

# Supervision Guidelines

## For Professional Counselor and Marriage & Family Therapist Candidates for Supervisor Licensure

“The major focus in supervision of supervisors is on the development of supervisory abilities as opposed to an exclusive focus on clinical skills.” In this process the supervisor shall ensure that the candidate who is training in supervision is adhering to the professional standards of this licensing board in his or her work in seeking licensure as a supervisor of Professional Counselors or Marriage and Family Therapists.

- (1) The supervision shall comply with the standards as set by the Board. Each supervisor and his/her candidate for supervisor licensure should complete a **Plan for Supervision of Supervision and maintain a log of hours**.
- (2) The process of supervision of a candidate for supervisor licensure should be outlined in a **Contract for Supervision of Supervision** written between the supervisor and candidate for supervisor licensure. This contract should address supervision issues including but not limited to the following:
  - a. clarification of where, when and for what length of time supervision of supervision will occur and the consistency required
  - b. any fee for the supervision including a cancellation policy for the supervisor and candidate for supervisor licensure
  - c. the availability of the supervisor in therapeutic emergencies and a clearly stated process for addressing suicidal or homicidal ideation or other high risk situations
  - d. clearly stated process for protecting confidentiality
  - e. knowledge of and commitment to abide by the code of ethics and legal issues related to supervision
  - f. boundary issues including but not limited to personal issues i.e. dual relationships, gifts, self disclosure
  - g. release of information form for supervisor to exchange information with other supervisors of candidates for supervisor licensure
  - h. clarification of the duties of the supervisor and the candidate for supervisor licensure such as: preparation for supervision; documentation of supervision; time of supervisory sessions to be spent listening or watching tapes and/or observing; homework assignments including familiarity with important literature in the field; appropriate professional settings with adequate administrative and clerical controls.
  - i. the development of a learning plan focusing on the goal that the candidate for supervisor licensure develop and be able to articulate his or her philosophy of supervision
  - j. procedure and schedule to review performance including self evaluation, supervision satisfaction surveys and feedback to the candidate for supervisor licensure and to the supervisor of the candidate
  - k. procedure to review or amend a **Plan for Supervision of Supervision** and/or **Contract for Supervision of Supervision**.
- (3) Acceptable mode of supervision of a candidate for supervisor licensure:
  - a. Individual supervision: The supervision of a candidate for supervisor licensure is conducted by an acceptable supervisor with no more than two candidates for supervisor licensure present for a period of at least one hour. It is suggested that contracts for supervision of candidates for supervisor licensure occur in blocks of hours.
  - b. Group supervision is not acceptable in the supervision of a candidate’s supervision for supervisor licensure.
- (4) The Board generally considers none of the following as appropriate:

- a. any supervision conducted by a current or former family member or other person connected to the candidate for supervisor licensure in such a way that would prevent or make difficult the establishment of a professional relationship
  - b. peer supervision , consultation, or professional or staff development
  - c. administrative supervision
  - d. any process that is primarily didactic or involves teaching or training in a workshop, seminar or classroom format, including continuing education.
- (5) When the individual supervision of the 36 hours of the applicant's supervision is complete, the supervisor must verify on letterhead, complete with inclusive dates, the total number of supervision hours and include a recommendation regarding the appropriateness of the candidate for supervisor licensure. The log control sheet of hours, with dates and names of the Interns who were supervised by the candidate, is required for each Intern that is supervised.