



LOUISIANA
Licensed Professional Counselors Board of Examiners

Marriage and Family Therapy
Approved Supervisor, Supervisor Candidate, & Registered MFT Intern

HANDBOOK
Table of Contents

Use of This Handbook	1
Legal Authority	1
Applying For Licensure	2
Use of Official Forms	2
Graduate Academic & Training Requirements	2
Internship for Licensure as a LMFT	4
Applying for Intern Status	4
Finding, Adding, or Changing Supervisors	5
Completing the Internship	6
Required Qualified Work Experience & Supervisor Contact Hours	6
Specification of Required Qualified Supervision Hours	7
LMFT Board-Approved Supervisor Certification	8
Applying for Supervisor Status	8
Prior Status as an AAMFT Supervisor	9
Official Registration as a Supervisor Candidate	9
The Plan of Supervision-of-Supervision	10

The Certification Process for LMFT Approved Supervisors	10
The Supervision-of-Supervision Process	11
Renewal of the Board-Approved Supervisor Certification	12
Lapse of the Board-Approved Supervisor Certification	12
The Supervisor-Supervisee Relationship	13
Facilitating the Professional Development of the Supervisee	13
Monitoring the Professional Service Delivery of the Supervisee	14
Resolving Supervisor-Supervisee Conflicts	14
Filing a Complaint Against the Supervisor	15
Responsibilities of the Registered MFT Intern	15
Responsibilities to the Approved Supervisor	16
The Intern’s Plan of Supervision	17
The Intern’s Workplace	18
Reporting Changes in Status.....	18
Other General Responsibilities	19
Responsibilities of the Approved Supervisor	19
Responsibilities to Clients of Supervisees	20
Responsibilities to Interns & Supervisor Candidates	21
The Supervisor & the Workplace of the Supervisee	22
Reporting Changes in Status	23
Approval of Supervisees	23



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HANDBOOK

for Applicants & Licensees in Louisiana

USE OF THIS HANDBOOK

This handbook was created by the Marriage and Family Therapy Advisory Committee of the Louisiana LPC Board to assist those engaged in the LMFT licensing process. It is designed to provide a ready reference for information regarding the qualification of applicants as Licensed Marriage and Family Therapists in accordance with the rules and with Board policy. It is recommended that Approved Supervisors, Registered MFT Interns, and Supervisor Candidates review this handbook thoroughly to gain a complete understanding of how the "supervisory system" as described in the law and the rules works to protect the citizens of Louisiana and qualify individuals for licensure as LMFTs.

This handbook is revised regularly to ensure that the information it contains is consistent with Louisiana law and rule. However, this handbook should not be considered as an authoritative source. **Should the information in this handbook conflict with the Louisiana Revised Statutes or the Occupational Standards for Licensed Marriage and Family Therapists, the current stipulations of law and rule take precedent.**

The law and the rules that pertain to the qualification and practice of Licensed Marriage and Family Therapists in Louisiana are in a constant state of revision and can be viewed at www.lpcboard.org. Approved Supervisors, Supervisor Candidates, licensees, MFT Interns, and applicants are responsible for reviewing the law and the rules themselves and becoming familiar with the most recent statutory requirements.

LEGAL AUTHORITY OF THE BOARD AND THE MFTAC

The *Louisiana Revised Statute 37: 1101-1122* provides for the creation of The Louisiana Licensed Professional Counselors Board of Examiners and the regulation of the practice of mental health counseling in Louisiana under the license of *Licensed Professional Counselor*. The statute also provides for the

creation of the Marriage and Family Therapy Advisory Committee to the LPC Board and the title *Licensed Marriage and Family Therapist*. The Advisory Committee assists the Board in regulating the practice of Licensed Marriage and Family Therapists in Louisiana.

In order to administer both the LPC and the LMFT licenses, The LPC Board of Examiners has promulgated rules that interpret and define the laws that govern the practice of mental health counseling and use of the title Licensed Marriage and Family Therapist. These rules, or *Occupational Standards*, are part of the *Louisiana Administrative Code, Title 46, Part LX, Subparts 1 and 2*.

As approved by the LPC Board of Examiners, the Louisiana Legislature also grants the Marriage and Family Advisory Committee the responsibility and power to formulate policies in regard to the administration of the LMFT license. These policies have the force of law. Advisory Committee policies may be viewed at www.lpcboard.org. Inquiries regarding Board or Advisory Committee policy may be directed by mail or e-mail to the Executive Director of the Board.

Important Note: While Board staff may answer questions in regard to Board and Advisory Committee policy, it is not permissible for Board staff to interpret Louisiana law or rules in regard to the particular circumstances of any given applicant or licensee. For example, pre-approval by Board staff of courses of study, continuing education hours, credentialing, or any other matter pertaining to eligibility for licensure for an applicant or licensee is prohibited.

APPLYING FOR REGISTRATION AS AN MFT INTERN

Individuals who have completed the appropriate graduate academic training may continue the journey toward licensure as a LMFT by applying to the LPC Board of Examiners for registration as a Marriage and Family Therapy Intern. In order to perform mental health counseling in Louisiana, you must possess a valid Louisiana mental health counseling license or be registered as an intern with a Louisiana mental health counseling licensing board.

Graduates who are employed as mental health counselors or marriage and family therapists by virtue of their status as graduate students, must apply for registration as an intern and be approved by the Board within sixty (60) days of the date of graduation if they desire to continue providing ongoing counseling or marriage and family therapy services to clients in the setting in which the academic internship took place.

USE OF OFFICIAL FORMS

Official forms are provided by the Advisory Committee for every aspect of certification, qualification, and licensing. These forms along with the instructions for completing them have been formally adopted as policy by the Advisory Committee and the Board and are periodically updated and revised. Applicants

may access, review, and download these forms at www.lpcboard.org. Copies of these forms may also be found in the appendix of this handbook.

Important Note: Individuals applying for certification, qualification, or licensure must provide all information and documentation on the most current official forms found on the Board website. All forms must be completed in the manner prescribed. Failure to do so may hinder the application process or result in penalty.

GRADUATE ACADEMIC AND TRAINING REQUIREMENTS

Applicants may apply for licensure as a LMFT under one of the four options listed below. Substantial equivalency for coursework is determined by the Licensing Board as recommended by the Marriage and Family Therapy Advisory Committee. Transcripts and other documentation will not be approved in advance. Applicants must make official application and pay the application fee in order for licensing eligibility to be determined. No graduate course of study will be considered for equivalency unless it includes at least sixty (60) semester hours of graduate coursework.

OPTION 1: A master's degree or a doctoral degree in marriage and family therapy from a regionally accredited educational institution accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) or a certificate from a postgraduate training institute in marriage and family therapy accredited by COAMFTE.

OPTION 2: A master's or doctoral degree from a Marriage and Family Therapy or Marriage and Family Counseling Program accredited by CACREP that includes at least 6 graduate courses in MFT/MFC including coursework on the AAMFT Code of Ethics. A minimum of 500 hours in direct client contact with 250 of the 500 documented as direct services with couples and families **and** a minimum of 100 hours of face to face supervision with a supervisor whose training is substantially equivalent to that of an AAMFT approved supervisor as determined by the MFTAC must be accrued.

OPTION 3: A master's degree, doctoral degree, or certificate from a post-graduate training institute in marriage and family therapy or a related mental health field, including a minimum of 60 semester hours that is deemed to be substantially equivalent to a master's degree, doctoral degree or post-graduate certificate from a program accredited by COAMFTE. A minimum of 500 hours in direct client contact with 250 of the 500 documented as direct services with couples and families **and** a minimum of 100 hours of face to face supervision with a supervisor whose training is substantially equivalent to that of an AAMFT approved supervisor as determined by the MFTAC must be accrued.

OPTION 4: 1. A master's or doctoral degree in marriage and family therapy from a program whose curriculum was approved by the Board through the MFTAC at

anytime prior to 7/1/2010. A minimum of 500 hours in direct client contact with 250 of the 500 documented as direct services with couples and families **and** a minimum of 100 hours of face to face supervision with a supervisor whose training is substantially equivalent to that of an AAMFT approved supervisor as determined by the MFTAC must be accrued.

Important Note: Required coursework for Options “2” and “3” may be completed during the qualifying master's or doctoral degree programs, or may be taken as post-graduate work at a regionally accredited college, university, or postgraduate marriage and family therapy training institute. Additionally, up to 220 of the 500 direct client contact hours required for options 2, 3, and 4 not completed during the completion of the qualifying degree may be completed once the applicant has registered as an MFT Intern and is under the supervision of an LMFT Board Approved Supervisor. These hours will be in addition to the required 2000 hours of supervised direct client contact required for licensure.

THE INTERNSHIP FOR LICENSURE AS A LMFT

Though the LPC and LMFT licenses are administered by the same regulatory board, the requirements for applying for and obtaining the LPC and the LMFT licenses are very different. Applicants wishing to obtain both licenses must apply for each license separately. Applicants should consult the current rules to determine the academic requirements for each license before making application.

The Occupational Standards for LMFTs require that every licensing candidate successfully complete an internship under the title *Registered Marriage and Family Therapy Intern*. MFT Internships must be completed under the supervision of a *LMFT Board Approved Supervisor*. Supervisors may or may not be approved by the Board of Examiners to supervise both Counselor and MFT Interns. Candidates may consult the Board of Examiners website at www.lpcboard.org for a list of LMFT Board Approved Supervisors.

