

American Association of State Counseling Boards Approved Supervisor Model

Clinical supervision includes, but is not limited to, the supervisor's participation in the diagnostic evaluation, diagnosis, the development of a service plan, progress notes and other documentation, release of clinical information, appropriate referral, appropriate use of more experienced colleagues, adherence to applicable laws and ethics, and nurturing the therapeutic process. The clinical supervisor endeavors to insure competence of professional services, achieve and sustain appropriate standards of care, and to facilitate the supervisee's professional development.

Although both parties (supervisor/supervisee) are clinically responsible for the appropriate care of the consumer/client, ultimately the supervisor bears full ethical and professional responsibility for the professional activities rendered by the supervisee during the course of the professional relationship. Hence the supervisor is responsible for the planning, course of action, and outcome of the professional work of the supervisee.

Approved Supervisor Requirements

A. An Approved Supervisor shall meet the following requirements:

1. Be a current licensed professional counselor licensed to practice mental health counseling in their jurisdiction.
2. Have three (3) years experience post licensing clinical experience.
3. Have Documentation/verification of Supervision training/experience as stated below. Supervisors must have successfully completed either options a, b, or c below.
 - a. Graduate-Level Academic Training. At least one graduate-level academic course in counseling supervision. The course must have included at least 45 clock hours (equivalent to a three credit hour semester course) of supervision training.
 - b. Professional Training. A board approved professional training program in supervision. The training program must be a minimum of 30 direct clock hours with the trainers and meet presentation standards established by the board.
 - c. Supervision of Supervision. The supervisor must document at least 25 hours of supervision of supervision experience. Documentation from the supervisor's supervisor will include dates of supervision, individual(s) supervised, and the setting of supervision.
4. Complete ongoing supervision continuing education. The approved supervisor will continually be aware of the need to increase knowledge of supervision and how it relates to the counseling environment. They will obtain 3 hours per year of continuing education in supervision.
5. Shall stay current with applicable laws and ethical codes i.e. Association for Counselor Education and Supervision (ACES) Code of Ethics in addition to other professional standards. One way to document this is by involvement in professional organizations
6. Have current liability insurance that covers the practice of supervision.
7. Have philosophy of supervision. The supervisor will have their own philosophy of supervision and the models that are used. They will be aware of the strengths and limitations of the philosophy and be able to discuss the model and demonstrate familiarity with the model if asked to explain their position.
8. Have current resume/Vitae on file with the Board. Supervisor will submit to the Board a resume either in electronic or print form. It is the responsibility of the supervisor to keep the information current.
9. Have no current disciplinary sanctions against their license in any jurisdiction.

10. Shall be approved by Board.

OR

11. Show completion of Approved Clinical Supervisor Credential from NBCC

B. A supervisor may not be a relative of the counselor intern. Relative of the counselor applicant is defined as spouse, parent, child(ren), sibling of the whole- or half-blood, grandparent, grandchild, aunt, uncle, one who is or has been related by marriage or has any other dual relationship.

C. Limitations of Supervision Practice. No approved supervisor may exceed a total of five (5) supervisees.

D. No person shall serve as a supervisor if their license is expired or subject to probation, suspension, or revocation

Recommendations for the Process of Supervision

A. Interview: The supervisor has the responsibility to interview potential supervisees. The supervisor must be aware of information needed from the supervisee is but not limited to:

1. Their financial practice,
2. Record keeping practices,
3. Proof in liability insurance,
4. Their back up for clients when they are out.

B. Informed Consent: The supervisor shall present to the supervisee a statement of informed consent stating

1. The supervisor's philosophy of supervision
2. Expectations for the supervisee
3. What the supervisee can expect from the supervisor
4. Responsibilities of the supervisee in establishing informed consent to the client which will include:
 - a. Inform clients of the supervision of the supervisee and what process that includes
 - b. Inform clients how they can contact the supervisee and the supervisor

C. Contract: A contract shall be established between the supervisor and supervisee stating but not limited to:

1. Terms of supervision
 - a. The recommendation is for supervisors to conduct face to face supervision except when a case for other means is approved by the Board.
 - b. One hour of supervision for every 20-25 work hours or at least 50% of the hours in diagnosis and treatment.
 - c. Some type of actual counseling session reviewed on a regular basis (i.e. video taped session at least 1 a month).
2. Fees for supervision
 - a. The supervisor will establish with the supervisee; the amount of the supervision fee, how and when it will be paid.