional division.

American Association for Marriage and Family Therapy (AAMFT)

1133 Fifteenth Street, N.W., Suite 300, Washington, DC 20005-2710

(202) 452-0109

<http://www.aamft.org>

American Association for Marriage and Family Therapy, CA Division (AAMFT-CA)

P.O. Box 6907, Santa Barbara, CA 93160

(800) 662-2638

<http://www.aamftca.org>

American Family Therapy Academy (AFTA)

1608 20th Street, NW, 4th Floor

1022 G Street

Sacramento, CA 95814

(916) 325-9786

<http://www.calpsychlink.org>

American Psychological Association (APA)

750 First Street, NE, Washington, DC 20002-4242

(800) 374-2721; (202) 336-5500; TDD/TTY: (202) 336-6123

<http://www.apa.org>

California Association of Marriage and Family Therapists (CAMFT)

7901 Raytheon Road, San Diego, CA 92111-1606

(858) 292-2638

www.camft.org

International Family Therapy Association (IFTA)

c/o Family Studies Center

Purdue University Calumet

2200 169th Street, Hammond, IN 46323

(219) 989-2027

<http://www.ifta-familytherapy.org>

National Council on Family Relations (NCFR)

1201 West River Pkwy, Suite 200, Minneapolis, MN 55454-888-781-9331

<http://www.ncfr.org/>

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General Contact Information

Academic Calendar

<http://www.alliant.edu/alliant-calendar/academic-calendar.phpp>

Campus Life: Events Schedule

San Diego: <http://www.alliant.edu/alliant-calendar/san-diego-campus-events.php>

Orange County: <http://www.alliant.edu/alliant-calendar/alliant-irvine-events.php>

Los Angeles: <http://www.alliant.edu/alliant-calendar/la-campus-events.php>

Sacramento: <http://www.alliant.edu/alliant-calendar/sac-campus-events.php>

San Francisco: <http://www.alliant.edu/alliant-calendar/san-fran-beach-st-events.php>

Consumer Information

Policies, financial statements, security, and privacy information.

<http://www.alliant.edu/index.php>

myAlliant

Access course schedule, personal information, grades, and financial statements.

<https://my.alliant.edu/ICS/>

Financial Aid

<http://www.alliant.edu/admissions/financial-aid-scholarships/index.phpp>

Email: finaid@alliant.edu

858-635-4559

Registrar

Transcripts, degree applications, and course schedules.

<http://www.alliant.edu/academics/registrar-public/index.php>

858-635-4469

AlliantHELP

<http://www.alliant.edu/alliant-help/index.php>

858-635-4357

Information Technology (IT) HelpDesk

helpdesk@alliant.edu

858-635-4357, option 1

E-Learning

elarning@alliant.edu

858-635-4433

SECTION II

Online Program Overview and Progressing through the Program

Student Learning Outcomes (SLOs)

The Student Learning Outcomes (SLO) for the Alliant online CFT program is derived from and directly related to the University and Program Missions.

- **SLO 1 Practice Foundation Knowledge and Skills:** Students will comprehend the systemic foundations and major theories of couple and family therapy.
- **SLO 2 Diversity Knowledge and Skills:** Students will apply couple and family therapy ethical and legal standards, assessment processes, theories, and techniques.
- **SLO 3 Community Knowledge and Skills:** Students will comprehend and practice respect for human diversity with a multicultural and international focus.
- **SLO 4 Scholarship Knowledge and Skills:** Students will have a basic knowledge of research methodologies and scholarship activities. The four student learning outcomes apply to all masters and doctoral students.

Online Master's Program Overview

The online CFT program at Alliant is designed to maximize students' learning and experience in a limited time frame. The 60-unit Track meets CA licensure requirements. This program has two residency requirements. Each residency course is one (1) unit and is a three-day event that requires traveling to San Diego. It is the phase of training where students translate knowledge into skills in a simulated environment. In addition, students will complete clinical training under supervision in their area of residence. The supervisors need to meet state requirements for supervisors of MFT trainees. Students will also have weekly online practicum with a faculty member who will support students to conceptualize their cases using theory and further develop their clinical skills.

Students generally progress through the 60-unit Program (Fall Start) as follows:

- The *first year of the Master's program* is dedicated to class experience, developing the theoretical background necessary to think systemically about families. During this first year, students also receive ample experience role-playing therapy sessions during residency to begin developing the skills they will use when seeing clients.
- The *second and third year of the Master's program* combines further development of this theoretical background with the student's first experience doing therapy with clients. Students participate in a supervised clinical practicum and Internship, working in one of several community-based clinics with client families in order to gain a total of 500 client-contact hours. The practicum requires 100 hours of client contact over a minimum of two semesters. This involves weekly online face-to-face supervision with an online CFT faculty member and weekly supervision with their on-ground site supervisor. At least 200 of these hours have to be relational clients, that is, couple or family. Students have to be enrolled in practicum until they finish accruing all the required hours for degree completion. The practicum experience usually involves about 20 hours per week at the clinic site for about a 12-month period. Students also continue to take classes during this year, and often find the experience with real clients and the classroom experience intertwine well in facilitating rapid development of their clinical skills.
- **Students in the CFT master's program must pass the MA comprehensive exam as a part of their degree program.** (See [MA Comprehensive Exam](#) policy on page 27)

A typical online [MA Curriculum Plan](#) can be found on page 22 of this manual. It indicates the classes that students generally take every 8-week.

CFT Online Curriculum: 60-Unit Core (Fall Start)

	T-2 8-weeks Aug. 28 - Oct. 22	T-3 8-weeks Oct. 23 - Dec. 17	T-4 8-weeks Jan. 8 - Mar. 4	T-5 8 weeks Mar. 5 - May 6	T-6 8 weeks May 7 - July 1	T-1 8 weeks July 3 - Aug. 27
First Year	6312 A MFT Theories & Tech. I (1.5 units) 6326 A Diversity & the Family (1.5 units)	6312 B MFT Theories & Tech. I (1.5 units) 6326 B Diversity & the Family (1.5 units)	6310 MFT Law & Ethics (3 units) 6322 A MFT Theories & Tech. II (1.5 units)	6303 Group Therapy (3 units) 6322 B MFT Theories & Tech. II (1.5 units) *7305 Residency I (1 unit)	7330 Family CD (3 units)	6328 Ind. & Family Life Cycle (3 units)
Total	3 units	3 units	4.5 units	5.5 units	3 units	3 units
Second Year	6360 Preparing Community Prac. (3 units) 7311 A Couples Therapy (1.5 units)	6325 Trauma & Crisis Intervention (3 units) 7311 B Couples Therapy (1.5 units)	6311 Intro to Psychopathology (3 units) 7314 MFT Assessment (3 units) *7360 Practicum (1.5 units)	7312 Sex Therapy (2 units) *7360 Practicum (1.5 units) *7306 Residency II (1 unit)	7156 Psychopharmacology (3 units) *7360 Practicum (1.5 units)	6317 Parent-Child Therapy (2 units) *7360 Practicum (1.5 units)
Total	4.5 units	4.5 units	7.5 units	4.5 units	4.5 units	3.5 units
Third Year	7302 MFT Research Methods (3 units) *7360 Practicum (1.5 units)	*7360 Practicum (1.5 units) PSY XXXX Elective (3 units) Master's Comprehensive Exam	7369 Practicum Extension (.5 unit)**			
Total	4.5 units	4.5 units	.5 units			

*Synchronous component is required. The rest of the courses are asynchronous with synchronous component requested at instructors' discretion.

**7369 Practicum Extension (1 unit): Students only need to register practicum extension if they could not complete their required clinical hours during practicum.

