

Supervision Information Sheet

- ❖ Hours required to be completed for licensure:
 - 2000 hours of supervised professional practice
 - 1250 hours must be post-masters.
 - 100 hours of face-to-face supervision
 - 75 hours must be individual supervision.
 - Face-to-face supervision must occur at least 1 hour for every 40 hours spent in counseling and counseling related activities.
 - 24 months of supervised professional practice
 - All 24 months must be post-masters.
 - Counseling and counseling related activities must be earned at a rate of not less than 8 hours per week.

- ❖ Supervision must be based on one of the following forms of observation or a combination of the following forms of observation. Case notes may be used to supplement the following forms of observation but may not be used exclusively.
 - Live Observation
 - Audio Tapes
 - Video Tapes
 - Verbatim Transcripts

- ❖ Any supervisor outside of your Master's program should complete the **Verification of Arrangements for Clinical Supervision Form**. Requests for supervisor approval will be answered in writing to the supervisor. This form should be completed prior to changing supervisors.
 - Requirements for Supervisors:
 - Credentialed/Licensed by this Board or a Board with similar or exceeding licensure requirements, acceptable credentials are:
 - Licensed Professional Counselor (LPC)
 - Licensed Clinical Social Worker (LCSW)
 - Licensed Marriage and Family Therapist (LMFT)
 - Licensed Clinical Addictions Specialists (LCAS)
 - Licensed Psychologist
 - Licensed Psychological Associate
 - Licensed Psychiatrist
 - 5 Years Counseling Experience
 - 2 Years Licensed Experience
 - In Good Standing with their Board

- ❖ Areas of Review:

Individual counseling skills	Diagnostic skills
Treatment planning implementation	Appropriate referral making
Appropriate record keeping	Group counseling skills
Personal integrity	Consulting skills
Insight into client's problems	Ability to relate to co-workers
Ability to be objective on the job	Knowledge of assessment instruments
Ethical conduct	Concern for the welfare of clients
Sense of responsibility	Recognition of own limits
Supervisory abilities	Ability to keep material confidential

Supervisors, once approved, will be sent the form they need to submit on a quarterly basis to the Board's office. The form is based upon a calendar quarter system. It is the applicant's responsibility to make sure documentation of hours is received in the Board's office.

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