Licensing applicants who have graduated with a qualifying degree in Marriage and Family Therapy or its equivalent must register as a MFT Intern with the Board of Examiners prior to providing mental health counseling or marriage and family therapy services. All applicants for internship registration must have received an official letter from the Board of Examiners affirming the receipt of all necessary documentation, designating a LMFT Board-Approved Supervisor, and approving a Plan of Supervision before he or she may begin seeing clients and accruing supervision hours toward licensure.

APPLYING FOR INTERN STATUS

Licensing applicants who have met the qualifying standards to register as a MFT Intern may apply to the LPC Board of Examiners by submitting the *MFT Intern Registration of Supervision Form, sections 1, 2 and 3*. These forms can be downloaded at the LPC Board website at www.lpcboard.org. Standards for qualification and other information about the Board and the licensing process can

also be viewed on this website.

Upon review and acceptance of the Intern candidate's initial application and verifying documentation, the Licensing Board will send the applicant and his or her Approved Supervisor a letter affirming his or her approval as a Marriage and Family Therapy Intern. Then and only then is the applicant's status as a Registered MFT Intern official and only then may the Intern begin accruing client-contact and supervisor-contact hours.

Important Note: Marriage and Family Therapy Intern candidates may not begin seeing clients until they have received their letter of approval from the Board of Examiners.

FINDING, ADDING, OR CHANGING SUPERVISORS

An applicant may locate an Approved Supervisor by going to www.lpcboard.org and reviewing the list of Approved Supervisors to find one in his or her area and that is available to take Interns. The Intern should consider this choice carefully, reviewing the *Supervisor's Statement of Practice* and paying close attention to the scope of practice and expertise of the prospective Supervisor.

MFT Interns may also receive qualified supervision from Registered Supervisor Candidates who are under the supervision of an Approved Supervisor. Before qualified supervision with a Supervisor Candidate begins, the Candidate must review his Approved Supervisor's Statement of Practice with all his or her prospective supervisees.

Important Note: AAMFT Supervisors who have not registered with the Board as a Supervisor Candidate or who are not certified in Louisiana as LMFT Board Approved Supervisors may not supervise MFT Interns toward licensure.

Also, LPC Approved Supervisors may or may not be additionally certified to provide qualified supervision to MFT Interns. The MFT Intern should review the *Supervisor's Statement of Practice* carefully to ensure that the Supervisor is approved to supervise MFT Interns.

An Intern may choose to retain a Supervisor for the duration of the supervisory experience, although it is generally recommended that an Intern have more than one supervisor over the course of their Internship. An Intern may choose to have two or three Supervisors "in tandem" or may even choose multiple Approved Supervisors simultaneously. In this circumstance, the Intern must inform his or her existing Supervisors of any Supervisor additions and collaborate with all his or her Approved Supervisors to ensure that the Intern's supervisory experience continues to be integrated and ethical. It is recommended that an Intern not employ more than two (2) Approved Supervisors at any given time.

An Intern may add a Supervisor by filling out an additional application and submitting it to the Board of Examiners for approval. If the Intern desires to change supervisors, the Intern's Supervisor must complete an evaluation and

recommendation of the Intern and submit it to the Board of Examiners along with the Intern's new application. In this circumstance, the Intern must continue to fulfill the *Plan of Supervision* with their existing Supervisor until he or she receives official notice from the Board of Examiners that a new Approved Supervisor and a *Plan of Supervision* has been approved.

Important Note: Adding Supervisors and amending the Intern's *Plan of Supervision* can only be made at the discretion of and with the approval of the Advisory Committee. Failure to follow Board policy in regard to making these changes may hinder the Intern in his or her timely completion of the licensing process and may result in penalty for both Supervisor and supervisee. To avoid penalty, the Intern and Supervisor should follow the instructions on all required forms carefully.

COMPLETING THE INTERNSHIP

The MFT Intern must accumulate the required number of supervised client contact-hours *and* the number of supervisor-contact hours in no less than two and no more than seven years from the Intern's date of application. When the Intern has accumulated these hours, the Intern should submit documentation of his or her supervised experience as an Intern using the forms provided on the LPC Board Website at www.lpcboard.org. The Intern's Approved Supervisor must also submit documentation indicating the quality of the Intern's work and must recommend the Intern for licensure.

The Approved Supervisor should assist the Intern in submitting a complete and accurate application for licensure, carefully following the instructions on the application. The Supervisor should also ensure that the documentation he or she is submitting on behalf of the Intern is accurate, complete, and submitted in a timely manner.

All necessary documentation must be received by the Board office at least seven (7) days prior to the board meeting for a candidate's licensure status to be considered in that meeting. Applications or documentation received later will be deferred for consideration until the next business meeting.

After all documentation has been received verifying that the licensing applicant has met all requirements for licensure and upon recommendation of the Approved Supervisor, the Board of Examiners grants licensure to the Intern.

Important Note: The Intern must stay in supervision with a LMFT Board-Approved Supervisor in accordance with their Plan of Supervision until his or her license has been received in the mail or the Intern has received official notice of the surrender, expiration, suspension, or revocation of their Intern status. In such instances, MFT Interns may not resume or continue seeing clients unless allowed to do so under the auspices of some other valid Louisiana mental health counseling license or unless they have received an official letter from the board reinstating their MFT Intern status.

REQUIRED QUALIFIED WORK EXPERIENCE & SUPERVISOR CONTACT HOURS

Within the allowed time frame, the Registered Intern must document the following client contact and supervisor contact hours during the course of the supervision term:

- **1,000 CLOCK HOURS OF INDIRECT WORK EXPERIENCE:** Indirect work experience is defined as collateral services rendered to clients that relate to proper case management, such as telephone contact, case planning, observation of therapy, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision.

- **2,000 CLOCK HOURS OF DIRECT WORK EXPERIENCE:** Direct work experience is defined as qualified post-graduate client contact in marriage and family therapy and that involves the face-to-face delivery of clinical services to individuals, couples, families, or groups.

- **200 CLOCK HOURS OF QUALIFIED SUPERVISOR CONTACT:** Qualified supervision is defined as face-to-face contact with a Supervisor that the Board has officially approved and that is specified in the Intern's Plan of Supervision. Qualified supervision is for the purpose of reviewing cases with the Intern and providing feedback to the Intern in regard to his or her clinical skill.

Of these required two-hundred (200) supervisor contact hours, at least one-hundred (100) hours must be **individual** supervision hours, which means that the supervision session involves one Supervisor and no more than two (2) Interns. The remaining one-hundred (100) hours may be **group** supervision hours with supervision sessions that involve three (3) and no more than six (6) Interns regardless of the number of supervisors.

Important Note: Up to one-hundred (100) hours of face-to-face supervisor contact received during the completion of the applicant's qualifying academic experience may count toward the Intern's required two-hundred (200) hours of qualified supervision. The Intern should note these academic supervision hours in the appropriate place on his or her application for Internship.

In order to receive this credit, the Advisory Committee must determine that the applicant's qualifying degree is systemically oriented. Of those academic supervision hours that qualify for credit, only fifty (50) hours may be counted as qualified individual supervision.

SPECIFICATION OF REQUIRED QUALIFIED SUPERVISION HOURS

Approved Supervision of the clinical services of an Intern for the purpose of qualifying the Intern for licensure as a LMFT may be done by a Board-Approved Supervisor or Supervisor Candidate as long as the Intern has received official notice of the Supervisor's qualification from the Board in accordance with the Intern's Plan of Supervision.

Important Note: While an Intern may have multiple Approved Supervisors, under no circumstances may an Intern acquire qualified supervision from an Approved Supervisor that has not been approved for the Intern by the Advisory Committee. With the knowledge of the Approved Supervisor, the Intern may seek consultation from other professionals as part of his or her learning experience. However, such consultation will not count as a qualified supervision toward licensure and must not supersede the clinical guidance or directives of the Approved Supervisor.

Under no circumstances shall any contact that is not face-to-face (such as interaction by conventional correspondence, telephone, e-mail, instant message, video conference, etc.) between the Board-Approved Supervisor or Supervisor Candidate and Intern be considered qualified supervision unless such contact is pre-approved by the Advisory Committee as part of the Intern's Plan of Supervision.

Administrative supervision conducted to evaluate job performance or for case management rather than the clinical supervision of therapy provided to clients shall **not** be considered qualified supervision. In addition, consultation, staff development, or orientation to a field program, or role-playing of family interrelationships as a substitute for current clinical practice shall **not** be considered as qualified supervision.

Any didactic process provided by an Approved Supervisor or others wherein techniques or procedures are taught in a group setting, classroom, workshop, or seminar shall not normally be considered qualified supervision. If, however, the Board-Approved Supervisor deems such experience as necessary to the Intern's successful completion of his or her internship, such experience may be included in the Intern's Plan of Supervision. Approval of such experience as qualified supervision will be at the discretion of the Advisory Committee.

Important Note: The MFT Intern must receive qualified supervision with his or her Approved Supervisor at a minimum frequency of two supervisor-contact hours a month regardless of the Intern's case load.

LMFT BOARD-APPROVED SUPERVISOR CERTIFICATION

An LMFT Board-Approved Supervisor is an individual who has made formal application for certification as a LMFT Board-Approved Supervisor, documenting that he or she has satisfactorily met current standards specified by state law and the rules for LMFT Board-Approved Supervisors as determined by the licensing board and has received a letter from the Board certifying such. After official qualification, a LMFT Board-Approved Supervisor may use the initials LMFT-S for Licensed Marriage and Family Therapy Supervisor after his or her name. In this handbook, the LMFT Board-Approved Supervisor may be called the *Approved Supervisor* or the *Supervisor*.