Residency: Offer 2 residencies: I in T5 end of May, II in end of T3 (second year) in November

Place: San Diego | **Cost/planning:** university | **Content:** Lab, group therapy, diversity, self as therapist, basic models | **Length:** 3 days (on weekend)

CFT Online Curriculum: 60-Unit Core (Spring Start)

	T-2 8-weeks Aug. 28 - Oct. 22	T-3 8-weeks Oct. 23 - Dec. 17	T-4 8-weeks Jan. 8 - Mar. 4	T-5 8 weeks Mar. 5 - May 6	T-6 8 weeks May 7 - July 1	T-1 8 weeks July 3 - Aug. 27
First Year			6310 MFT Law & Ethics (3 units) 6322 A MFT Theories & Tech. II (1.5 units)	6303 Group Therapy (3 units) 6322 B MFT Theories & Tech. II (1.5 units)	7330 Family CD (3 units)	6328 Ind. & Family Life Cycle (3 units)
Total			4.5 units	4.5 units	3 units	3 units
Second Year	6312 A MFT Theories & Tech. I (1.5 units) 6326 A Diversity & the Family (1.5 units)	6312 B MFT Theories & Tech. I (1.5 units) 6326 B Diversity & the Family (1.5 units)	6311 Intro to Psychopathology (3 units) 6360 Preparing Community Prac. (3 units)	6325 Trauma & Crisis Intervention (3 units) 7312 Sex Therapy (2 units) *Residency I (1 unit)	7156 Psychopharmacology (3 units) *7360 Practicum (1.5 units)	6317 Parent-Child Therapy (2 units) *7360 Practicum (1.5 units)
Total	3 units	3 units	6 units	6 units	4.5 units	3.5 units
Third Year	7311 A Couples Therapy (1.5 units) 7302 MFT Research Methods (3 units) *7360 Practicum (1.5 units)	7311 B Couples Therapy (1.5 units) *7360 Practicum (1.5 units) Take Master's Comprehensive Exam	7314 MFT Assessment (3 units) *7360 Practicum (1.5 units)	*7360 Practicum (1.5 units) PSY XXXX Elective (3 units) *Residency II (1 unit)	7369 Practicum Extension (.5 unit)**	
Total	6 units	3 units	4.5 units	5.5 units	.5 units	

*Synchronous component is required. The rest of the courses are asynchronous with synchronous component requested at instructors' discretion.

**7369 Practicum Extension (1 unit): Students only need to register practicum extension if they could not complete their required clinical hours during practicum.

Residency: Offer 2 residencies: I in T5 end of May, II in end of T3 (third year) in November.

Place: San Diego | **Cost/planning:** university | **Content:** Lab, group therapy, diversity, self as therapist, basic models | **Length:** 3 days (on weekend)

CFT Online Curriculum: 60-Unit Core (Summer Start)

	T-2 8-weeks Aug. 28 - Oct. 22	T-3 8-weeks Oct. 23 - Dec. 17	T-4 8-weeks Jan. 8 - Mar. 4	T-5 8 weeks Mar. 5 - May 6	T-6 8 weeks May 7 - July 1	T-1 8 weeks July 3 - Aug. 27
First Year					7330 Family CD (3 units)	6328 Ind. & Family Life Cycle (3 units)
Total					3 Units	3 Units
Second Year	6312 A MFT Theories & Tech. I (1.5 units) 6326 A Diversity & the Family (1.5 units)	6312 B MFT Theories & Tech. I (1.5 units) 6326 B Diversity & the Family (1.5 units)	6310 MFT Law & Ethics (3 units) 6322 A MFT Theories & Tech. II (1.5 units)	6303 Group Therapy (3 units) 6322 B MFT Theories & Tech. II (1.5 units) *7305 Residency I (I unit)	7156 Psychopharmacology (3 units)	6317 Parent-Child Therapy (2 units)
Total	3 units	3 units	4.5 units	5.5 units	3 units	2 units
Third Year	7311 A Couples Therapy (1.5 units) 6360 Preparing Community Prac. (3 units)	7311 B Couples Therapy (1.5 units) 6325 Trauma & Crisis Intervention (3 units)	6311 Intro to Psychopathology (3 units) 7314 MFT Assessment (3 units) *7360 Practicum (1.5 units)	7312 Sex Therapy (2 units) *7360 Practicum (1.5 units) *7306 Residency II (I unit)	*7360 Practicum (1.5 units)	*7360 Practicum (1.5 units)
Total	4.5 units	4.5 units	7.5 units	4.5 units	4.5 units	3.5 units
Fourth Year	7302 MFT Research Methods (3 units) *7360 Practicum (1.5 units)	*7360 Practicum (1.5 units) PSY XXXX Elective (3 units) Master's Comprehensive Exam	7369 Practicum Extension (.5 unit)**			
Total	4.5 units	4.5 units	.5 units			

*Synchronous component is required. The rest of the courses are asynchronous with synchronous component requested at instructors' discretion.

**7369 Practicum Extension (1 unit): Students only need to register practicum extension if they could not complete their required clinical hours during practicum.

Residency: Offer 2 residencies: I in T5 end of May, II in end of T3 (third year) in November.

Place: San Diego | **Cost/planning:** university | **Content:** Lab, group therapy, diversity, self as therapist, basic models | **Length:** 3 days (on weekend)

MA Timeline of Tasks

Timeline of tasks for 60-unit CFT Master's degree students (Fall Start)

Full-time online MA students are expected to complete the MA program in 3 years. The maximum time limit for MA program completion is 5 years. You are responsible for completing each of the following tasks on time, and keeping up to date with exact event dates, procedures, and any rule or deadline changes made by Alliant and/or the California Board of Behavioral Sciences (BBS) and/or the state board where you will be seeking licensure. Failure to complete one task on time will cause delays in others (for example, you cannot begin seeing clients in practicum until you have obtained liability insurance).

Acceptance

- Return acceptance agreement and deposit
- Submit FAFSA (www.fafsa.ed.gov) for financial aid
- Submit a list of practicum sites that you are considering to the Online Clinical Training Coordinator (CTC) and start the process of vetting their eligibility to be accepted as your practicum site. Use the Practicum Site Qualification Checklist in this information gathering phase.
- Enroll for first semester courses and complete an Individual Program Plan signed by your Advisor (this will be your guide for the graduation audit and continued enrollment).
- Become familiar with Alliant Student Handbook

Terms T2 (First Year)

- Begin classes
- Join AAMFT (www.aamft.org)
- Consider joining other professional organizations such as CAMFT, NCFR
- Seek personal therapy – recommended, not required
- Begin acquiring 50 professional development hours, which consist of (continuing education professional seminars/conferences and up to 25 hours of personal therapy count toward this graduation requirement). For professional seminar/conferences student must submit either a certificate of completion or a CEU verification form. For personal therapy, the student must submit a letter from a licensed therapist documenting total hours of treatment. This letter should not address the focus and content of treatment. Students are to submit the certificate of completion or a CEU verification forms to the Online CTC, who will review if the hours meet the requirements listed in clinical training manual.

Term T3 (First Year) – T4 (First Year)

- Set up a meeting with the Online CTC and discuss appropriate practicum sites for your County or State.
- Begin the process of getting sites approved by the Online CTC.
- You will submit to your Online CTC a minimum three (3) agencies that you are interested in doing practicum by the end of T-3. The submission includes the completed Practicum Site Qualification List.
- Online CTC will contact and evaluate the agencies, make decision to approve the agencies, and make recommendations to you by the end of T-4.
- Become familiar with Online CFT Masters Level Practicum Clinical Training Manual (available on the CFT Program Moodle course)

- Sign and submit form stating you have read Online CFT Masters Level Practicum Clinical Training Manual
- Prepare resume and cover letter
- Register for courses for the next term

Term T5 (First Year)

- **Take and pass Residency I in T-5**
- Continue taking the core courses online.

Term T6 (first year) – T4 (second year)

- Continue taking the core courses online.
- Complete all prerequisite courses for practicum.

Term T5 (second Year)

- **Take and pass Residency II during T3 (third year).**
- Start interviewing with the recommended practicum sites in T-5 of second year.
- Finalize the practicum approval by the end of T-5.
- Schedule interviews with practicum sites

Term T6 (second Year)

- Sign contract with practicum site, submit to Online CTC
- Have supervisor fill out Supervisor Responsibility Statement for BBS (www.bbs.ca.gov)
- Obtain liability insurance (link through www.aamft.org) for practicum
- Become familiar with MFT trainee regulations on BBS website (www.bbs.ca.gov)
- Start practicum and register for online synchronous practicum classes.

