



Supervision Simplified

- You must be licensed as an LPC Associate in order to work in North Carolina to accrue supervision hours and you **must** have a Board- Approved Supervision Contract (and receive approval) prior to providing services as a counselor. **Exception:** If you work in an exempt setting (school, university, government agency) you may accrue supervision hours if you have a Board- approved supervision contract on file.
- Supervised hours cannot be accrued before the Supervision Contract is approved. *Hours cannot be counted retroactively;* you will receive an email notification once your Contract has been approved. You will also be able to view/print your Supervision Contract and Supervision Contract Approval Letter by logging into the Counselor Gateway and viewing your license files.
- Counseling experience must be gained at a rate of no more than forty (40) hours per week. There is no minimum rate, however LPC Associates are prohibited from exceeding the forty (40) hour per week maximum.
- LPCA's must cease and desist working as soon as they reach forty (40) hours of work if they have not had at least one (1) hour of individual or two (2) hours of group supervision with their Board approved supervisor. If an LPCA works less than forty (40) hours in a given week, this still applies if the LPCA has not received supervision after their fortieth hour. The LPCA license is contingent on the licensee receiving supervision a minimum of one (1) hour of individual or two (2) hours of group for every forty (40) hours of work. For example, completing two hours of individual supervision after eighty (80) hours of work would be outside the scope of the law.
- Supervision Contracts can be sent by mail, email, or fax. The email address for electronic submission of supervision contracts is (gibson@ncblpc.org or supervision@ncblpc.org). Please make sure the form is completed and all signatures are present. Failure to complete or sign the form will result in a delay in the approval of your contract.
- If not receiving supervision, it shall be the responsibility of the Licensed Professional Counselor Associate to report such to the Board.
- Supervision Contract approval (or denial) letters are sent to the supervisor and supervisee via email. Please review your contact information in the Counselor Gateway to ensure we have your correct email address as this is primarily how the Board will communicate with you regarding your contract status. Contracts are generally reviewed and approved within two weeks of receipt.



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- Quarterly Supervision Reports must either be mailed with the Supervisor's signature across the flap of the sealed envelope, faxed **OR** emailed directly from the supervisor's email address on file. For supervisors submitting the form electronically via the Counselor Gateway or email, typing your first and last name on the signature line will be considered your electronic signature that has the same legal effect and can be enforced in the same way as your written signature.
- Quarters are based on the calendar quarter system, i.e., January- March, April- June, July- September and October- December. Quarterly reports should be submitted no later than the end of the month after the quarter ends. (Example: January- March reports should be submitted no later than April 30th).
- Licensed Professional Counselor Supervisors and Qualified Clinical Supervisors are contractually obligated (via signature on the Supervision Contract) to submit Quarterly and Final Supervision Reports timely. Quarterly and Final Reports cannot be withheld due to issues between the supervisor and supervisee.
- It is imperative that Quarterly Supervision Reports are submitted timely. These reports are used as a tool to track progress during the LPCA Supervision period and allows the Board to identify any legal or ethical issues that may need to be addressed prior to application for full licensure.
- The Board no longer requires the submission of hours on Quarterly reports. **All hours are to be reported to the Board on Final Supervision reports.** Please note the Supervisor in collaboration with the supervisee, must maintain a log of clinical supervision hours that includes the following:
 1. The date;
 2. Supervision start and stop times;
 3. The modality of supervision to be provided, such as live observation, co-therapy, audio and video recording, and live supervision, as defined by Rule .0208 and,
 4. Notes on recommendations or interventions used during the supervision.

The supervisor must maintain copies of these logs for a minimum of seven (7) years beyond termination or completion of supervision and must provide copies to the Board for inspection upon request. A Supervision Log template can be found on the NCB LPC website.

- "Direct" hours= live contact with individuals, groups and families through counseling and/or appraisal activities. "Indirect" hours= counseling-related work such as phone calls and paper work. "Individual" = face-to-face meeting (live, interactive and visual with the



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supervisor. LPCAs may use video but it must be real time and involve verbal and visual interaction.

- The supervisor shall be available for consultation with the Board or its committees regarding the supervisee's competence.
- LPCAs may meet more frequently with their supervisor. The requirements of one (1) hour of individual or two (2) hours of group supervision are only minimums.
- Supervisors must use one of the following forms of observation or a combination of one or more: direct/live observation, co-therapy, audio or video recording, or live supervision. Self-reports and written materials may be used to supplement the supervision process but may not be used exclusively.
- Upon completion of the 3,000 hours of supervised experience, LPCAs may APPLY for the LPC license otherwise they may remain an LPC Associate. There is no maximum amount of time that person must complete their 3,000 hours. However, and LPCA must continue to renew their license in order to practice.
- Final Supervision Reports shall be submitted to the Board within two (2) weeks of termination of supervision and within two (2) weeks of a change in the conditions specified in the supervision contract on file with the Board. Final Supervision Reports must either be mailed with the Supervisor's signature across the flap of the sealed envelope, *faxed* **OR** emailed directly from the supervisor's email address on file. For supervisors submitting the form electronically via the Counselor Gateway or email, typing your first and last name on the signature line will be considered your electronic signature that has the same legal effect and can be enforced in the same way as your written signature.
- LPCAs may apply for the LPC license 60 days prior to completion of the supervision hours, and supervision must continue until the LPC license is issued.
- A separate supervision contract shall be filed for each separate work setting and each supervisor must be approved prior to beginning supervision. LPCAs may have more than one supervisor. The Board must receive a Final Supervision for every supervisor on record. If a Supervision Contract was approved, but supervision did not occur under that supervisor, we still require a Final Supervision Report indicating zero hours.