APPLYING FOR SUPERVISOR STATUS

Individuals who have maintained an active license in good standing as a Licensed Marriage and Family Therapist for a minimum of two years and have completed the appropriate training experiences specified in the rules for Registered Supervisor Candidates may apply to the LPC Board of Examiners to become certified as an Approved Supervisor. Applicants must make formal application to the Board in accordance with current Advisory Committee policy. Current forms for application may be downloaded at www.lpcboard.org.

Important Note: The applicant who has an unresolved or outstanding complaint or who is under a consent order or participating in a plan of discipline as a mental health professional must indicate this on his or her formal application and shall be granted Board-Approved Supervisor or Supervisor Candidate status only at the discretion of the Advisory Committee.

PRIOR STATUS AS AN AAMFT SUPERVISOR

Designation as an AAMFT Supervisor may qualify a person to become an LMFT Board-Approved Supervisor without completing any other training requirements. AAMFT Supervisors, however, must make application to the Board in accordance with Advisory Committee policy in order to certify as a LMFT Board-Approved Supervisor in Louisiana. Supervision provided by an AAMFT Supervisor who has not received certification from the Board qualifying them as a LMFT Board-Approved Supervisor will not count toward the licensure of an Intern.

AAMFT Supervisors who wish to apply for Approved Supervisor status in Louisiana should make application using the appropriate form that may be downloaded at www.lpcboard.org.

Important Note: AAMFT Supervisors who have not certified to be LMFT Board-Approved Supervisors cannot legally supervise MFT Interns toward licensure.

OFFICIAL REGISTRATION AS A SUPERVISOR CANDIDATE

If an applicant is not a AAMFT Supervisor, he or she must register as a Supervisor Candidate in order to complete the qualification process as an LMFT Approved Supervisor. In order to qualify for registration as a Supervisor Candidate, a licensee must complete and submit the appropriate form, documenting that he or she has maintained an active LMFT license in good standing with the Louisiana LPC Board of Examiners while completing a minimum of two years of professional experience as a marriage and family therapist working with individuals, couples, families or groups from a systemic perspective or working as an academic clinical supervisor utilizing a systemic orientation.

Important Note: The applicant for the position of LMFT Board-Approved Supervisor who is not registered as a Supervisor Candidate may not begin qualified supervision of MFT Interns until receipt of an official approval letter from the Board as a LMFT Board-Approved Supervisor.

The Registered Supervisor Candidate is responsible to maintain a level of care for supervisees that meets the standards for LMFT Board-Approved Supervisors as defined by Advisory Committee policy and the rules. Any portion of the Louisiana law that applies to LMFT Board-Approved Supervisors also applies to Registered Supervisor Candidates except where specifically noted.

Upon successful application, the Board designates the applicant as a *Registered Supervisor Candidate*. After official notice, the LMFT Registered Supervisor Candidate may use the designation *LMFT-SC* after his or her name.

THE PLAN OF SUPERVISION-OF-SUPERVISION

As part of the initial registration process, the applicant for Supervisor Candidate must file a *Plan of Supervision-of-Supervision*. This is a written contract between the Board-Approved Supervisor and the Supervisor Candidate that establishes the framework for his or her supervision-of-supervision process. This contract describes the expectations and responsibilities of the Supervisor and the Candidate.

The *Plan of Supervision-of-Supervision* form provided at www.lpcboard.org should be used by the Supervisor and Candidate to build and submit the *Plan of Supervision-of-Supervision* to the Board for approval.

THE CERTIFICATION PROCESS FOR LMFT BOARD APPROVED SUPERVISORS

The Supervisor Candidate must remain under the supervision of his or her Approved Supervisor(s) until he or she has successfully certified as an Board-Approved Supervisor, satisfactorily meeting the terms of his or her *Plan of Supervision-of-Supervision*. At the successful completion of the applicant's term as a Registered Supervisor Candidate, he or she must make formal application to the Board for qualification as an LMFT Board-Approved Supervisor. Final approval of the Approved Supervisor Candidate's supervised work experience toward certification as an Approved Supervisor is at the discretion of the Advisory Committee and only upon recommendation of the Candidate's Board-Approved Supervisor(s).

The Candidate's *Plan of Supervision-of-Supervision* must propose how and when the Candidate will complete the following training requirements under the supervision of his or her Approved Supervisor:

- a. **Completion of an approved Supervision-of-Supervision process** which includes thirty-six (36) hours of supervision-of-supervision of marriage and family therapy with the oversight of a LMFT Board-Approved Supervisor officially designated by the Board.

b. Completion of a one-semester graduate course in marriage and family therapy supervision from a regionally accredited institution or an equivalent course of study consisting of a 15-hour didactic component and a 15-hour interactive component in the study of marriage and family therapy supervision approved by the Advisory Committee. The interactive component must include a minimum of four persons. If the applicant has already completed this requirement before applying for registration as a Candidate, he or she should forward the official transcript or official documentation of such to the Licensing Board. The Board will publicize qualifying courses at www.lpcboard.org as information is made available to the Board.

Important Note: Registered Supervisor Candidates do not qualify to provide supervision-of-supervision to other Registered Supervisor Candidates.

c. Construction and Submission of a *Supervisor's Statement of Practice*. The Supervisor Candidate should work with his or her Approved Supervisor to construct a *Supervisor's Statement of Practice* that accurately reflects the nature of his or her clinical practice, philosophy of supervision, credentialing, and scope of practice. The Supervisor Candidate and his or her Approved Supervisor should use the *Model Supervisor's Statement of Practice* as a guide. This document can be found as an appendix to this handbook.

Important Note: While the Supervisor Candidate is completing his or her Supervision-of-Supervision, he or she must present their Approved Supervisor's *Supervisor's Statement of Practice* to their supervisees before supervision of the MFT Intern begins.

d. Completion of a LMFT Board-Approved Supervisor's Orientation. The LPC Board of Examiners offers this orientation twice a year. The Registered Candidate has the option of meeting this requirement during his or her term as a Candidate or within one calendar year of his or her approval date as an Approved Supervisor. This orientation may be counted as continuing education toward the Board- Approved Supervisor's licensure renewal as a Marriage and Family Therapist.

Important Note: The Board-Approved Supervisor must attend a LMFT Board-Approved Supervisor's Orientation approved by the Advisory Committee within one year of the Board-Approved Supervisor's date of certification. Board-Approved Supervisors who fail to meet this requirement within one year of their initial certification as Board-Approved Supervisors will not be approved for new supervisees until the requirement is met. Failure to meet this requirement within two (2) years of the date of approval may result in the suspension of Approved Supervisor status.

THE SUPERVISION-OF-SUPERVISION PROCESS

During the supervision-of-supervision process, the Candidate's Approved Supervisor monitors and critiques the Candidate's supervision of Registered MFT Interns who are working toward licensure or MFT students who are enrolled in a

graduate program in marriage and family therapy.

Under the supervision of his or her Approved Supervisor, the Candidate must supervise a minimum of two (2) MFT students or MFT Interns for a minimum of nine (9) months each. Also, the Candidate must provide qualified supervision for at least ninety (90) clock hours to approved supervisees. These ninety (90) clock hours of supervision must be completed in no less than one (1) year and no more than three (3) years with the oversight of his or her designated Board-Approved Supervisor.

RENEWAL OF THE BOARD-APPROVED SUPERVISOR CERTIFICATION

The Board-Approved Supervisor must renew his or her Supervisor Certification every four years. Approved Supervisors will receive a renewal announcement from the Board providing them with their required renewal date and renewal fee and will receive a renewal notice every four years thereafter. Applicants for renewal must submit a completed *Board-Approved Supervisor Renewal Application*, the required renewal fee, and an updated *Supervisor's Statement of Practice*.

To qualify for renewal, the Board-Approved Supervisor must:

a. **Maintain an active LMFT license** in good standing with the Louisiana LPC Board of Examiners. Applicants for renewal of their Board-Approved supervisory status that are under a consent order as a licensee will be renewed only at the discretion of the Advisory Committee.

b. **Complete six (6) clock hours of Continuing Education** in clinical MFT supervision prior to each renewal date for the current renewal period. These continuing education hours may also count toward the Board-Approved Supervisor's renewal requirements for licensure as a Licensed Marriage and Family Therapist. Continuing education for Board-Approved Supervisors must be specifically relevant to the renewal applicant's role as clinical supervisor of MFT Interns. The content of workshops and seminars that qualify for continuing education credit for renewal applicants may be in theories and techniques of MFT supervision as well as ethical and legal issues related to MFT supervision, case management, or topics relative to a specific supervised setting.

Important Note: Requirements otherwise applicable to continuing education hours for Board-Approved Supervisors are the same as continuing education hours required for maintenance of the Supervisor's LMFT license as defined in the rules.

c. **Complete the Board-Approved Orientation Workshop for Supervisors.** The LPC Board of Examiners offers this orientation twice a year. The Orientation shall not count toward the required six (6) hours of required continuing education for Board-Approved Supervisors.

d. **Submission of an Updated *Supervisor's Statement of Practice*.** As part of the Approved Supervisor's renewal packet, he or she must submit an updated *Supervisor's Statement of Practice* that reflects any changes in status, credentialing, or training since the last renewal. If there have been no changes in the Approved *Supervisor's Statement of Practice* since the last renewal period, he or she may submit a letter to the Board indicating such in lieu of submitting an updated *Supervisor's Statement of Practice*.