Term T1 (Second Year) – Term T5 (Third Year)

- Continue gathering your clinical hours.
- Continuously register for online synchronous practicum classes until you finish collecting your hours for the degree.
- Gain on-going group and/or individual supervision at your site.
- Submit monthly hours forms online to Online CTC
- Track all hours on BBS forms as well (www.bbs.ca.gov)
- Submit Site Evaluation (completed by student) and Student Evaluation (completed by supervisor) to CFT Clinical Training Office
- Continue taking course-work required for your degree.
- Renew professional organization memberships
- Review professional development hours (conferences/seminars, personal therapy)
- Plan ahead for conferences to attend to meet requirement of 50 total hours
- Prepare graduation application to be submitted by Alliant deadline

Term T5 (Third Year)

- Prepare to finish your 500 face-to-face clinical hours.
- Submit monthly hours forms online to Online CTC

- Continue tracking hours for BBS
- **Prepare to take your Master's Comprehensive Exam and pass it.**
- If you have more clinical hours to complete for your degree, meet with the Online CTC and prepare to register for Practicum Extension.
- Email academic advisor for degree audit
- Begin seeking post-graduation job as MFT Intern

Graduation

- Congratulations! Celebrate graduation with family, friends, and colleagues
- Submit BBS Program Certification form to the San Diego Student Advisor, Janelle Woodson, for verification.
- Apply to BBS for MFT intern number within 90 days of degree posting (download application from www.bbs.ca.gov)

NOTES:

*The Registrar cannot post your degree unless you have completed an official audit of practicum hours and hours have been certified by the Online Academic Program Coordinator on your campus.

*Credit for the practicum course will not be given until all monthly hours forms; the Site Evaluation (completed by student) and Student Evaluation (completed by supervisor) are submitted to the Online CTC.

*These are procedural requirements only, and this list may not be all-inclusive. Maintain regular contact with the clinical training coordinator, BBS, and the university to ensure all requirements are being met.

MA Comprehensive Exam

Who Must Take the Exam?

All online Master's students must successfully complete the examination process to receive their degrees.

When Students Should Take the Exam

The following are general recommendations. Individual circumstances may vary. If you are not sure whether you should take the exam this year, please consult with your local advisor and exam committee representative.

- **Students should take the exam in term T5 during their third year.**

Students Who Do Not Pass

Any student who does not pass the test will be required to retake the exam at its next offering, which will be in late November or early December. Students who fail the exam may be referred to SERC, and those who do not pass after three attempts will be referred to SERC for additional remediation or other necessary measures, up to dismissal from the program. Failure to attend the exam when registered is considered as equivalent to failing the exam.

Students may request for an exception to policy for an early re-examination date. Online program director is to decide whether students can be granted an early re-examination. The student must submit

a request and make a statement to the online program director to justify taking the exam early. The request may or may not be granted.

Passing Scores / Difficulty

You can expect some of the items to be rather easy and you can also expect some items to be rather challenging. We expect no student to have a perfect paper. You will need to read the questions carefully. It is impossible to give a specific passing score until we perform a statistical analysis of all of the items and all students' scores. Some items may be removed from scoring. Based on past examinations, we anticipate that the cutoff score for passing will most likely be approximately 75%. Within two weeks of taking the exam, you will receive an email indicating whether or not you passed the exam. However, you will receive a tentative score immediately after the exam.

Length

Once the exam has started, you will be allowed a maximum of three hours to complete the exam. In prior years, very few students have used the entire time, though, of course, we encourage you to review your answers carefully before submitting.

Developing an Individual Program Plan (IPP)

1. Each program provides a Program Plan (see previous pages) that lists the recommended sequencing of courses to be taken each term for each year in the program. In essence, the Program Plan functions as block scheduling for the program. Most online master's students follow the standard program plan. Those with transfer credits or who are proceeding at a slower or faster pace will require an IPP.
2. An Individual Program Plan (IPP) is developed by the student and the online Academic Advisor with consultation and approval by the Online Program Director. The IPP is based on the Program Plan, taking into consideration any approved transfer courses and specific electives, or changes in the number of courses per term desired by the student. The IPP must be approved by the Online Program Director. Copies are provided to the student and the student's file.
3. Once an IPP is approved, students can easily determine which courses to register for each semester. If a plan needs to be modified, that can easily be done, by working with the Online Academic Advisor or designee.
4. Note that classes are scheduled on the assumption that students are following the recommended sequence. Thus, if you have transfers or waivers, there may be difficulties in course scheduling. This can also happen if you take significantly more or fewer courses than indicated on the program plan.
5. Financial aid is typically related to the program plan and only cover the courses in the plan. If you are going to take courses outside the plan, you need to contact financial aid office.

Online Registration

1. To register for classes, login to your myAlliant student portal account at <https://my.alliant.edu>. If you have forgotten your login credentials, click the "Forgot Password" link in the Quick Links section of the myAlliant landing page. If you cannot remember your user name, please contact the IT HelpDesk via email at helpdesk@alliant.edu or call 858-635-4357, option 2.

2. ****Please note, do not use your browser's "Back" button when navigating the myAlliant portal. Use the "breadcrumbs" that are located under the blue menu bar, or click on the tabs to go from place to place within the portal.**
3. Select "Student" from the menu bar to get started
4. In the "Academic Resources" box, select "My Academic Information." You can also access this from the link in the navigation box on the left of the screen.
5. Select "Course Schedule and Registration"
6. Use the drop-down menu to choose the session for which you want to register. Select your program (Undergraduate, Graduate, or Extension) from the drop-down menu. If prompted, complete the Registration Agreement, Personal Information Update, APA Survey, or any other information requested on this screen. You will not be able to proceed to registration until the requested information has been submitted.
7. To add a course using the "Add by Course Code" tab, start typing the course code in the box. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. Click "Add Courses" when finished.
8. To find classes to add, use the "Course Search" tab. When searching by Course Code, enter the letters in all capitals and then any numbers without spaces between them; for example, use "PSY" or "PSY8500", but not "psy 8500". Click "Search" to finish.
9. Choose the appropriate section of the course from the results list by clicking in the selection box on the left, then click "Add Courses" to finish.
10. Your course schedule shows the courses in which you are registered. To drop a course, select the box to the left of the course and click "Drop Selected Courses" to finish.
11. If you need technical assistance using the myAlliant portal, please contact the IT HelpDesk at helpdesk@alliant.edu or call 858-635-4357, option 1.

If you are unsure about what class(es) you took in the previous term, or what class(es) you are taking now, please consult with your student advisor.

Course schedule

Alliant's systemwide course schedule is available online and continuously updated. To view the course schedule, login to your myAlliant student portal account at <https://my.alliant.edu>. Typically, the Registrar emails students with dates and procedures for registration for each term. This email will be sent to your Alliant email address so **IT IS IMPORTANT TO CHECK THIS REGULARLY.**

General Academic Policies

Students are responsible for maintaining compliance with all Alliant policies, including those in the Alliant catalog, those in the student handbook, and those in this manual.

1. Your degree requirements are those specified in the catalogue for the year you first enrolled in classes. Thus, if you began your program August 2017, the degree requirements listed in the Alliant Catalog 2017-18 are the ones you must follow. If there are changes made to the program in a later catalog, you are not required to meet the new changes. Your academic advisor will work with you to assure that you can complete the degree requirements for your program.

2. **Transfer Credit:** Incoming students who can present acceptable proof that they have taken courses from WASC accredited schools that are judged to be the equivalent of courses offered at Alliant may be granted transfer credit. These courses must be no older than 7 years. Thus, courses transferred from other accredited institutions in essence replace the Alliant courses and thereby reduce the number of credits earned at Alliant to complete the degree.
 - a. Students accepted into the MA in Online CFT Program may transfer a maximum of 15 units from another institution.
 - b. Practicum experience from previous programs: Requests to approve practicum experience from another university require approval of the Online CTC and CFT Branch Director to establish equivalency with accreditation requirements.

