

## **LICENSED PROFESSIONAL COUNSELOR SUPERVISOR CANDIDATE PROCEDURES**

Licensed Professional Counselors (LPC) of this Board who are seeking licensure as a LPC Supervisor (LPC/S) are known as LPC Supervisor Candidates and are training under the licensure and supervision of a LPC Supervisor of this Board. The LPC who is being trained should identify themselves as a “Professional Counselor Supervisor Candidate”. These candidates are not tracked by the Board.

To qualify for the LPC Supervisor Candidate training process, you must:

- (1) hold a current, active and unrestricted SC Licensed Professional Counselor license.

Note:

- (1) The five (5) years of continuous clinical experience begins on the official date/issue date that the LPC Intern license is awarded.
  - (2) The LPC Intern licensure period will count for two (2) years of clinical experience.
  - (3) Three (3) years into the five (5) years of clinical experience, under the supervision of a LPC Supervisor, a LPC must begin the process of providing two years of clinical supervision for at least two LPC Interns.
- Select and coordinate with a Licensed Professional Counselor Supervisor (LPC/S) to obtain thirty-six (36) hours of individual supervision of the candidate’s supervision.
  - A list of Licensed Professional Counselor Supervisors can be obtained from the website at [www.llr.state.sc.us/pol/counselors](http://www.llr.state.sc.us/pol/counselors). Select “Applications/Forms” from the left-hand side of our homepage. Scroll down to the “Professional Counselor (LPC) Supervisor” topic. The “List of Supervisors” can be used to identify and verify the Board’s current list of active LPC Supervisor licensees.
  - A “Candidate Log Control Sheet” is also available and should be used to record the hours obtained during each supervisor session with the LPC Interns. The LPC Supervisor or Supervisor Candidate is required to initial this form. A log control sheet should be maintained and must be completed for each LPC Intern that will be supervised. This log control sheet must be submitted (along with all of the other required documentation) when the Supervisor Candidate has completed all of the licensing requirements and is ready to submit an application for licensure as a LPC Supervisor.
  - The LPC Supervisor application, application fee and/or documentation should not be sent to the Board office until all of the licensing requirements have been completed.

- A three (3) semester hour graduate level course oriented in “supervision” is also one of the requirements for a LPC Supervisor license. This course may have been taken during your master’s program. You may need to furnish a course description at the time of application, if the Board needs more description of this course. An official transcript is required. The Board has reviewed and approved several supervisor courses for the supervisor licensure requirements. If the Supervisor Candidate needs to take a course, a list of Board approved supervisor courses can be obtained from the website at [www.llr.state.sc.us/pol/counselors](http://www.llr.state.sc.us/pol/counselors) under the “Professional Counselor (LPC) Supervisor” topic of which the application and other forms/instructions are located.

Notes of Interest:

- The LPC Supervisor Candidate AND the LPC Supervisor must sign the Plan of Clinical Supervision form for the Intern.
- The LPC Intern’s license should be verified before the supervision training begins. State law requires a license to practice counseling in SC. The LPC Supervisor Candidate or the LPC Supervisor should always obtain a copy of the LPC Intern license card to verify licensure and it should be kept in your professional files before the supervision training begins.
- A Confirmation of Clinical Supervision must be completed by the LPC Supervisor Candidate AND the LPC Supervisor upon completion of the supervised hours. This should be provided to the LPC Intern upon completion of the supervision.
- When the LPC Intern completes the requirements and is ready to request a transfer of licensure from Intern status to full licensure, they must submit a Confirmation of Clinical Supervision form from each different LPC Supervisor/LPC Supervisor Candidate that was used during their two (2) year Intern licensure period and they should also remit a log of hours to reflect a breakdown of the totals that are reflected on the Confirmation form. If the Board determines that supervision began BEFORE the “issue date” of the LPC Intern’s license, these hours will not be honored or accepted by the Board. Again, it is very important to verify that a LPC Intern license has been issued before you begin supervision training.
- Only one Confirmation of Clinical Supervision form is required between the LPC Supervisor Candidate and the LPC Supervisor. Both of you must sign the Confirmation of Clinical Supervision form.
- The Code of Ethics for All Supervisors can be obtained from the website under “Laws/Policies”. Select “Code of Regulations and Code of Ethics, Chapter 36”. Scroll down to Section 36-22 for the Code of Ethics For All Supervisors.
- Board Standards For Supervision can be obtained under “Laws/Policies” in the Code of Regulations, Section 36-23.
- The Policy Statement for Supervision of Licensed Professional Counselor Interns can be obtained from the website under “Applications/Forms”. Scroll down to the “Professional Counselor (LPC) Supervisor” topic and these guidelines are listed under that topic. The Policy Statement for Supervision is also given to newly licensed LPC Interns to be used as a guide for their supervision.