LAPSE OF BOARD-APPROVED SUPERVISOR CERTIFICATION

After the renewal candidate has successfully completed the above requirements, the Board upon recommendation of the Advisory Committee will provide a document verifying the renewal of the Supervisor's Board certification for a term of four years. Board-Approved Supervisors who do not renew their Board-Approved Supervisor's status will not be approved for new MFT Interns until the Board-Approved Supervisor has renewed his or her supervisory approval or has successfully reapplied for Board-Approved Supervisor status. Board-Approved Supervisors who do not renew their Board-Approved Supervisor's status will be allowed to continue supervision with current MFT Interns until the completion of the approved Plan of Supervision at the discretion of the MFTAC.

A Board-Approved Supervisor who has allowed his or her Board-Approved Supervisor status to lapse may renew within a period of two years after the expired renewal date upon payment of all fees in arrears and presentation of evidence of completion of the continuing education and orientation requirements. Upon late renewal or re-application, the Board-Approved Supervisor's four-year renewal cycle will begin on his or her nearest licensure renewal date to the Supervisor's renewal/reapproval.

Important Note: Application for renewal after two years from the date of expiration will not be considered for renewal. Applicants whose supervisor status has lapsed for two years or more must reapply for certification as a Board-Approved Supervisor under current requirements. Failure to renew or reapply for Board-Approved Supervisory status does not necessarily impact the Supervisor's right or ability to renew or reapply as a LMFT.

THE SUPERVISOR-SUPERVISEE RELATIONSHIP

In order for the supervisory system to function properly in the public interest, the relationship between supervisor and supervisee must facilitate the accomplishment of two goals. One is the education, training, and personal development of the MFT Intern or Supervisor Candidate. The other is the overseeing of the Intern's/ Candidate's service delivery to his or her clients to ensure that it meets the minimum standards provided by law. It is the task of the supervisor to maximize *both* of these aspects of the supervisee/client/supervisor system and keep them "flowing in harmony" with each other.

In this section of the Handbook, the term *supervisee* is used to describe both Interns and Supervisor Candidates who may be receiving qualified supervision from an Approved Supervisor. Also, the term *Supervision Plan* is used to describe both the *Plan of Supervision* for MFT Interns and the *Plan of Supervision-of-Supervision* for Supervisor Candidates.

Important Note: Under no circumstances may a Board-Approved Supervisor be related to by birth or marriage, live in the same household with, be an employee of, or maintain any other relationship with the supervisee that may be considered a dual relationship which could impede the Supervisor from effectively providing for the professional development of the supervisee and monitoring the ethical and professional quality of his or her service delivery to clients.

FACILITATING THE PROFESSIONAL DEVELOPMENT OF THE SUPERVISEE

To facilitate this facet of the supervisee/client/supervisor system, the Supervisor encourages and challenges the supervisee to assume an explorative posture as the supervisee practices what he or she has learned during graduate training. The supervisor seeks a complimentary posture of facilitator, consultant, mentor, encourager, educator, and “coach.”

In this dimension, the **supervisee** is the consumer. The focus is on maximizing the supervisee’s learning experience by providing him or her with meaningful feedback about his or her weaknesses as well as strengths as a practitioner. “Mistakes” are seen as an opportunity for the supervisee’s growth and learning. The supervisee’s therapeutic or supervisory relationship with his or her clients is a “medium” used to assist the supervisee in developing skill and confidence as a therapist or supervisor.

Important Note: It is the responsibility of the Intern or Supervisor Candidate to be a wise, informed consumer of the services of his or her Approved Supervisor. Informed consent to the supervisory process is indicated not only by the Intern’s signature on his or her Supervision Plan, but is also indicated by his or her signature on the Approved Supervisor’s *Supervisor’s Statement of Practice*.

Before the Intern or Supervisor Candidate agrees to supervision, he or she should review thoroughly the *Supervisor’s Statement of Practice*. It is the responsibility of the Approved Supervisor to keep his or her Statement of Practice complete and current in compliance with Advisory Committee policy and to provide the prospective supervisee with adequate time and opportunity to review their Statement and ask questions.

MONITORING THE PROFESSIONAL SERVICE DELIVERY OF THE SUPERVISEE

In this dimension, the Supervisor facilitates a relationship of “accountability” between the supervisee and the client as well as the supervisee and his or her regulatory board. The supervisee assumes the posture of professional practitioner, responsible for the legal and ethical delivery of services to the client. The supervisor seeks a complimentary posture of director and monitor.

In this dimension, the **client** is the consumer. The focus is on creating a successful therapeutic or supervisory experience for the client through a meaningful collaboration between Supervisor and supervisee. The supervisee's relationship with his or her supervisor is a vehicle for legal and ethical service delivery to the client.

As the Supervisor works to balance these two aspects of his or her relationship with the supervisee, the welfare of the client must always take precedent.

RESOLVING SUPERVISOR-SUPERVISEE CONFLICTS

It is the responsibility of the supervisee to work earnestly to resolve with his or her Supervisor(s) any personal or professional conflict that may hinder the supervisee in collaborating with Supervisor(s) in the provision of an appropriate standard of care to clients, successfully completing the terms of the *Supervision Plan*, or successfully qualifying for licensure as a LMFT or certifying as an Approved Supervisor.

In the event that such conflict cannot be resolved in a timely manner, the supervisee should request assistance in writing from the Advisory Committee in accordance with Advisory Committee policy by sending a letter or e-mail to the Executive Director of the Board. The supervisee must accept as final any plan to resolve such conflict upon recommendation of the Advisory Committee as approved by the Board.

Important Note: In the event of multiple Supervisors, the supervisee must immediately inform his or her Supervisors if the clinical directives or ethical guidance of one Supervisor seem to significantly conflict with another such that the supervisor is impeded in providing an appropriate level of client care. In the event that such conflict cannot be resolved in a timely manner, the supervisee or the Supervisor(s) may request assistance in writing from the Advisory Committee by submitting a summary letter or e-mail to the Executive Director of the Board.

FILING A COMPLAINT AGAINST THE SUPERVISOR

The supervisee is entitled to ethical and professional treatment in his or her relationship with their Approved Supervisor in accordance with the law and the rules of the State of Louisiana and as determined by their official *Supervision Plan* filed with the Board. In the event that a supervisee believes that his or her Supervisor, either through acts of omission or commission, has failed to treat the supervisee in a professional manner, the supervisee may file a formal complaint with the Board against the Supervisor. Supervisees may go to lpcboard.org to access the official complaint form along with instructions for filing a complaint.

RESPONSIBILITIES OF THE MFT REGISTERED INTERN

It is the responsibility of the Registered MFT Intern to provide psychotherapeutic services to his or her clients that meet the minimum legal, ethical, and professional

standards specified in the law and rules and that comply with his or her Plan of Supervision filed with the LPC Board of Examiners. Failure to do so may result in the suspension or revocation of his or her Intern status, non-endorsement for licensure as a LMFT, or other penalties. In order to provide appropriate services to the public and to avoid penalty, it is imperative that the Registered MFT Intern become familiar with law and rules that govern his or her practice.

Important Note: The Registered MFT Intern is responsible to be thoroughly aware of his or her legal, ethical, and professional responsibilities and to maintain a level of care for clients that meets the standards for Licensed Marriage and Family Therapists as described in law and rules. As with any other body of law, the rules that specify the minimum standards for the professional conduct of Registered Interns change. It is the responsibility of the Intern to consult the rules on a regular basis to track such changes.

From the date of registration as an Intern until his or her term as an Intern is complete, the Registered Intern must practice under the active supervision of his or her Approved Supervisor in accordance with the Plan of Supervision unless the Intern can lawfully provide family therapy or mental health counseling under the auspices of some other Louisiana mental health license. The supervisory term of an Intern is not complete until he or she has received an official letter from the Board signifying that the Intern's status has been suspended or revoked or that the Intern has successfully qualified as a LMFT. In the event of suspension or revocation, the Registered Intern may not resume providing services to clients until he or she receives an official letter of reinstatement from the Board.

Important Note: The MFT Intern must receive qualified supervision with his or her Approved Supervisor at a minimum frequency of two supervisor-contact hours a month regardless of the Intern's case load.

RESPONSIBILITY TO THE APPROVED SUPERVISOR

The Approved Supervisor serves as monitor and mentor for the Intern. Therefore, it is the responsibility of the Intern to follow to the best of his or her ability the clinical suggestions and directives of the Supervisor as the Supervisor's suggestions and directives are consistent with the ethical, legal, and professional standards provided in the law and rules. The Intern should report any situation immediately to the Approved Supervisor in which the Intern believes he or she may have breached ethics or the law/rules.

Important Note: In the event of multiple Supervisors, the Intern must immediately inform the Supervisors if the clinical directives or ethical guidance of one Supervisor seem to significantly conflict with another such that the Intern is impeded in providing an appropriate level of client care. In the event that such conflict cannot be resolved in a timely manner, the Intern or the Supervisor(s) may request assistance in writing from the Advisory Committee.

To equip and assist the Approved Supervisor to perform his or her function as part of the supervisory system, the Intern must provide his or her Supervisor with adequate information about his or her clinical work with clients such that the

Supervisor can monitor the Intern's clinical practice and assist the Intern in maintaining an appropriate standard of care for all clients. As part of this responsibility, the Intern must provide his or her Approved Supervisor(s) with reasonable access to all written or electronic documentation that relates to the Intern's provision of therapeutic services to his clients.

The Intern must inform the Supervisor(s) immediately in the event that the Intern believes that a client has committed or is a risk for suicide, homicide, or any other seriously harmful behavior to self or others or is the perpetrator of abuse to a minor, elderly, or disabled person. The Intern's reporting such information to the Supervisor is not a substitute for the Intern's preeminent obligation to report directly to appropriate authorities in circumstances in which the law or ethics requires the mandatory reporting of suspected abuse or imminent personal risk.

