

SAMPLE. CONTRACT for Therapists in Postgraduate Training for State Licensure

Center Name and Logo

Contract Agreement for Postgraduate Training

(Name) has been accepted into the Postgraduate Training Program in Psychotherapy at the (name of center), beginning on (date of start). The program is a two-year, full time training program designed to prepare a Resident for state license to practice independently as a mental health therapist in the state of (state name). The following are the requirements of the two-year program:

- Provide direct psychotherapy service to clients, with close supervision and training seminars
- Attend weekly individual and group supervision of all clinical work
- Follow all requirements of supervision, such as recordings of client sessions for supervision review
- Attend all, and participate in, Center staff meetings, case conferences, and all other staff required activities
- Maintain proper case notes and treatment plans, using the electronic records system of the (center name), in keeping with the Clinical Services Manual
- Observe all standards listed in the (center name) Personnel Practices Manual and in the Clinical Services Manual.

All Postgraduate Residents will be compensated at \$_____ per client session provided every two weeks. The (center name) will treat the Postgraduate Resident as a W-2 staff employee for a specified 24-month period. No benefits will be provided. However, the Resident may purchase benefits from their own compensation based upon what the (center name) offers for all full time employees. Time off and vacation periods are determined with the Resident's primary supervisor and the (center name) executive director.

If the Resident has not completed the state-required 3,000 hours of direct therapy service by the end of the training period the Resident may apply for a 6-month extension to allow for any needed time to complete the hours for licensure application. This request must be

made no later than the last month of the 24-month training program period and should be submitted to the Training Director for approval.

The signatures of the Postgraduate Resident, the Training Director, and the Executive Director below signify the parties' agreement. If, for any reason, one party wishes to end the agreement before the 24-month completion this must be provided to all parties in writing, followed by an exit interview and clinical plan for client care. Because client care is the most important issue, such exit process should not take less than two weeks, allowing for responsible and ethical transitioning and referrals for client care.

Date: _____

Postgraduate Resident

Training Director

Executive Director