Administrative Logistics of Supervision
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Objectives

- Describe the requirements for supervisors
- Understand process for obtaining temporary license
- Understand elements of supervision contract and informed consent
- Describe requirements of the internship experience
- Describe board paperwork for interns and supervisors
- Describe required documentation methods
- Learn requirements of maintaining credentials
Sources of Information

• LPC Board Rules, 22 TAC 681

• American Counseling Association (ACA)
Becoming a Supervisor

• Complete a 40 hour training course
  – Can be a graduate course in counselor supervision
  – Continuing education program
• The 40 hours cannot exceed a 90 day period
• LPC license must be in good standing
• Must have had your LPC license for 2 years
• Application must be submitted within 2 years
• A doctoral degree can be substituted for 12 months
  — Exempt from two year requirement

• An application fee of $100.00 per two year period is required

• Supervisor must be an LPC

• Application form
Requirements

• You are responsible for the Intern
• You must ensure your Intern is aware and adheres to the code of ethics
• Written remediation plan for an Intern who falls short on skills and competence
• If your license is suspended or revoked so is your supervisor status
• You must inform all you Interns of your status
• If your status is expired an Intern cannot accumulate hours under your supervision
• You may not be employed by an Intern
• You may receive compensation from the Intern for supervision
• Unless it is part of your employment responsibilities
• If your status expires you can be held liable to refund supervision fees to the Intern
From Graduation to Supervision

• Complete a masters or doctorate degree in a counseling related field (48 hours)
• Must pass the National Counselor Exam (NCE)
• And the Texas Jurisprudence Exam (TJE)
  – NCE is administered at various testing sites
  – The TJE is administered online at the Texas State Board of Examiners of Professional Counselors Home Page
Taking the NCE

• Fill out the NCE exam application
  – LPC Board Website under “Apply for a New License” tab or under “Applications and Forms”)

• Include check or money order for $185.00 payable to NBCC

• Include official unsealed transcript(s)

• Will receive notice via email and then can schedule the test through AMP’s website, www.goAMP.com or by calling 888-519-9901
Application Steps

Submit LPC-Intern Application to Texas State Board of Examiners of Professional Counselors with following items:

• Application for Licensure (completed and signed)
• $200 Application and License fee
• Practicum Documentation Form
• Supervisory Agreement Form
• Copy of supervisor’s wallet renewal card
• Official sealed, stamped graduate transcript
• Exam scores from NBCC showing proof of passing NCE
• Proof of passing jurisprudence exam
• Mail application and fee to the LPC Board
  • Address listed on the application form
• Application Form
Informed Consent

• Informed Consent: provides the parties with the information they need to make decision about their participation in activities
Informed Consent for supervisee/clients

• Detailed status of the supervisor
  – Including contact information
  – Qualifications and credentials

• Who is in supervision
  – Group, individual, team, other staff

• How observed

• Client confidentiality
• Release for audio/video, etc.
• Record keeping procedures
• Client’s rights
• Logistics of treatment
  – Length, fees, frequency
• Risks/Benefits of treatment
• Client consent for treatment by supervisee and supervisor
Contract

• Contracts clarify methods, goals, and expectations of supervision
• Defines roles
  – Supervisor, supervisee, and relationship
• Encourage professional interaction between parties
• Clearly defines expectations and procedures required by the supervisor
Contract Structure

• Logistics
  – Where
  – When
  – Length
  – Fee
  – Cancellation policy
  – Format
• Specific Area of Competence
  – Education level
  – Supervisory experience
• Responsibilities clarified
• Administrative tasks clarified
• Statement of liability
• Procedural feedback
  – Ethics and codes followed
• Availability
• Description of
  – Goals
  – Expectations
  – Requirements
  – Methods/models/techniques/theories used
  – Procedure for termination and grievances
  – Cross supervision if necessary
  – Diversity issues addressed
  – Supervision process
Record Keeping Items

- Copy of supervisee's license
- Supervisee’s vita/resume
- Informed Consent/Contract
- Session Content/Summary
- Log of Supervision Session
  - Dates
  - Cancellations
  - No Shows/missed appointments
ACA Suggestions