Important Note: The Intern must immediately review with his or her Approved Supervisor any case that involves threats of homicide, suicide, abuse, or any potentially life threatening symptoms such as eating disorders, self-mutilation, or domestic violence. The Intern should Inform the Approved Supervisor immediately if a client attempts suicide or homicide.

THE INTERN'S PLAN OF SUPERVISION

The MFT Intern's Approved Supervisor maintains an appropriate level of responsibility for the Intern's professional practice and, under normal circumstances, is the Intern's liaison with the licensing board. Therefore, it is the responsibility of the Intern to collaborate with his or her Approved Supervisor in order to develop and submit to the Advisory Committee a *Plan of Supervision* as defined in §3315.B. After acquiring Intern status, the Intern is responsible to meet with the Board-Approved Supervisor for qualified supervision in the manner prescribed in the *Plan of Supervision*.

The *Plan of Supervision* forms a professional contract between the Board, the Approved Supervisor, and the Intern that specifies the terms of the Intern's practice while receiving qualified supervision. The Intern is responsible to collaborate with his Supervisor(s) over the course of his or her internship to develop and maintain a *Plan of Supervision* that meets the developmental needs of the Intern, provides for an appropriate level of professional care for the Intern's clients, allows for the adequate monitoring of the Intern's practice by the Board-Approved Supervisor(s) or Supervisor Candidate, and allows for the Intern's timely qualification as a Licensed Marriage and Family Therapist.

Under the guidance of his or her supervisor, it is the responsibility of the Intern to submit amendments to the *Plan of Supervision* to the Advisory Committee within thirty (30) days for approval in accordance with Advisory Committee policy. Revisions may be made by following the instructions of the *Plan of Supervision* form in accordance with Advisory Committee policy. This form can be accessed at lpboard.org.

Important Note: Revisions to the *Plan of Supervision* must be made in collaboration with and approved by the Approved Supervisor. This collaboration is indicated by the Approved Supervisor's and Intern's signature on the revised *Plan of Supervision* form. Revisions to the *Plan of Supervision* that have not been properly submitted to the Advisory Committee for approval may not be approved and may hinder the qualification of the Intern for licensure.

THE INTERN'S WORKPLACE

The MFT Intern is responsible to be thoroughly aware of the terms of his or her employment as an employee or private contractor as well as the administrative policies and procedures of his or her employer and/or administrative supervisor. In the event that the standard of professional behavior and/or client care provided by the Intern's employer or administrative supervisor exceeds that of the minimum standards in this statute, the Intern should to the best of his or her ability, adhere to the higher standard.

In the event that a conflict between the policies, procedures, or directives of the Intern's employer or administrative supervisor impedes the ability of the Intern to comply with the directives of the Intern's Board-Approved Supervisor(s), the terms of the Intern's Plan of Supervision, or the standard of professional behavior described in this statute, the Intern must inform his or her Supervisor(s) immediately.

Important Note: In order to avoid conflicts of interest that could impede the prioritization of the client welfare, the Intern must refrain from the ownership of all or part of any mental health counseling practice and from acceptance of any direct fee for service from therapy clients. The Intern may receive a wage for services rendered as an employee or as a private contractor. Should the Intern receive monetary compensation as a private contractor for services for which his status as an Intern qualifies him or her, the contractual agreement under which the Intern receives compensation must specify a person who functions in the workplace as an administrative on-site supervisor for the Intern in his or her delivery of services under the contract. This information should be specified in the Plan of Supervision.

REPORTING CHANGES IN STATUS

Ongoing communication between the Board, the Approved Supervisor, and the Intern is vital to the protection of the public. It is, therefore, the responsibility of the Intern to immediately report to the Approved Supervisor(s) any changes in the Intern's status (loss of employment, change of job status, serious illness, legal difficulty, etc.) that affects the Intern's continued qualification as a MFT Intern, due qualification as a Licensed Marriage and Family Therapist, ability to meet the terms of the Plan of Supervision, or ability to provide the standard of care to clients as defined in this statute. Such change in status should also be reported by the Intern not only to his or her Approved Supervisor, but directly to the his or her employer or contractor, and the Board. Moreover, it is the responsibility of the Intern to:

- a. Report to the Approved Supervisor(s) and the Board within thirty days any

change in status that would affect the ability of the Supervisor or the Board to contact the Intern, such as changes in postal address, telephone number, or e-mail address.

b. Inform the Board in writing within 30 days in accordance with Advisory Committee policy in the event that the Intern's Approved Supervisor becomes unwilling or unable to fulfill his or her responsibility to the Intern as defined in the Board-Approved Plan of Supervision.

Important Note: In the event that an Approved Supervisor becomes unwilling or unable for any reason to fulfill the duties as a qualified supervisor, the Advisory Committee will assist the Intern in acquiring interim supervision until a suitable Board-Approved Supervisor can be located in order to preserve continuity of care for the Intern's clients.

Should an interim Supervisor not be located in a timely manner as determined by the Advisory Committee, the Intern must suspend services to clients until such time as a new Supervisor can be located. In such circumstances it is the responsibility of the Intern to work with his or her administrative supervisor to see that his or her clients are appropriately referred.

OTHER GENERAL RESPONSIBILITIES

The following are other responsibilities of the Intern specified in the rules. It is the responsibility of the Intern to:

- a. Stay current with any paperwork required by the Board or Supervisor.
- b. Present and review an up-to-date *Statement of Practice* to every client before the first session begins and obtain the client's signature on the signature page.
- c. Report any situation immediately to the Approved Supervisor in which the Intern believes he or she may have breached ethics or the law.
- d. Keep accurate and up-to-date case records using the format prescribed by the Approved Supervisor, including all forms requiring an authorizing signature from the client and case notes about any consultation process with the Approved Supervisor that is related to the client.
- e. Keep accurate and verifiable record of direct and indirect client contact hours.
- f. Alert the Approved Supervisor when qualifying forms requiring his signature are to be sent to the Board of Examiners.

RESPONSIBILITIES OF THE APPROVED SUPERVISOR

Approved Supervisors are responsible to maintain an acceptable level of service delivery to their clientele, whether they be MFT Interns or Supervisor Candidates. In this section of the Handbook, the term *supervisee* is used to describe both Interns and Supervisor Candidates who may be receiving qualified supervision from an Approved Supervisor. Also, the term *Supervision Plan* is used to describe both the *Plan of Supervision* for MFT Interns and the *Plan of Supervision-of-Supervision* for Supervisor Candidates.

Important Note: In this section of the Handbook, the responsibilities of Approved Supervisors and Supervisor Candidates are not differentiated. It should be assumed that the responsibilities of Approved Supervisors and Supervisor Candidates to their supervisees are the same unless otherwise specified.

The Approved Supervisor should collaborate with the supervisee in creating a meaningful learning experience that leads to the supervisee's professional and personal development as well as his or her timely qualification as a licensee or Supervisor. However, it is the primary responsibility of the Approved Supervisor to represent the Board of Examiners in protecting the public.

In this role, it is the responsibility of the Approved Supervisor to monitor the professional behavior of the supervisee to determine if his or her service provision to the public meets the legal and ethical standards established by the law and the rules, and is in accordance with the supervisee's *Supervision Plan*. The Approved Supervisor accomplishes this by observing the practice of the supervisee through clinical case review, real-time observation of therapy or supervision sessions, or by reviewing session video- or audio- tapes such that the Supervisor is sufficiently able to monitor the practice of the supervisee and guide the supervisee in maintaining the minimum standards of care in his or her service delivery to clients.

In order to function effectively the Supervisor must maintain a thorough and current knowledge of the law and rules in regard to the qualification and practice of Licensed Marriage and Family Therapists and Approved Supervisors in Louisiana and represent this information accurately to his or her supervisees and to the public.

The Approved Supervisor must also supervise within his or her scope of practice. The Supervisor must not present himself as providing supervision in any particular therapeutic approach, technique, or theoretical orientation, or style of supervision in which the Supervisor has not been thoroughly trained and had adequate experience to provide competent supervision.

In order to ensure that the supervisee is adequately oriented to all legal and professional information related to the qualifications of his or her Supervisor and the supervision process, the Approved Supervisor must present and review with each supervisee a copy of his or her Supervisor Statement of Practice.

Important Note: A Supervisor may not have more than a combined total of 10 supervisees, including

MFT interns and interns in other disciplines and/or registered supervisor candidates.

RESPONSIBILITIES OF THE SUPERVISOR TO THE CLIENTS OF SUPERVISEES

The Supervisor must manage all information pertaining to the clients of his or her Interns and clients other supervisees with the same level of confidentiality mandated in the law and the rules for Licensed Marriage and Family Therapists in their interaction with their clients.

Important Note: Supervisors should pay close attention to the setting in which supervision takes place and cases are reviewed to ensure the complete confidentiality of the supervisee's clients.

The Supervisor must, to the best of his ability and knowledge, address in an accurate and timely fashion any reasonable questions or concerns directed to the Supervisor by clients of the supervisee or the supervisee's employers or contractors about the professional status of the supervisee or the quality of care he or she is providing. In the event that the client of a supervisee makes a complaint or provides information to the Supervisor that the supervisee may have committed a breach of the minimum standards of client care provided in the law or the rules resulting in harm or potential harm to the client, it is the responsibility of the Supervisor to provide corrective feedback to the supervisee and warn the client of the potential risk. In addition, the Supervisor must report the actions of the supervisee to the Board in accordance with Advisory Committee policy and/or guide the client in making a formal complaint to the Board.