3. **Waivers** are granted only when there is evidence of mastery of the content of the course (or other requirement) in question. **Waivers do not reduce the number of units** the student must complete for the Alliant degree. Waivers therefore function to provide the student with an additional elective. Online CFT Program Director must approve all waivers for incoming students. **If a required course is waived, another Alliant course must be substituted.**

**Note that when courses are waived (or transferred), the student will be accountable for that content in future courses and the MA Comprehensive Exam*

4. **Procedures for Transfers/Waivers:** The student provides a list of the Alliant courses for which s/he is interested in receiving credit, along with course descriptions and syllabi for the courses.

Requests for transfer credit/waivers and course substitutions are submitted in writing, first to the Online Student Advisor, then the Online CFT Site Director. The Online CFT Branch Director takes it to the CFT Leadership Team for approval. This allows for clearer communication and more permanence on the issue as a copy is provided to the student and saved in student's file.

5. **Registering for Courses:** It is important for students to register only for courses required by their program (especially important for students using financial aid).

Online MA students may register for master's level online courses required by the program. It is **not** appropriate to take courses in the doctoral program until you have applied and been accepted to that program.

6. **Academic Exceptions:** Any time a student wants an exception to program requirements or other standard academic policy, a Request for Academic/Administrative Exception to Policy form should be filed with the Academic Program Coordinator. The Academic Program Coordinator gives it to the Online CFT Site Director, who will take it to the CFT Leadership Team for review and approval.
7. **Academic Standing:** Master's students who receive less than a C- in a required course will be required to retake the class. **The course must be repeated within one academic year.**

Program Policies

1. **Applying to the PsyD Program:** Current online masters level students who are interested in the CFT doctoral program are encouraged to apply. However, current CFT master's students must wait until the end of term T6 during their second year before applying. Current online master's students' applications will be considered during the Spring semester in conjunction with outside applications for the doctoral program. Please submit the admissions application form along with an updated statement of your professional interests to the Admissions Office. An additional letter of reference is not necessary
2. **Participation in Commencement:** Online Masters students in good academic standing can participate in commencement exercises if they have completed all academic course requirements, and have a) successfully completed at least one semester of practicum and b) currently enrolled in practicum.
3. **Posting the MA degree:** CFT doctoral students must complete the MA degree and have it posted prior to the completion of 18 units of doctoral coursework.

Student Progress Monitoring

It is the policy of the Online CFT program to collect and track ongoing data concerning the progress and accomplishments of its students and graduates to determine whether the program is meeting its program outcomes and student learning outcomes. Several mechanisms are in place to achieve this goal:

Student's Progress:

1. Every year during Terms T4 and T5, each student's grade reports, Basic Skills Evaluation Form data (practicum and internship) and Professional Development data are reviewed by the campus based faculty and a formal report is provided to the student and put in the student's folder. These reports not only identify students who are progressing satisfactorily through the program; they also serve as a mechanism to identify students for whom additional services might be needed.
2. Each semester, the Basic Skills Evaluation Form (practicum and internship) is reviewed by the Online CTC.
3. All online masters must pass the MA Comprehensive Exam. (See [MA Comprehensive Exam](#) policy on page 27). The MA Comprehensive Exam is item analyzed. Students are given feedback on their exam results and when necessary, individualized remediation plans are developed and implemented.

Graduate's Progress and Accomplishments

1. Twice a year the program collects and tracks data from the California Board of Behavior Science with regards to Alliant student's pass rate on the California Law and Ethics Exam and the MFT Standard Written License Examination.
2. The Online CFT program conducts an annual survey of its graduates which requests information about employment, progress toward licensure, perspectives on the effectiveness in preparing the graduate for professional practice. This survey is sent out to graduate electronically. Program staff follow up to contact those who have not completed the survey and obtain information about employment, licensure, etc.

3. Several of the faculty members maintain contact with program graduates. On a formal level, they often coauthor scholarship together. This information is transmitted formally via the alumni survey. On an informal level, this information is disseminated at faculty meetings.

Student Availability

Practicum and internship sites typically require that trainees/interns be available to work during normal working hours. Student availability during the week may impact the selections of practicum and internship sites.

Confidentiality

Because of the educational/training nature of the program, it is important for students, faculty, supervisors, and administrators (both at Alliant and at training sites) to be able to share information openly and honestly. Students are hereby notified that faculty, supervisors, and administrators (both at Alliant and at training sites) can and will share both academic and personal information with one another for training purposes. This includes information students may share about themselves, their backgrounds, and their experiences. Students understand that the classroom setting is not by nature a confidential setting and the program cannot prevent other students from sharing at their discretion personal information they hear in class or other settings.

Students who discuss client cases must do so under the auspices of a release signed by the client(s) indicating their understanding of the student's role and how information may be shared for educational/training purposes. Students are not at any time to discuss confidential client information outside of the educational/training context.

Paper Writing and Style Requirements

High quality writing skills are an essential part of becoming a professional psychologist or family therapist. APA Style is required for papers and projects in this program. Copies of the APA Style Manual are available in bookstores and the library. Students' writing skills will receive special attention by instructors. A student may be advised to take special writing classes, work with an editor, or utilize the university's writing lab to fix problems in this area.

Note that most word processing programs include spell checkers and grammar checkers. Most faculty members will expect that students use these resources in preparing papers. Therefore, we expect writing will be free of typographical, spelling, and simple grammatical errors.

Clinical Training

Practicum

The practicum experience is the student's beginning work as a MFT clinician, working with client couples, families, and individuals in a community-based clinic. The practicum is a minimum one-year commitment in which students accrue at least 500 client contact hours, at least 200 of which must be with couples and families. During the practicum year, students can accrue more than 1,000 of the 3,000 hours of experience (including direct client contact, supervision, and professional development) required for MFT licensure in the state of California. More information is provided in the Online CFT Masters Level Practicum Clinical Training Manual. Students also must complete and retain BBS clinical hours forms (which can be downloaded from <http://www.bbs.ca.gov>) or appropriate Board of Psychology forms (<http://www.psychboard.ca.gov>) for licensure purposes.

SECTION III: PROGRAM AND STUDENT EVALUATIONS

Student Course Evaluations

(Evaluations of instructors)

Students are asked to provide online feedback on each instructor and course toward the end of each semester. This formal, online process is an excellent opportunity to communicate **constructive criticism and praise**. Faculty members and the administration take these student evaluations seriously. They are used as one of the criteria in evaluating faculty for promotion, retention, and merit. They are also used in decisions about hiring adjunct faculty members. Evaluations are anonymous, they are machine-read and comments are typed (by someone outside of the program faculty & staff) before providing the information to faculty members and program directors.

Annual Student Evaluations

(Evaluations of students)

The academic performance and professional development of each student are evaluated yearly by faculty in the indicated degree program. This comprehensive evaluation includes academic performance, progress toward the degree goal, professional development, applied/clinical training, and identification of strengths and areas for remediation or help when indicated. For this purpose, professional development includes demonstrating good judgment; a sense of responsibility; ethical behavior; professionalism in dealing with clients, peers, supervisors, and instructors; and membership in national professional organizations. In addition, students must be responsive to the authorized supervision of his/her academic, applied, and scholarly activities and to exhibit tact, sensitivity and professionalism in all interactions.

Students will be provided with written feedback. Contact the Online Program Site Directors for specifics regarding annual student evaluations.

In order for students to remain in good standing in CFT Program, they must maintain satisfactory academic performance, evidence no psychological problems that may interfere with their work performance, receive satisfactory evaluations from supervisors, and comply with the terms of the practicum or internship contract signed with the agency providing supervised training. Identified problems may result in recommendations for review by the Student Evaluation and Review Committee (SERC). Faculty may also recommend review by the Program Director and/or Dean. Students are reminded that they must meet the academic student code of conduct and ethics and that failure to do so may result in disciplinary action up to and including dismissal from the University.