• Supervisor Responsibilities
  – Informed consent for supervision
  – Emergencies and absences
  – Inform supervisee of standards of practice
  – Termination of supervisory relationship
  – Document and provide ongoing performance appraisal and formal evaluations
Internship Requirements

• Completion of a supervised experience consisting of 3000 clock hours
• Must complete 1500 clock-hours of direct client counseling contact
• Hours earned via technological means of communication may count for no more than 10% of the total supervised experience hours
• The supervised internship must consist primarily of direct counseling services within a professional relationship to individuals or groups.
Supervision Hours

• The LPC Intern must receive direct supervision from an LPC Board Approved Supervisor

• Supervision consists of an average of one hour per week of face-to-face or live internet webcam supervision
  – No more than 50% of the total hours can be live Internet webcam supervision
  – No more than 50% of the total hours can be in a group setting
  – No more than 50% of the total group hours can be live Internet webcam supervision

• Supervision can be in an individual setting (up to two Interns) or a group setting (three or more Interns)
Practicum Hours

• Excess practicum hours can be counted towards the experience requirements if:
  – The hours were part of the LPC Intern’s academic practicum or internship accumulated after the commencement of the Intern’s planned graduate program
  – The hours are in excess of the 300-hour practicum
  – The hours counted are not more than 400 hours

• Temporary licenses are issued for 60 months.

• If not completed in 60 months s/he must reapply; which includes testing.
Documentation
Title 22, Part 30, Chapter 681 Subchapter F Rule 681.93 (d)

“A board approved supervisor shall maintain and sign a record(s) to document the date of each supervision conference and document the LPC Intern’s total number of hours of supervised experience accumulated up to the date of the conference. The record shall reflect the site where the hours where accrued and the content of the session.”
“A board approved supervisor shall maintain and sign a record(s) to document the date of each supervision conference and document the LPC Intern’s total number of hours of supervised experience accumulated up to the date of the conference. The record shall reflect the site where the hours were accrued and the content of the session.”
What the LPC Rules Say We Must Do

• Maintain
• Sign
• Document the date
• Total number of hours to date
• List the site
• Content of session
  – Example Supervision Log
  – Supervisory Agreement form
Case Notes

• Signed
• Dated
• Total number of hours to date
• List the site where the hours where obtained
• Log cancelled/missed appointments
• Content/Summary of the session/conference
  – Notation of the cases discussed
  – Suggested Interventions
  – Treatment recommendations made
  – Problems noted
  – Concerns of the supervisee
  – Supervisors concerns
  – Referrals
  – Follow up, observation, and recommendations
  – Some supervisors use case conceptualization forms
Logging/Tracking Hours

• Elements to track
  – Supervision Hours
    • Group
    • Webcam
    • Webcam/Group
  – Face to Face client activity (direct hours)
  – Indirect Hours
  – Overall Hours
    • Track technology/webcam only 10%
Maintaining Supervisor Status

• Must maintain CEUs for the LPC license
  – 24 hours in two year period
  – 4 hours of ethics (THE counts as one Hour)

• A supervisor must complete three (3) hours of CEUs directly related to supervision as part of the required 24 hours

• Supervisors may use the designation LPC-S on advertisements

• Renewal application every two years accompanied with $100.00 fee
Potential Changes to LPC Code

• Moving to 60 hour program for those starting a counseling program after August 1, 2017.
• One supervisor at a time
• Four hours per month of supervision
• Only 100 hours under technological means of face to face
• Eight hour refresher course for supervisors every 4 years
• Methods and Practices: Consulting will not be considered direct client contact for LPC-Interns
• Supervisors review board rules on an average of one hour for every ten hours spent in supervision and document

• Supervisor must submit documentation of supervised experience within 30 days of completion of hours

• Supervisors who violate board rules may be fined up to $5,000 per day depending

• Attendance at a complaints committee hours can be used for either ethics or supervision credit
References