If the Supervisor determines that the supervisee has failed to respond appropriately to corrective feedback, it is the responsibility of the Supervisor to immediately report the behavior of the supervisee to the Board according to Advisory Committee policy, to the supervisee's site supervisor, and immediately inform the client of the potential risk. The Supervisor should use his clinical judgment in such matters, balancing his or her roles as mentor to the supervisee and protector of the public with protection of the public being preeminent.

RESPONSIBILITIES TO INTERNS & SUPERVISOR CANDIDATES

The Supervisor must provide qualified supervision to the supervisee until the Supervisor has received official notice from the Board that the supervisee has licensed as a Licensed Marriage and Family Therapist or certified as an Approved Supervisor, been officially assigned by the Board to another Supervisor, or has otherwise lost or forfeited qualification as an MFT Intern or Supervisor Candidate. Toward this end, the Supervisor is responsible for assisting the supervisee in developing and maintaining the *Supervision Plan* and monitoring the timely submission of appropriate documentation to the Board on behalf of the Supervisee.

Important Note: Nonpayment of the Supervisor's fees by the supervisee is not grounds for the

suspension by the Supervisor of supervisory meetings with the supervisee as specified by the Board-approved Plan of Supervision, nor shall the Supervisor withhold submission of documentation to the Board on behalf of the supervisee because of nonpayment of fees.

The Supervisor must relate to the supervisee in a professional and ethical way at all times. In collaboration with the supervisee, the Supervisor demonstrates due diligence in creating a learning experience for the supervisee that is encouraging, challenging, and that facilitates personal and professional growth. Likewise, the Supervisor monitors the interaction of the supervisee with his or her clients for professionalism and ethical quality and provides corrective feedback to the supervisee if the minimum standard of professionalism provided in the law and rule is not met.

Important Note: The Supervisor must be reasonably available for consultation with his or her supervisees and keep scheduled sessions in the manner spelled out in the *Supervision Plan*. Conversely, the Supervisor must report to the Board any supervisee who fails to maintain consistent and regular supervisory contact as specified in the *Supervision Plan*.

The Supervisor must ensure that the regularity, duration, and quality of supervision sessions are adequate to provide continuity, support, and nurturance to the supervisee and to monitor the professional quality of the his or her service provision to clients. The Supervisor must also provide timely and accurate feedback to the supervisee, his or her other Approved Supervisors, and the Advisory Committee in accordance with Advisory Committee policy in regard to the professional development of the supervisee, his or her progress in completing the *Supervision Plan*, or any other information that relates to the supervisee's ability to provide adequate care to clients.

THE SUPERVISOR & THE WORKPLACE OF THE SUPERVISEE

It is the responsibility of the Approved Supervisor to monitor and guide the clinical work of the supervisee to see that he or she is meeting the minimum standards specified by law and rule. It is not the responsibility of the Approved Supervisor to monitor the supervisee's job performance per se. However, it is the responsibility of the Supervisor to assist the supervisee in meeting the professional standards of his or her employer, even if those standards exceeding minimum legal requirements. This requires the Supervisor to be familiar with the requirements of the work environment of his or her supervisees and to establish a working relationship with his or her site supervisor(s).

In the event that a conflict between the policies, procedures, or directives of the supervisee's employer or administrative supervisor impedes the ability of the supervisee to comply with the directives of his or her Board-Approved Supervisor(s), the terms of his or her *Supervision Plan*, or the standard of professional behavior described in the law and rules, it is the responsibility of the Supervisor to work with the supervisee and his or her employer to reach a

resolution that is acceptable to both parties. In such instances, the Supervisor should remember that his or her preeminent responsibility is to uphold the law and to assist his or her supervisees in doing the same.

Important Note: If a satisfactory resolution cannot be reached between the supervisee and his or her employer, the Supervisor may write a letter or e-mail to the Executive Director of the Board of Examiners requesting assistance.

REPORTING CHANGES IN STATUS

It is the responsibility of the Supervisor to immediately report to the Board and his or her designated supervisees any changes in his or her status (loss of employment, serious illness, legal problems, etc.) that may significantly affect his or her certification as an Approved Supervisor or Supervisor Candidate or his or her ability as an Approved Supervisor to fulfill his or her duties as described in the law or the rules, or the *Supervision Plan*. The Supervisor must within thirty days also report to the Board any change in status that may affect the ability of the Board to contact him or her (change of address, telephone number, e-mail address, etc.).

Important Note: As he has knowledge, the Supervisor should also see that the supervisee reports such changes in status to the Board in accordance with Advisory Committee policy that would affect the ability of the Supervisor or the Board to contact the supervisee, such as changes in postal address, telephone number, or e-mail address.

FINAL APPROVAL OF SUPERVISEES

It is the responsibility of the Supervisor to recommend for licensure as a Licensed Marriage and Family Therapist **those and only those** MFT Interns that to the best of his or her knowledge have completed the requirements for licensure contained in this statute, satisfactorily fulfilled the terms of the Board-Approved *Plan of Supervision*, and have otherwise demonstrated a satisfactory level of competence in delivering professional services to their clients during the course of their internship.

It is also the responsibility of the Supervisor to recommend for certification as Board-Approved Supervisors **those and only those** Supervisor Candidates that have satisfactorily fulfilled the terms of the Board-Approved *Plan of Supervision-of-Supervision* and have otherwise demonstrated a satisfactory level of competence in delivering professional services to their supervisees.

Supervisees will be qualified for licensure or certification only upon the recommendation of the Approved Supervisor. It is the responsibility of the Approved Supervisor to submit all final qualifying documentation for which they are responsible in timely fashion and in a manner that does not unnecessarily hinder the due qualification of his or her supervisees who have met minimum

standards. In addition, the Supervisor should assist his or her supervisees in completing their portion of the documentation process completely and accurately. Supervisors should note that failure of an Intern or Supervisor Candidate to pay the Supervisor's fees for service must not be a reason to withhold documentation to the Board regarding the supervisee's qualification.

Important Note: In order to document the supervisory process, the Supervisor is responsible to keep true, accurate, and complete records in accordance with Advisory Committee policy of his or her interactions with supervisees and their clients and respond within 30 days to any request by the Board to audit records pertaining to the supervision of Interns or Supervisor Candidates.

Glossary of Terms

Consultation—A voluntary relationship between professionals of relatively equal expertise or status wherein the person being consulted offers advice or information on an individual case or problem for use by the person asking for assistance. The consultant has no functional authority over or legal or professional responsibility for the consultee, the services performed by the consultee, or the welfare of the consultee’s client. Consultation is not supervision. Experience under contract for consultation will not be credited toward fulfillment of supervision requirements of MFT Interns or Supervisor Candidates.

Co-Therapy Supervision—Qualified supervision that takes place during a therapy session in which the LMFT Board-Approved Supervisor acts as a co-therapist with the MFT Intern.

Direct Work Experience— Psychotherapeutic services delivered face-to-face to individuals, couples, families, or groups in a setting and in a manner approved by the Advisory Committee as part of the Intern’s Plan of Supervision.

Group Supervision—Qualified supervision of more than two and no more than six MFT Interns with one or more Board-Approved Supervisors. Group supervision provides the opportunity for the supervisee to interact with other supervisees and offers a different learning experience than that obtained from individual supervision.

Indirect Work Experience—Collateral services rendered to clients that relate to proper case management, such as telephone contact, case planning, observation of therapy, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision.

Individual Supervision—Qualified supervision of one or two individuals by one LMFT Board-Approved Supervisor.

Live Supervision— Individual and/or group supervision in which the Supervisor directly observes the case while the therapy is being conducted and has the opportunity to provide supervisory input during the session. When a Supervisor conducts live supervision the time is counted as individual supervision for up to two Interns providing therapy in the room with the client(s) and for up to two interns observing the therapy and interacting with the Supervisor. The time is counted as group supervision when more than two MFT Interns involved in direct client contact or more than two observers interacting with the Supervisor are present, providing that there are no more than six Interns involved.

LMFT Board-Approved Supervisor—An individual who has made formal application for certification as an LMFT Board-Approved Supervisor documenting that he or she has satisfactorily met the standards specified in this statute for LMFT Board-Approved Supervisors as determined by the Advisory Committee and has received a letter from the Board certifying them as such. During the course of the supervisory process, The LMFT Board-Approved Supervisor maintains an

appropriate level of responsibility for the delivery of services of his or her supervisees.

An AAMFT Supervisor who has not certified as a Board-Approved Supervisor in Louisiana may not supervise MFT Interns or Registered Supervisor Candidates.

A LMFT Board- Approved Supervisor may use the initials LMFT-S after his or her name. In this handbook the LMFT Board-Approved Supervisor may be called the *Approved Supervisor* or the *Supervisor*.

LMFT Registered Supervisor Candidate— An individual who has made formal application for registration as a LMFT Registered Supervisor Candidate documenting that he or she has satisfactorily met the standards specified in the rules for LMFT-Registered Supervisor Candidates as determined by the Advisory Committee and has received a letter from the Board indicating their registration as such. The Candidate is under the supervision of an LMFT Board-Approved Supervisor for the purpose of certifying as an LMFT Board-Approved Supervisor in accordance with the Plan of Supervision-of-Supervision approved by the Advisory Committee. The LMFT Registered Supervisor Candidate performs the same duties as and is responsible to maintain a level of care for supervisees that meets the standards for LMFT Board-Approved Supervisors. Any portion of the rules that applies to Board-Approved Supervisors will also be considered to apply to Supervisor Candidates except where specifically noted.