Professional conduct is an essential skill for a psychologist or couple and family therapist. Student conduct on campus (in the classroom, with peers, faculty and staff members) and in practicum/internship sites, whether in initial contacts, interviews, or later during the practicum/internship/process reflects on the quality of our program and can impact future placements. Students are expected to be courteous and professional at all times when interacting with sites and their staff. Any problems in such interactions should be addressed immediately.

Remediation

A need for remediation typically occurs when a student experiences difficulty in one or more of the following areas: (1) academic performance and progress, (2) professional suitability/judgment, (3) legal/ethical behavior, and (4) academic code of conduct.

Insufficient academic performance and progress issues include by not limited to: GPA below 3.0; fieldwork unsuitability; not following program plan; exceeding program time limit, etc. Academic factors may include the student's inability or unwillingness to acquire and demonstrate competence in program content, or to comply with program and/or university procedures.

Professional suitability/judgment refers to a student's behavior and/or decision-making that is unsuitable and/or inappropriate or unprofessional for practice in the field setting, as established by the profession. Concerns in the area of suitability for the profession include, though are not limited to, lack of development of professional skills within a field context; expressions of personal issues in ways that are inappropriate to the setting; lack of sensitivity to the perspectives of people from other cultures, religions, sexual orientation identity status, disability status and gender.

Legal/ethical factors may include the student's use of inappropriate language or actions, and violation of professional ethics codes and university rules (such as cheating, plagiarism, lying, and other offenses).

Violation and infractions of academic code of conduct include by not limited to intentional giving or use of external assistance during an examination without the expressed permission, fabrication, plagiarism, unauthorized collaboration, unauthorized research, disruption of academic activity, violations defined by faculty member, and assisting other students in acts of academic misconduct.

Student Evaluation and Review Committee (SERC) is usually involved in the remediation process. Remediation is designed to, wherever possible; assist students by (1) early identification of a problem area(s) and (2) establishing a working plan for problem correction. SERC recommends a remediation plan that affords students an opportunity to correct problems and to move toward successful program completion. In some situations, however, remediation may not be possible (e.g., serious ethical breach). Therefore, the student remediation policy does not obligate program faculty to follow or provide specific procedures or activities since each situation is unique and efforts and decisions must be individually tailored to the student's situation.

The program may choose to include the following options: additional remediation of unsatisfactory work or deficiency; offering alternative strategies for moving forward; assistance in transferring to another program; and termination from the program. Additional remediation strategies might include participation in therapy, completion of additional supervision time, transfer to another practicum site, and leave of absence from the practicum and/or degree program.

Resolving Common Problems, Student Complaints and Grievance Procedures

Problems may arise for a number of reasons during the educational program, whether in online classes, synchronous practicum classes or in practicum placement. In general, the best solution is to attempt to resolve the problem first directly with person(s) whom you are having a conflict with. If this proves unsuccessful, students should then consult with the Online Coordinator of Clinical Training for problems during practicum. For other problems, please carefully follow the Alliant policy for problem-solving, student complaints and grievance procedures in the current Alliant Course Catalog and Student Handbook.

Information Technology

The following chart outlines basic instructions for accessing the University's various information technology services.

APPENDIX A: New Student IT Logon Information

This is an overview to help prepare and inform you about the online services that are available for our students. The following three applications: **Alliant Portal, E-mail and Moodle** require the **same** username/ID and password to authenticate login. FYI: Changing the password will take effect for all three applications (portal, e-mail and Moodle).

myAlliant/Student Information System:

myAlliant is the portal for Alliant International University. Students must login to review their personal profile, check grades, review the course catalog, access the access the bookstore, check degree audit, update class schedules, review financial aid status and much more is available at myAlliant.

1. Open a web browser and go to
<https://my.alliant.edu/>

2. Enter your **User ID**: Type your first initial and last name (For example: John Doe will use **jdoe**)

* Some students will need to include a number after their User ID because of a common name.

For Example: John Smith may be **jsmith2**.

4. Enter your **Password**:

New Students – Enter the password given by your local IT coordinator.

Existing Students – Use your current network/Email password.

5. Click on Login

If you need assistance contact the Information Technology Helpdesk at helpdesk@alliant.edu or call 858-635-4357, option 2.

Accessing Your Alliant E-mail Account:

You can access your Alliant Email account from any computer on campus, from your home, your Smartphone and you're iPad (Smart Pad). Below are instructions on how to log in to your Alliant E-mail.

1. Open a web browser and go to:
<https://mail.alliant.edu>

2. Enter your Domain\user name:
The Domain\Username: **alliant** first initial of your first name followed by your last name. For Example: John Smith may be **alliant\jsmith**

* Some students will also need to include a number after their User ID because of a common name.
For Example: John Smith may be **alliant\jsmith2**.

3. Enter your Password:
New Students – You should have received your username and password via personal email, contact helpdesk@alliant.edu for username and password assistance.

Existing Students – Use your current network/Email password.

If you forget your password or experience login problems, contact the Information Technology Helpdesk via email helpdesk@alliant.edu or by phone 858-635-4357, option 2.

Accessing Your Moodle Account:

From the myAlliant home page students will be directed to the Moodle Login page by selecting on the link under Moodle. Students can also login to Moodle

by visiting the following webpage:
<http://elearning.alliant.edu>.

1. Enter your Username: Type your first initial and last name (For example: John Doe will use **jdoe**)

* Some students will need to include a number after their User ID because of a common name.
For Example: John Smith may be **jsmith2**.

2. Enter your Password:
New Students – You should have received your username and password via personal email, contact helpdesk@alliant.edu for username and password assistance.

Existing Students – Use your current network/Email password.

3. Click on Login

These resources will be beneficial to your education at Alliant International University. It is recommended that all students change their password immediately after they log in to the online applications. It is the students' best interest to familiarize themselves with these systems. The Information Technology Helpdesk is here to assist you if you have questions, comments or concerns with any of these online applications.

FYI: New account creation begins 2 weeks prior to each semester.

During this period, new account access will be available 3 business days after you register.

Contact Information for the IT Helpdesk

Phone number: 858-635-4357, option 2

E-mail: helpdesk@alliant.edu

Contact Information for Moodle

Phone number: 858-635-4470

E-mail: elearning@alliant.edu

APPENDIX B: AAMFT Code of Ethics

Effective January 1, 2015

PREAMBLE

The Board of Directors of the American Association for Marriage and Family Therapy (AAMFT) hereby promulgates, pursuant to Article 2, Section 2.01.3 of the Association's Bylaws, the Revised AAMFT Code of Ethics, effective January 1, 2015.

Honoring Public Trust

The AAMFT strives to honor the public trust in marriage and family therapists by setting standards for ethical practice as described in this Code. The ethical standards define professional expectations and are enforced by the AAMFT Ethics Committee.

Commitment to Service, Advocacy and Public Participation

Marriage and family therapists are defined by an enduring dedication to professional and ethical excellence, as well as the commitment to service, advocacy, and public participation. The areas of service, advocacy, and public participation are recognized as responsibilities to the profession equal in importance to all other aspects. Marriage and family therapists embody these aspirations by participating in activities that contribute to a better community and society, including devoting a portion of their professional activity to services for which there is little or no financial return. Additionally, marriage and family therapists are concerned with developing laws and regulations pertaining to marriage and family therapy that serve the public interest, and with altering such laws and regulations that are not in the public interest. Marriage and family therapists also encourage public participation in the design and delivery of professional services and in the regulation of practitioners. Professional competence in these areas is essential to the character of the field, and to the well-being of clients and their communities.

Seeking Consultation

The absence of an explicit reference to a specific behavior or situation in the Code does not mean that the behavior is ethical or unethical. The standards are not exhaustive. Marriage and family therapists who are uncertain about the ethics of a particular course of action are encouraged to seek counsel from consultants, attorneys, supervisors, colleagues, or other appropriate authorities.

