

## GENERAL INSTRUCTIONS TO TRANSFER LPC INTERN OR LMFT INTERN LICENSE TO FULL LICENSURE STATUS

Upon completion of your supervision, a Confirmation of Clinical Supervision form should be completed by each supervisor to document the completion of the hours of required experience of his/her supervision of you. It must also include a log of hours to reflect a breakdown of the time spent in immediate supervision.

Note:

If your supervision was given by a Supervisor Candidate, you must have the form signed by **both** Supervisor AND Supervisor Candidate.

A log of hours for the supervised clinical experience (direct client contact) are not required by this Board however it is suggested that you maintain a log for your own records.

Checklist:

- Submit Confirmation of Clinical Supervision for each Supervisor; and,
- Attach a log of hours to the back of the Confirmation form.
- The log of hours **MUST BE INITIALED OR SIGNED** by the Supervisor **FOR EACH ENTRY MADE**.
- At least one of the Confirmation forms must reflect **verification of all three sections on the back of this form:**
  - #1-confirm number of years of work experience and name of employer/s
  - #2-confirm direct counseling client contact hours
  - #3-confirm individual and/or group hours that were obtained with this specific Supervisor
  - #4-signatures of Supervisor and/or Supervisor Candidate; form must be dated.
  - #5-the Supervisor must check off one of the sections on the back page of the Confirmation form located at the bottom of the page: *I recommend* or *I do not recommend*. **If this section is left blank, it will be returned to you.** If the Supervisor does not recommend you for full licensure, the Board requires that the Supervisor send a separate letter directly to the Board office stating the reasons.
  - #6-submit a Transfer Request Form which should be completed and signed.

The Board would prefer to receive the documentation at least **one (1) or (2) weeks prior to the expiration of your Intern license**. You should allow enough time for processing and the receipt of Board correspondence. **DO NOT** include any activation fees with your documentation. These fees are pro-rated based on your Board approval date. The Board will send you a letter reflecting the results of their review and it will include the appropriate fees to remit for activation of a LPC or LMFT license. It will also contain other useful information.