A LMFT Registered Supervisor Candidate may use the initials LMFT-SC after his or her name. In this handbook, The LMFT Registered Supervisor Candidate (LMFT-SC) may be called the *Supervisor* except in instances that pertain only to Candidates, where the terms *Supervisor Candidate*, *Candidate*, or *supervisee* may be used. Note that the Registered Candidate may in some contexts be a “Supervisor” and in others a “supervisee.”

LPC Board of Examiners- The regulatory body created by the Louisiana Legislature empowered by law to write rules and develop policies for the regulation of the profession of mental health counseling in Louisiana. The LPC Board of Examiners is a composite board that administers both the LPC and LMFT licenses. In this handbook, the LPC Board of Examiners may be referred to as the *LPC Board* or the *Board*.

Marriage & Family Therapy Advisory Committee- A committee of the LPC Board of Examiners created by the Louisiana Legislature and empowered by law under the auspices of the Board to write rules and develop policies for the regulation of the practice of Licensed Marriage and Family Therapists in Louisiana. In this handbook, the Marriage and Family Therapy Advisory Committee may be referred to as the *Advisory Committee* or the *MFTAC*.

Plan of Supervision—A written agreement between the Board-Approved Supervisor and the MFT Intern that establishes the supervisory framework for the postgraduate clinical experience of the Intern and describes the expectations and responsibilities of the Board-Approved Supervisor and the MFT Intern as supervisee. It is the responsibility of the MFT Intern to submit the Plan of Supervision to the Advisory Committee on the appropriate form in a manner consistent with Advisory Committee policy.

Plan of Supervision-of-Supervision— A written agreement between the Board-Approved Supervisor and the Supervisor Candidate that establishes the framework for the supervision- of-supervision of a licensed marriage and family therapist who is training to become an LMFT Board-Approved Supervisor and that describes the expectations and responsibilities of the supervisor and

the supervisee. It is the responsibility of the Supervisor Candidate to submit a Plan of Supervision-of-Supervision to the Advisory Committee on the appropriate form in a manner consistent with Advisory Committee policy.

Qualified Supervision— Supervision of the clinical services of an Intern by a Board-Approved Supervisor or Supervisor Candidate for the purpose of qualifying the Intern for licensure as a LMFT in Louisiana in accordance with the Plan of Supervision approved by the Advisory Committee.

Under no circumstances shall any contact that is not face-to-face (such as interaction by conventional correspondence, telephone, e-mail, instant message, video conference, etc.) between an LMFT Board-Approved Supervisor or Supervisor Candidate and a MFT Intern be considered qualified supervision unless such contact is pre-approved by the Advisory Committee as part of the Intern's *Plan of Supervision*. Administrative supervision conducted to evaluate job performance or for case management rather than the clinical supervision of therapy provided to clients shall not be considered qualified supervision.

Any didactic process wherein techniques or procedures are taught in a group setting, classroom, workshop, or seminar shall not normally be considered qualified supervision. If, however, the Board-Approved Supervisor deems such experience as necessary to the Intern's successful completion of his or her internship, such experience may be included in the Intern's *Plan of Supervision*. Approval of such experience as qualified supervision will be at the discretion of the Advisory Committee.

Consultation, staff development, or orientation to a field program, or role-playing of family interrelationships as a substitute for current clinical practice shall not be considered as qualified supervision.

Registered MFT Intern— An individual who has made formal application for registration as a Registered MFT Intern documenting that he or she has satisfactorily met the standards specified in the law and rules for Registered MFT Interns as determined by the Advisory Committee and who has received a letter from the Board indicating their registration as such. It is the responsibility of the Registered MFT Intern to comply with the law, rules, and Board policy in their interaction with their Approved Supervisor and in the provision of services to their clients during their Internship.

A Registered MFT Intern may use the initials MFT-I after his or her name. In this handbook, the Registered MFT Intern may be called the *MFT Intern*, the *Intern*, or the *supervisee*.

Supervision— The professional relationship between a supervisor and supervisee that nurtures the professional self of the supervisee, promotes the development of the supervisee's therapeutic knowledge and skill, contributes to the supervisee's development of sound ethical judgment, and reasonably ensures that the therapeutic services delivered by the supervisee meet a minimum standard of legal, clinical, and ethical quality.

The supervisor provides guidance and instruction that is of such quality, frequency, and regularity that the clinical and professional development of the supervisee is promoted and the supervisee's service delivery is adequately monitored. Supervision involves the clinical review of the therapist's work with clients that may utilize therapist self-report and review of clinical documentation, review of audiotapes or videotapes, or direct observation of live therapy sessions.

Supervisor **Statement of Practices & Procedures**

John Doe, MA, M.MFT, LPC, LMFT
Approved LPC & LMFT Supervisor
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Please read this *Statement of Practices and Procedures* carefully and retain a copy for your records. It contains important information about your supervisor, what you can expect from supervision, and how to make the most of your supervisory experience. As a supervisee, you have the right to a clear understanding of the supervision process as outlined. If you have any questions, please ask. **Your signature on the last page of this document signifies that you have read, understand and agree to the terms contained therein.**

SUPERVISOR'S QUALIFICATIONS

EDUCATION: Mr. Doe holds two graduate degrees, one a Master of Arts in Counseling from Louisiana Tech University and the other a Master of Marriage and Family Therapy from Abilene Christian University. Mr. Doe has also earned a Bachelor's Degree in Education from Louisiana Tech University.

LICENSURE AND CERTIFICATION: Mr. Doe is a Licensed Professional Counselor, number 111, and a Licensed Marriage and Family Therapist, number 222.

Mr. Doe is a Board Approved LPC Supervisor and a Board Approved LMFT Supervisor.

Both licenses and his certification as a Board Approved Supervisor are administered by the Louisiana **Licensed Professional Counselor's Board of Examiners, 8631 Summa Avenue, Suite A, Baton Rouge, Louisiana, 70809, telephone number 504-765-2515**. For more information about these licenses or his approved status as a supervisor or to ask about filing a complaint, you may contact the Board by mail, telephone, or you may go to the website at www.lpcboard.org.

PROFESSIONAL MEMBERSHIP: Mr. Doe is a Clinical Member of the American Association for Marriage and Family Therapy and a Member of the Louisiana

Association for Marriage and Family Therapy. He is also a member of the Northwest Chapter of the Louisiana Counseling Association.

PROFESSIONAL EXPERIENCE: Mr. Doe has worked in private practice as an individual, marital, and family therapist since 1986. He also consults with churches and non-profit mental health agencies in Shreveport-Bossier, such as the Center for Families. He became an Approved LPC Supervisor in 1988 and an Approved LMFT Supervisor in 2006.

Mr. Doe is a member of the Adjunct Faculty at LSU in Shreveport in the Department of Psychology. Mr. Doe also provides workshops and seminars in marital and family issues for churches, organizations, and other mental health professionals.

Mr. Doe served on the Advisory Committee for Marriage and Family Therapy to the LPC Board of Examiners since 2002. He has also served as Coordinator for The LSUS Family Therapy Institute since 2005.

THERAPEUTIC EXPERTISE AND STYLE OF PRACTICE

Mr. Doe specializes in the practice of marriage and family therapy, and is experienced in working with problems of childhood, parenthood, marital difficulties, and adult difficulties that may be related directly or indirectly to disturbances in family relationships.

Whether working with an individual, couple, or family, Mr. Doe works from an ecosystemic perspective, which means that he accepts a client's immediate relationships and larger social context as being important factors in solving life's problems.

Specifically, Mr. Doe works from a structural/strategic orientation, which means that a well-defined plan for achieving identified goals or solving specified problems is developed in collaboration with the client. This plan usually includes the structuring of family relationships in such a way that the probability of success for the client in therapy is enhanced. The emphasis in therapy is placed on assisting the client in finding workable solutions and accessing the resources necessary to enact those solutions in a time-limited framework. Therapy focuses on providing insight into the "historical roots" of problems only as it is necessary to the resolution of the problem as it finds expression in the "here-and-now."

Mr. Doe has experience working with elderly adults, adults, teenagers, and children of all ages. When working with teenagers and children, Mr. Doe strongly prefers to work with the whole family. Unwillingness or inability of family members to participate in therapy may result in referral.

SUPERVISORY EXPERTISE AND STYLE OF PRACTICE

Mr. Doe's training and experience as a supervisor is in training therapists in an ecosystemic approach to therapy as described above. His approach to clinical supervision is consistent with his structural/strategic approach to therapy.

He sees the supervisee as part of a therapist/client /supervisor "system." In turn, the client's immediate and extended social network is seen as a necessary "subsystem" of the supervision "suprasystem." **Therefore, the supervision process for the supervisee will necessarily entail the supervisee's acquisition of knowledge and skill in working with the client's social network as a problem-solving resource.** While it is not the role of the supervisor to "convert" the supervisee to any particular theoretical orientation of therapeutic change, Mr. Doe will expect the supervisee to expand or modify his or her approach to therapy to allow for the conceptualization and management of change at the systemic level, even if the supervisee plans to practice as an "individual" therapist. If the supervisee has not had formal training in a systemic approach to therapy prior to their supervision process, the supervision experience may involve didactic as well as practical elements.

Mr. Doe's approach to supervision is "strategic" in that he works with supervisees to assist them in incorporating their particular theoretical approach to therapeutic change with systemic concepts to improve the supervisee's ability to respond effectively and efficiently to the widest possible variety of presenting problems.

To accomplish this, Mr. Doe utilizes a "case consultation" format to supervision, collaborating with the supervisee as a "team member" in assisting clients in resolving their presenting problems. **Review of video and/or audio recordings of the supervisee's work with clients is a necessary part of this process.**

TERMS AND DEFINITIONS

The following are important terms and their definitions used in the description of the Interning process in the law:

Registered LMFT Intern—An individual who has received an official letter from the Louisiana Licensed Professional Counselor's Board of Examiners stating that they have qualified to begin accruing supervision hours toward their licensure as Licensed Marriage and Family Therapist.

