

**Policy on start date for counting hours for BBS pre-degree trainee requirements [9-24-23]**

For non-clinical hours (e.g., training), students can begin to record hours for the BBS at their agency prior to the first day of class provided they are enrolled in (registered for and paid for) a fieldwork course (PSYC 243) at SJSU.

For clinical contact hours (e.g., face-to-hours), students can begin to record hours for the BBS **ONLY** beginning on the start of the first day of classes in the Fall semester.

Please note that hours earned between semesters (e.g., winter break) continue to count towards BBS requirements even when not attending classes. It is expected that students enroll in (register and pay for) a fieldwork course for the following Spring semester prior to or during that break between semesters.

Remember that all recorded hours must be signed-off by a supervisor. If a supervisor determines that hours can only be counted in a particular category for the BBS, then that is how the hours will count. That is, if a supervisor deems that shadowing is training, not face-to-hours, then that is how they will count.

**Policy on counting shadowing hours for BBS pre-degree trainee requirements [9-24-23]**

For SJSU's MS in CMHC, shadowing a psychotherapist involves actively participating in the interaction with the client (not observing, sitting silently, or just greeting the client). Shadowing hours can be recorded as clinical contact hours (face-to-face hours) up to a maximum of 10 hours as part of your training or on-boarding at the fieldwork placement site.