Ethical Decision-Making

Both law and ethics govern the practice of marriage and family therapy. When making decisions regarding professional behavior, marriage and family therapists must consider the AAMFT Code of Ethics and applicable laws and regulations. If the AAMFT Code of Ethics prescribes a standard higher than that required by law, marriage and family therapists must meet the higher standard of the AAMFT Code of Ethics. Marriage and family therapists comply with the mandates of law, but make known their commitment to the AAMFT Code of Ethics and take steps to resolve the conflict in a responsible manner. The AAMFT supports legal mandates for reporting of alleged unethical conduct.

Marriage and family therapists remain accountable to the AAMFT Code of Ethics when acting as members or employees of organizations. If the mandates of an organization with which a marriage and family therapist is affiliated, through employment, contract or otherwise, conflict with the AAMFT Code of Ethics, marriage and family therapists make known to the organization their commitment to the

AAMFT Code of Ethics and take reasonable steps to resolve the conflict in a way that allows the fullest adherence to the Code of Ethics.

Binding Expectations

The AAMFT Code of Ethics is binding on members of AAMFT in all membership categories, all AAMFT Approved Supervisors and all applicants for membership or the Approved Supervisor designation. AAMFT members have an obligation to be familiar with the AAMFT Code of Ethics and its application to their professional services. Lack of awareness or misunderstanding of an ethical standard is not a defense to a charge of unethical conduct.

Resolving Complaints

The process for filing, investigating, and resolving complaints of unethical conduct is described in the current AAMFT Procedures for Handling Ethical Matters. Persons accused are considered innocent by the Ethics Committee until proven guilty, except as otherwise provided, and are entitled to due process. If an AAMFT member resigns in anticipation of, or during the course of, an ethics investigation, the Ethics Committee will complete its investigation. Any publication of action taken by the Association will include the fact that the member attempted to resign during the investigation.

Aspirational Core Values

The following core values speak generally to the membership of AAMFT as a professional association, yet they also inform all the varieties of practice and service in which marriage and family therapists engage. These core values are aspirational in nature, and are distinct from ethical standards. These values are intended to provide an aspirational framework within which marriage and family therapists may pursue the highest goals of practice.

The core values of AAMFT embody:

1. Acceptance, appreciation, and inclusion of a diverse membership.
2. Distinctiveness and excellence in training of marriage and family therapists and those desiring to advance their skills, knowledge and expertise in systemic and relational therapies.
3. Responsiveness and excellence in service to members.
4. Diversity, equity and excellence in clinical practice, research, education and administration.
5. Integrity evidenced by a high threshold of ethical and honest behavior within Association governance and by members.
6. Innovation and the advancement of knowledge of systemic and relational therapies.

Ethical Standards

Ethical standards, by contrast, are rules of practice upon which the marriage and family therapist is obliged and judged. The introductory paragraph to each standard in the AAMFT Code of Ethics is an aspirational/explanatory orientation to the enforceable standards that follow.

STANDARD I

RESPONSIBILITY TO CLIENTS

Marriage and family therapists advance the welfare of families and individuals and make reasonable efforts to find the appropriate balance between conflicting goals within the family system.

1.1 Non-Discrimination.

Marriage and family therapists provide professional assistance to persons without discrimination on the basis of race, age, ethnicity, socioeconomic status, disability, gender, health status, religion, national origin, sexual orientation, gender identity or relationship status.

1.2 Informed Consent.

Marriage and family therapists obtain appropriate informed consent to therapy or related procedures and use language that is reasonably understandable to clients. When persons, due to age or mental status, are legally incapable of giving informed consent, marriage and family therapists obtain informed permission from a legally authorized person, if such substitute consent is legally permissible. The content of informed consent may vary depending upon the client and treatment plan; however, informed consent generally necessitates that the client: (a) has the capacity to consent; (b) has been adequately informed of significant information concerning treatment processes and procedures; (c) has been adequately informed of potential risks and benefits of treatments for which generally recognized standards do not yet exist; (d) has freely and without undue influence expressed consent; and (e) has provided consent that is appropriately documented.

1.3 Multiple Relationships.

Marriage and family therapists are aware of their influential positions with respect to clients, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships with clients that could impair professional judgment or increase the risk of exploitation. Such relationships include, but are not limited to, business or close personal relationships with a client or the client's immediate family. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists document the appropriate precautions taken.

1.4 Sexual Intimacy with Current Clients and Others.

Sexual intimacy with current clients or with known members of the client's family system is prohibited.

1.5 Sexual Intimacy with Former Clients and Others.

Sexual intimacy with former clients or with known members of the client's family system is prohibited.

1.6 Reports of Unethical Conduct.

Marriage and family therapists comply with applicable laws regarding the reporting of alleged unethical conduct.

1.7 Abuse of the Therapeutic Relationship.

Marriage and family therapists do not abuse their power in therapeutic relationships.

1.8 Client Autonomy in Decision Making.

Marriage and family therapists respect the rights of clients to make decisions and help them to understand the consequences of these decisions. Therapists clearly advise clients that clients have the responsibility to make decisions regarding relationships such as cohabitation, marriage, divorce, separation, reconciliation, custody, and visitation.

1.9 Relationship Beneficial to Client.

Marriage and family therapists continue therapeutic relationships only so long as it is reasonably clear that clients are benefiting from the relationship.

1.10 Referrals.

Marriage and family therapists respectfully assist persons in obtaining appropriate therapeutic services if the therapist is unable or unwilling to provide professional help.

1.11 Non-Abandonment.

Marriage and family therapists do not abandon or neglect clients in treatment without making reasonable arrangements for the continuation of treatment.

1.12 Written Consent to Record.

Marriage and family therapists obtain written informed consent from clients before recording any images or audio or permitting third-party observation.

1.13 Relationships with Third Parties.

Marriage and family therapists, upon agreeing to provide services to a person or entity at the request of a third party, clarify, to the extent feasible and at the outset of the service, the nature of the relationship with each party and the limits of confidentiality.

STANDARD II CONFIDENTIALITY

Marriage and family therapists have unique confidentiality concerns because the client in a therapeutic relationship may be more than one person. Therapists respect and guard the confidences of each individual client.

2.1 Disclosing Limits of Confidentiality.

Marriage and family therapists disclose to clients and other interested parties at the outset of services the nature of confidentiality and possible limitations of the clients' right to confidentiality. Therapists review with clients the circumstances where confidential information may be requested and where disclosure of confidential information may be legally required. Circumstances may necessitate repeated disclosures.

2.2 Written Authorization to Release Client Information.

Marriage and family therapists do not disclose client confidences except by written authorization or waiver, or where mandated or permitted by law. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law. When providing couple, family or group treatment, the therapist does not disclose information outside the treatment context without a written authorization from each individual competent to execute a waiver. In the context of couple, family or group treatment, the therapist may not reveal any individual's confidences to others in the client unit without the prior written permission of that individual.

2.3 Client Access to Records.

Marriage and family therapists provide clients with reasonable access to records concerning the clients. When providing couple, family, or group treatment, the therapist does not provide access to records without a written authorization from each individual competent to execute a waiver. Marriage and family therapists limit client's access to their records only in exceptional circumstances when they are concerned, based on compelling evidence, that such access could cause serious harm to the client. The client's request and the rationale for withholding some or all of the record should be documented in the client's file. Marriage and family therapists take steps to protect the confidentiality of other individuals identified in client records.

2.4 Confidentiality in Non-Clinical Activities.

Marriage and family therapists use client and/or clinical materials in teaching, writing, consulting, research, and public presentations only if a written waiver has been obtained in accordance with Standard 2.2, or when appropriate steps have been taken to protect client identity and confidentiality.

2.5 Protection of Records.

Marriage and family therapists store, safeguard, and dispose of client records in ways that maintain confidentiality and in accord with applicable laws and professional standards.

2.6 Preparation for Practice Changes.

In preparation for moving a practice, closing a practice, or death, marriage and family therapists arrange for the storage, transfer, or disposal of client records in conformance with applicable laws and in ways that maintain confidentiality and safeguard the welfare of clients.

