

<b>MCFT Transition Points 2025-2026</b>	
<b>Admission to the Program</b>	<ul style="list-style-type: none"> <li>● Submit a complete application with official transcripts (including undergraduate degree-posted), essay, resume, and three letters of recommendation</li> <li>● Application review by MCFT Faculty</li> <li>● Interview decision</li> <li>● MCFT program recommendation to admit</li> <li>● Graduate admissions committee approval</li> </ul>
<b>Year 1 Fall</b> <i>By End of First Term</i>	<ul style="list-style-type: none"> <li>● Signed attestation in Taskstream of student's agreement to follow AAMFT code of ethics</li> <li>● Signed attestation in Taskstream that student has read the MCFT Student Handbook and reviewed the program transition points</li> <li>● Signed attestation in Taskstream that student has received information from the program related to licensure and portability of degree</li> <li>● Completed background check</li> <li>● Completed plan of study uploaded to Taskstream</li> <li>● Proof of AAMFT student membership and copy of liability coverage uploaded to Taskstream (renewal <b>required for every year student is in the program</b>)</li> </ul>
<b>Year 2 Fall</b> <i>Approval for Clinical Readiness</i>	<ul style="list-style-type: none"> <li>● Faculty review for approval for clinical readiness (process outlined in the Clinical Training Handbook; CTH)</li> </ul>
<b>Year 2 Fall &amp; Spring</b> <i>Required Paperwork Prior to the Start of Clinical Training</i>	<ul style="list-style-type: none"> <li>● Proof of AAMFT student membership and copy of liability coverage uploaded to Taskstream (required for every year student is in the program)</li> <li>● Attendance at MCFT Clinical Orientation I (Year 2 Fall Term) &amp; Clinical Orientation II (Year 2 Spring Term)</li> <li>● Attendance at CTSP Internship Fair</li> <li>● Internship contract submitted via Salesforce</li> <li>● Externship contract submitted via Salesforce</li> </ul>
<b>Year 2 Summer - Year 3 Summer</b> <i>MCFT 582 Completion</i>	<ul style="list-style-type: none"> <li>● Completion of 2 semesters of internship at L&amp;C CCC</li> <li>● Completion of 3+ semesters at an externship placement in the community</li> <li>● Completion of 12 credits of MCFT 582</li> <li>● Completion of <i>at least</i> 400 direct client contact hours (of which 150 hrs minimum relational) &amp; 100 AAMFT Approved Supervision hours (of which 50 hrs minimum raw/live).</li> <li>● Clinical training paperwork required for each term of MCFT 582: <ul style="list-style-type: none"> <li>○ Semester summary log signed and submitted to Taskstream</li> <li>○ Supervisee evaluation form &amp; goals submitted electronically via Salesforce (evaluations required by 582 supervisor and externship supervisor for all clinically active terms). <ul style="list-style-type: none"> <li>○ Students must meet a minimum level of clinical competence on all evaluations as outlined in the Clinical Training Handbook.</li> </ul> </li> <li>○ Supervisor evaluation form submitted electronically via Salesforce (evaluations required for 582 supervisor and externship supervisor for all clinically active terms).</li> <li>○ MCFT 582 course evaluation submitted electronically</li> </ul> </li> </ul>
<b>Year 3 Spring &amp; Summer</b> <i>Program Completion</i>	<ul style="list-style-type: none"> <li>● In Year 3 spring term, their final term of the program, students will complete Application to Graduate form (student should run audit of their program evaluation in web advisor to ensure they have met all MCFT curricular requirements)</li> <li>● Satisfy all items listed on graduation checklist, including: <ul style="list-style-type: none"> <li>○ Complete all required coursework</li> <li>○ Complete all required client contact and supervisory hours as outlined above</li> <li>○ Close all client files in Internship and Externship</li> <li>○ Ensure all administrative program documents are complete</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ Upload all items to complete professional development portfolio on Taskstream.<ul style="list-style-type: none"><li>• Passing score of 70% met on practice MFT licensing exam</li></ul></li><li>○ Completion of the MCFT Program Exit Survey</li><li>○ Complete checkout with CTSP administrative coordinator</li></ul>
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