

# Counseling Department Log of Mandated Personal Psychotherapy Hours

*Please use a different form for each psychotherapist*



Kalmanovitz School  
of Education

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Specialization(s): \_\_\_\_\_

Advisor: \_\_\_\_\_

Psychotherapist's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

License/Associate Number: \_\_\_\_\_

(If preferred, complete log and attach the therapist's verification letter rather than signatures.)

\*.5 hour/1 hour/2 hours, etc.

\*\*Individual face-to-face, group, couples, etc.

Hours accrued pre-placement	Date	*Time in session	**Type of therapy	Psychotherapist signature

Hours accrued during placement	Date	*Time in session	**Type of therapy	Psychotherapist signature

Total hours accrued pre-placement: \_\_\_\_\_

Student signature: \_\_\_\_\_

Total hours accrued during placement: \_\_\_\_\_

Student signature: \_\_\_\_\_

**Saint Mary's College Counseling Department**  
**Mandated Personal Psychotherapy Requirement Policy:**

The counseling department requires that all students engage in at least 20 hours of face-to-face personal psychotherapy (in-person or via telehealth) with either a licensed mental health professional (an LMFT, LPCC, LCSW, LEP, licensed psychologist, or psychiatrist) or supervised pre-licensed clinician (ie., AMFT, APCC, Registered Psychological Associate) once they are enrolled in the program.

**NOTE: The counseling department does not provide funding for personal psychotherapy.**

Half of these hours (10) can be acquired during a two-year period prior to beginning field placement or internship (COUN 791/793, FPSY 798, SPSY 792) and the other half must be gained while in field placement or internship. Of the 20 hours, a minimum of 10 hours must be in the form of individual therapy, and up to 10 hours can be gained in couples, family, or group counseling.

Though SMC Counseling and Psychological Services (CAPS) can be used for your personal psychotherapy support, **CAPS will not sign off on therapy hours.** Technology-based online therapy delivery via tech company platforms like BetterHelp and TalkSpace will not be counted; however, independent online therapy provided directly by a licensed or supervised pre-licensed clinician will be allowed. (A list of local therapists who offer sliding scale options is maintained by the counseling department senior administrative assistants.) Please consult with your faculty advisor if there is any question about the eligibility of your therapist.

The completed form(s) must be turned in to your field placement seminar instructor for review at the end of the spring semester.

**\*\*NOTE:** If students have difficulty completing the form by providers i.e. Kaiser, Summit etc. students can request from the hospital/provider a **Verification of Services and verification of dates/date range attended;** This info will suffice in lieu of the form. Provider/hospital has an obligation to provide the information within 36 hrs.

**\*\*\*This does not include Post-Master's, School Counseling and School Psychology PPS Credential-only students.**