2.7 Confidentiality in Consultations.

Marriage and family therapists, when consulting with colleagues or referral sources, do not share confidential information that could reasonably lead to the identification of a client, research participant, supervisee, or other person with whom they have a confidential relationship unless they have obtained the prior written consent of the client, research participant, supervisee, or other person with whom they have a confidential relationship. Information may be shared only to the extent necessary to achieve the purposes of the consultation.

STANDARD III

PROFESSIONAL COMPETENCE AND INTEGRITY

Marriage and family therapists maintain high standards of professional competence and integrity.

3.1 Maintenance of Competency.

Marriage and family therapists pursue knowledge of new developments and maintain their competence in marriage and family therapy through education, training, and/or supervised experience.

3.2 Knowledge of Regulatory Standards.

Marriage and family therapists pursue appropriate consultation and training to ensure adequate knowledge of and adherence to applicable laws, ethics, and professional standards.3.3 Seek Assistance. Marriage and family therapists seek appropriate professional assistance for issues that may impair work performance or clinical judgment.

3.4 Conflicts of Interest.

Marriage and family therapists do not provide services that create a conflict of interest that may impair work performance or clinical judgment.

3.5 Maintenance of Records.

Marriage and family therapists maintain accurate and adequate clinical and financial records in accordance with applicable law.

3.6 Development of New Skills.

While developing new skills in specialty areas, marriage and family therapists take steps to ensure the competence of their work and to protect clients from possible harm. Marriage and family therapists

practice in specialty areas new to them only after appropriate education, training, and/or supervised experience.

3.7 Harassment.

Marriage and family therapists do not engage in sexual or other forms of harassment of clients, students, trainees, supervisees, employees, colleagues, or research subjects.

3.8 Exploitation.

Marriage and family therapists do not engage in the exploitation of clients, students, trainees, supervisees, employees, colleagues, or research subjects.

3.9 Gifts.

Marriage and family therapists attend to cultural norms when considering whether to accept gifts from or give gifts to clients. Marriage and family therapists consider the potential effects that receiving or giving gifts may have on clients and on the integrity and efficacy of the therapeutic relationship.

3.10 Scope of Competence.

Marriage and family therapists do not diagnose, treat, or advise on problems outside the recognized boundaries of their competencies.

3.11 Public Statements.

Marriage and family therapists, because of their ability to influence and alter the lives of others, exercise special care when making public their professional recommendations and opinions through testimony or other public statements.

3.12 Professional Misconduct.

Marriage and family therapists may be in violation of this Code and subject to termination of membership or other appropriate action if they: (a) are convicted of any felony; (b) are convicted of a misdemeanor related to their qualifications or functions; (c) engage in conduct which could lead to conviction of a felony, or a misdemeanor related to their qualifications or functions; (d) are expelled from or disciplined by other professional organizations; (e) have their licenses or certificates suspended or revoked or are otherwise disciplined by regulatory bodies; (f) continue to practice marriage and family therapy while no longer competent to do so because they are impaired by physical or mental causes or the abuse of alcohol or other substances; or (g) fail to cooperate with the Association at any point from the inception of an ethical complaint through the completion of all proceedings regarding that complaint.

STANDARD IV

RESPONSIBILITY TO STUDENTS AND SUPERVISEES

Marriage and family therapists do not exploit the trust and dependency of students and supervisees.

4.1 Exploitation.

Marriage and family therapists who are in a supervisory role are aware of their influential positions with respect to students and supervisees, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships that could impair professional objectivity or increase the risk of exploitation. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists take appropriate precautions.

4.2 Therapy with Students or Supervisees.

Marriage and family therapists do not provide therapy to current students or supervisees.

4.3 Sexual Intimacy with Students or Supervisees.

Marriage and family therapists do not engage in sexual intimacy with students or supervisees during the evaluative or training relationship between the therapist and student or supervisee.

4.4 Oversight of Supervisee Competence.

Marriage and family therapists do not permit students or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, and competence.

4.5 Oversight of Supervisee Professionalism.

Marriage and family therapists take reasonable measures to ensure that services provided by supervisees are professional.

4.6 Existing Relationship with Students or Supervisees.

Marriage and family therapists are aware of their influential positions with respect to supervisees, and they avoid exploiting the trust and dependency of such persons. Supervisors, therefore, make every effort to avoid conditions and multiple relationships with supervisees that could impair professional judgment or increase the risk of exploitation. Examples of such relationships include, but are not limited to, business or close personal relationships with supervisees or the supervisee's immediate family. When the risk of impairment or exploitation exists due to conditions or multiple roles, supervisors document the appropriate precautions taken.

4.7 Confidentiality with Supervisees.

Marriage and family therapists do not disclose supervisee confidences except by written authorization or waiver, or when mandated or permitted by law. In educational or training settings where there are multiple supervisors, disclosures are permitted only to other professional colleagues, administrators, or employers who share responsibility for training of the supervisee. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law.

4.8 Payment for Supervision.

Marriage and family therapists providing clinical supervision shall not enter into financial arrangements with supervisees through deceptive or exploitative practices, nor shall marriage and family therapists providing clinical supervision exert undue influence over supervisees when establishing supervision fees. Marriage and family therapists shall also not engage in other exploitative practices of supervisees.

STANDARD V

RESEARCH AND PUBLICATION

Marriage and family therapists respect the dignity and protect the welfare of research participants, and are aware of applicable laws, regulations, and professional standards governing the conduct of research.

5.1 Institutional Approval.

When institutional approval is required, marriage and family therapists submit accurate information about their research proposals and obtain appropriate approval prior to conducting the research.

5.2 Protection of Research Participants.

Marriage and family therapists are responsible for making careful examinations of ethical acceptability in planning research. To the extent that services to research participants may be compromised by participation in research, marriage and family therapists seek the ethical advice of qualified professionals not directly involved in the investigation and observe safeguards to protect the rights of research participants.

5.3 Informed Consent to Research.

Marriage and family therapists inform participants about the purpose of the research, expected length, and research procedures. They also inform participants of the aspects of the research that might reasonably be expected to influence willingness to participate such as potential risks, discomforts, or adverse effects. Marriage and family therapists are especially sensitive to the possibility of diminished consent when participants are also receiving clinical services, or have impairments which limit understanding and/or communication, or when participants are children. Marriage and family therapists inform participants about any potential research benefits, the limits of confidentiality, and whom to contact concerning questions about the research and their rights as research participants.

5.4 Right to Decline or Withdraw Participation.

Marriage and family therapists respect each participant's freedom to decline participation in or to withdraw from a research study at any time. This obligation requires special thought and consideration when investigators or other members of the research team are in positions of authority or influence over participants. Marriage and family therapists, therefore, make every effort to avoid multiple relationships with research participants that could impair professional judgment or increase the risk of exploitation. When offering inducements for research participation, marriage and family therapists make reasonable efforts to avoid offering inappropriate or excessive inducements when such inducements are likely to coerce participation.

5.5 Confidentiality of Research Data.

Information obtained about a research participant during the course of an investigation is confidential unless there is a waiver previously obtained in writing. When the possibility exists that others, including family members, may obtain access to such information, this possibility, together with the plan for protecting confidentiality, is explained as part of the procedure for obtaining informed consent.

5.6 Publication.

Marriage and family therapists do not fabricate research results. Marriage and family therapists disclose potential conflicts of interest and take authorship credit only for work they have performed or to which they have contributed.

Publication credits accurately reflect the relative contributions of the individual involved.

5.7 Authorship of Student Work.

Marriage and family therapists do not accept or require authorship credit for a publication based from student's research, unless the marriage and family therapist made a substantial contribution beyond being a faculty advisor or research committee member. Co-authorship on student research should be determined in accordance with principles of fairness and justice.

5.8 Plagiarism.

Marriage and family therapists who are the authors of books or other materials that are published or distributed do not plagiarize or fail to cite persons to whom credit for original ideas or work is due.

5.9 Accuracy in Publication.

Marriage and family therapists who are authors of books or other materials published or distributed by an organization take reasonable precautions to ensure that the published materials are accurate and factual.

STANDARD VI

TECHNOLOGY-ASSISTED PROFESSIONAL SERVICES

Therapy, supervision, and other professional services engaged in by marriage and family therapists take place over an increasing number of technological platforms. There are great benefits and responsibilities inherent in both the traditional therapeutic and supervision contexts, as well as in the utilization of technologically-assisted professional services. This standard addresses basic ethical requirements of offering therapy, supervision, and related professional services using electronic means.

6.1 Technology Assisted Services.

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

6.2 Consent to Treat or Supervise.

Clients and supervisees, whether contracting for services as individuals, dyads, families, or groups, must be made aware of the risks and responsibilities associated with technology-assisted services. Therapists are to advise clients and supervisees in writing of these risks, and of both the therapist's and clients'/supervisees' responsibilities for minimizing such risks.

6.3 Confidentiality and Professional Responsibilities.

It is the therapist's or supervisor's responsibility to choose technological platforms that adhere to standards of best practices related to confidentiality and quality of services, and that meet applicable laws. Clients and supervisees are to be made aware in writing of the limitations and protections offered by the therapist's or supervisor's technology.

6.4 Technology and Documentation.

Therapists and supervisors are to ensure that all documentation containing identifying or otherwise sensitive information which is electronically stored and/or transferred is done using technology that adhere to standards of best practices related to confidentiality and quality of services, and that meet applicable laws. Clients and supervisees are to be made aware in writing of the limitations and protections offered by the therapist's or supervisor's technology.

6.5 Location of Services and Practice.

Therapists and supervisors follow all applicable laws regarding location of practice and services, and do not use technologically-assisted means for practicing outside of their allowed jurisdictions.

6.6 Training and Use of Current Technology.

Marriage and family therapists ensure that they are well trained and competent in the use of all chosen technology-assisted professional services. Careful choices of audio, video, and other options are made in order to optimize quality and security of services, and to adhere to standards of best practices for technology-assisted services. Furthermore, such choices of technology are to be suitably advanced and current so as to best serve the professional needs of clients and supervisee

STANDARD VII

PROFESSIONAL EVALUATIONS

Marriage and family therapists aspire to the highest of standards in providing testimony in various contexts within the legal system.

7.1 Performance of Forensic Services.

Marriage and family therapists may perform forensic services which may include interviews, consultations, evaluations, reports, and assessments both formal and informal, in keeping with applicable laws and competencies.

7.2 Testimony in Legal Proceedings.

Marriage and family therapists who provide expert or fact witness testimony in legal proceedings avoid misleading judgments, base conclusions and opinions on appropriate data, and avoid inaccuracies insofar as possible. When offering testimony, as marriage and family therapy experts, they shall strive to be accurate, objective, fair, and independent.

7.3 Competence.

Marriage and family therapists demonstrate competence via education and experience in providing testimony in legal systems.

7.4 Informed Consent.

Marriage and family therapists provide written notice and make reasonable efforts to obtain written consents of persons who are the subject(s) of evaluations and inform clients about the evaluation process, use of information and recommendations, financial arrangements, and the role of the therapist within the legal system.

7.5 Avoiding Conflicts.

Clear distinctions are made between therapy and evaluations. Marriage and family therapists avoid conflict in roles in legal proceedings wherever possible and disclose potential conflicts. As therapy begins, marriage and family therapists clarify roles and the extent of confidentiality when legal systems are involved.

7.6 Avoiding Dual Roles.

Marriage and family therapists avoid providing therapy to clients for whom the therapist has provided a forensic evaluation and avoid providing evaluations for those who are clients, unless otherwise mandated by legal systems.

7.7 Separation of Custody Evaluation from Therapy.

Marriage and family therapists avoid conflicts of interest in treating minors or adults involved in custody or visitation actions by not performing evaluations for custody, residence, or visitation of the minor. Marriage and family therapists who treat minors may provide the court or mental health professional

performing the evaluation with information about the minor from the marriage and family therapist's perspective as a treating marriage and family therapist, so long as the marriage and family therapist obtains appropriate consents to release information.

7.8 Professional Opinions.

Marriage and family therapists who provide forensic evaluations avoid offering professional opinions about persons they have not directly interviewed. Marriage and family therapists declare the limits of their competencies and information.

7.9 Changes in Service.

Clients are informed if changes in the role of provision of services of marriage and family therapy occur and/or are mandated by a legal system.

7.10 Familiarity with Rules.

Marriage and family therapists who provide forensic evaluations are familiar with judicial and/or administrative rules prescribing their roles.

STANDARD VIII

FINANCIAL ARRANGEMENTS

Marriage and family therapists make financial arrangements with clients, third-party payors, and supervisees that are reasonably understandable and conform to accepted professional practices.

8.1 Financial Integrity.

Marriage and family therapists do not offer or accept kickbacks, rebates, bonuses, or other remuneration for referrals. Fee-for-service arrangements are not prohibited.

8.2 Disclosure of Financial Policies.

Prior to entering into the therapeutic or supervisory relationship, marriage and family therapists clearly disclose and explain to clients and supervisees: (a) all financial arrangements and fees related to professional services, including charges for canceled or missed appointments; (b) the use of collection agencies or legal measures for nonpayment; and (c) the procedure for obtaining payment from the client, to the extent allowed by law, if payment is denied by the third-party payor. Once services have begun, therapists provide reasonable notice of any changes in fees or other charges.

8.3 Notice of Payment Recovery Procedures.

Marriage and family therapists give reasonable notice to clients with unpaid balances of their intent to seek collection by agency or legal recourse. When such action is taken, therapists will not disclose clinical information.

8.4 Truthful Representation of Services.

Marriage and family therapists represent facts truthfully to clients, third-party payors, and supervisees regarding services rendered.

8.5 Bartering.

Marriage and family therapists ordinarily refrain from accepting goods and services from clients in return for services rendered. Bartering for professional services may be conducted only if: (a) the supervisee or client requests it; (b) the relationship is not exploitative; (c) the professional relationship is not distorted; and (d) a clear written contract is established.

8.6 Withholding Records for Non-Payment.

Marriage and family therapists may not withhold records under their immediate control that are requested and needed for a client's treatment solely because payment has not been received for past services, except as otherwise provided by law.

STANDARD IX ADVERTISING

Marriage and family therapists engage in appropriate informational activities, including those that enable the public, referral sources, or others to choose professional services on an informed basis.

9.1 Accurate Professional Representation.

Marriage and family therapists accurately represent their competencies, education, training, and experience relevant to their practice of marriage and family therapy in accordance with applicable law.

9.2 Promotional Materials.

Marriage and family therapists ensure that advertisements and publications in any media are true, accurate, and in accordance with applicable law.

9.3 Professional Affiliations.

Marriage and family therapists do not hold themselves out as being partners or associates of a firm if they are not.

9.4 Professional Identification.

Marriage and family therapists do not use any professional identification (such as a business card, office sign, letterhead, Internet, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive.

9.5 Educational Credentials.

Marriage and family therapists claim degrees for their clinical services only if those degrees demonstrate training and education in marriage and family therapy or related fields.

9.6 Employee or Supervisee Qualifications.

Marriage and family therapists make certain that the qualifications of their employees and supervisees are represented in a manner that is true, accurate, and in accordance with applicable law.

9.7 Specialization.

Marriage and family therapists represent themselves as providing specialized services only after taking reasonable steps to ensure the competence of their work and to protect clients, supervisees, and others from harm.

9.8 Correction of Misinformation.

Marriage and family therapists correct, wherever possible, false, misleading, or inaccurate information and representations made by others concerning the therapist's qualifications, services, or prod

SIGNATURE PAGE STUDENT MANUAL ACKNOWLEDGEMENT

I hereby acknowledge receipt of my personal copy of the Online CFT Program Manual 2018-19. I agree to read the manual and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this manual is subject to change. I understand that changes in policies may supersede, modify, or render obsolete the information summarized in this manual. As the Online CFT Program provides updated policy information, I accept responsibility for reading and abiding by the changes.

Student's Name: _____

Student's Signature: _____ Date: _____

Note: Submit signature page to Clinical Training Coordinator or program designee.