Counselor Intern—An individual who has received an official letter from the Louisiana Licensed Professional Counselor's Board of Examiners stating that they have qualified to begin accruing supervision hours toward their licensure as a Licensed Professional Counselor.

Approved Supervisor—A person who has been officially designated by the Louisiana Licensed Professional Counselor Board of Examiners to supervise the practice of Counselor Interns or Registered LMFT Interns as they work to obtain licensure.

Supervisor-Contact Hours—Clock hours spent in face-to-face clinical consultation with an Approved Supervisor. Telephone, e-mail, or any other “distance” contact other than face-to-face contact in real time cannot count for direct contact with an Approved Supervisor. Supervisor-contact hours may be **individual** (for Counselor Interns, one Intern in a single supervision session; for Registered LMFT Interns, one or two Interns in a single supervision session) or **group** (three to six Interns in single supervision session).

Direct Client-Contact Hours—Clock hours spent by an Intern in direct, face-to-face clinical consultation with clients in individual, marital, family, or group therapy. Telephone, e-mail, or other forms of distance contact with clients may count as direct client contact hours at the discretion of the supervisor.

Indirect Client-Contact Hours—Clock hours spent by an Intern in collateral duties associated with the provision of clinical services to clients, such as record-keeping, report writing, or administrative consultation.

NATURE OF THE SUPERVISORY RELATIONSHIP

The relationship between supervisor and supervisee is intended to facilitate the accomplishment of two goals. One is the education, training, and personal development of the Intern therapist. The other is the overseeing of service delivery to the client to ensure that the therapy process is ethical and of the highest quality possible. It is the task of the supervisor to maximize *both* of these aspects of the Intern/client/supervisor system and keep them “flowing in harmony” with each other.

THE PROFESSIONAL DEVELOPMENT OF THE INTERN: To facilitate this aspect of the Intern/client/supervisor system, the supervisor encourages and challenges the Intern to assume an explorative, “experimental” posture. The supervisor seeks a complimentary posture of facilitator, consultant, encourager, educator, and “coach.”

In this dimension, the Intern is the consumer. The focus is on maximizing the Intern’s learning experience by providing him or her with meaningful feedback about his or her weaknesses as well as strengths as a therapist. “Mistakes” are seen as an opportunity for the Intern’s growth and learning. The Intern’s therapeutic relationship with his or her clients is a “tool” in assisting the Intern to develop skill and confidence as a therapist.

PROFESSIONAL SERVICE DELIVERY TO THE CLIENT: In this dimension, the supervisor facilitates a relationship of “accountability” between the Intern and the client. The Intern assumes the posture of professional therapist, responsible for the ethical and effective delivery of services to the client. The supervisor seeks a complimentary posture of director and monitor.

In this dimension, the client is the consumer. The focus is on creating a successful therapeutic experience for the client through a meaningful collaboration between Intern and supervisor. The Intern’s relationship with his or her supervisor is seen as a “tool” for ethical, effective service delivery to the client.

When the collaboration between supervisor and supervisee fails to effectively balance these two aspects of the Intern/client/supervisor system, the welfare of the client always takes precedent.

THE RIGHTS OF THE INTERN: As a consumer of a professional service as described above, the Intern has a right to ethical and professional treatment by his or her Approved Supervisor as described in the Code of Conduct for LPCs, the Code of Ethics for LMFTs and as prescribed by law. Specifically, the Intern has a right to:

- 1. Collaborate with his or her supervisor on a Supervision Plan that meets the developmental needs of the Intern.**
- 2. Regular and continuous face-to-face contact with his or her Approved Supervisor such that the Supervision Plan can be completed.**
- 3. Accurate and complete information from his or her Approved Supervisor about the Intern process as prescribed by law.**
- 4. Regular and meaningful feedback in face-to-face consultation about his or her progress in relation to the Supervision Plan.**
- 5. Timely submission of all paperwork to the Board of Examiners that is the responsibility of the Approved Supervisor.**
- 6. Terminate the supervisory relationship without undue penalty with proper notification of the supervisor and the Board of Examiners.**

It is the responsibility of the Intern to inform his or her Approved Supervisor anytime the Intern thinks that he or she is being treated in an unethical or unprofessional manner. If the Intern fails to reach resolution by consulting with the Approved Supervisor, then the Intern is encouraged to report the matter to the Board of Examiners.

THE ROLE OF THE SUPERVISOR

In order to achieve the “balance and flow” in the supervisory relationship as it is described above, the supervisor must function in at least two roles with the supervisee:

THE SUPERVISOR AS TRAINER: As a “trainer”, the supervisor educates, models for, and coaches the supervisee in the practical application of theoretical principles of therapeutic change. In addition, the supervisor facilitates the development of the “person” of the Intern therapist consistent with traits that are characteristic of effective therapists. In this role, the supervisor is an advocate for the Intern as he or she develops competence as a mental health professional.

THE SUPERVISOR AS DIRECTOR AND EVALUATOR: As a “director and evaluator,” the supervisor establishes a professional standard of behavior for the supervisee and evaluates the supervisee’s ability to meet that standard in his or her interaction with clients. In this role, the supervisor advocates for the client as he or she seeks competent care in therapy.

If the supervisee is not willing or able to meet the professional standards established by the supervisor, it is the responsibility of the supervisor to provide corrective feedback to the supervisee, assist the supervisee in terminating ineffectual or unethical relationships with clients, and/or provide evaluative feedback to clients and/or the Board of Examiners as appropriate.

THE SUPERVISOR AS THERAPIST: The therapy process and the supervision process are isomorphic to one another, but not identical. It is an integral part of the supervision process for the supervisor to help the supervisee in mitigating or eliminating any personal problem that may hinder the supervisee in functioning fully with his or her clients or in a relationship with the supervisor.

Because of the evaluative role of the supervisor in the professional development of supervisees, however, it is inappropriate for Mr. Doe to do therapy with supervisees. Should during the course of supervision the need arise for a supervisee to seek therapy, Mr. Doe will see that the supervisee is referred appropriately. The Intern will decide in collaboration with Mr. Doe whether his or her Internship should take hiatus for the time the Intern is in therapy or whether the Intern can continue seeing clients.

THE APPROVED SUPERVISION PROCESS

GETTING STARTED: The Interning process begins with the prospective Intern consulting the Board of Examiners website at www.lpcboard.org to make sure he or

she has met all the preliminary educational and experiential requirements to qualify for Internship either as a Counselor Intern leading to licensure as a LPC or a Registered LMFT Intern leading to licensure as an LMFT. **The qualifications for approval as a Counselor Intern and Registered LMFT Intern are different; the candidate may not qualify for both.** If, however, the candidate does qualify for both, he or she may design a Supervision Plan with Mr. Doe that allows the Intern to work on both licenses simultaneously.

The candidate may then download the necessary forms for application from the website and follow the application instructions. When the Intern candidate has completed the application forms (including the *Statement of Practice*), he or she must submit them to Mr. Doe who will review them, sign them, and return them to the candidate to be mailed to the Board of Examiners office along with the candidate's fees. If the candidate is seeking dual licensure, *both* sets of forms must be completed and approved.

After the Board of Examiners reviews and approves the candidate's application, The Board sends a letter to the Intern and Mr. Doe informing them of the Board's approval of the Supervision Plan. The Intern may then begin accruing supervisor and client-contact hours toward his or her licensure.

THE PLAN OF SUPERVISION: As part of the Intern's initial paperwork, the Intern must file a *Plan of Supervision* with the Board of Examiners. This plan outlines details of the Interning process and reveals how the individual needs of the Intern are to be addressed in the course of his or her supervision experience. *The Supervision Plan portion of the initial application must be done in collaboration with Mr. Doe. The Intern candidate may schedule a consultation with Mr. Doe at his or convenience to design the Supervision Plan.*

COUNSELOR INTERNS: The Licensed Professional Counselor Board of Examiners requires that Counselor Interns accrue two-thousand nine hundred (2,900) client-contact hours as part of their supervision process for licensure in no less than two (2) years and no more than seven (7) years. Of these two-thousand nine-hundred hours, up to one-thousand (1000) hours may be *indirect* client contact hours. The remaining one-thousand nine hundred (1,900) hours must be *direct* client-contact hours.

During this same period, The Board of Examiners also requires that Counselor Interns accrue one-hundred (100) contact hours with their Approved Supervisor. Up to half (50 hours) of the supervisee's supervisor-contact hours may be *group* contact hours. The remaining fifty (50) supervisor-contact hours must be *individual* hours.

REGISTERED LMFT INTERNS: The Licensed Professional Counselors Board of Examiners requires that Registered LMFT Interns accrue a minimum of three-

thousand (3,000) client contact hours as part of their supervision process for licensure in no less than two (2) years and no more than seven (7) years. Of these three-thousand hours of client contact, up to one-thousand (1000) hours can be *indirect* client-contact hours. The remaining two-thousand (2000) hours must be *direct* client- contact hours.

During this same period, The Board of Examiners also requires that Registered LMFT Interns accrue 200 (two-hundred) contact hours with his or her Approved Supervisor. Up to half (100 hours) of the required supervisor-contact hours may be *group* supervision hours. The remaining one-hundred (100) supervisor-contact hours must be *individual* hours.

Subject to Board approval, Registered LMFT Interns may count up to one-hundred (100) supervisor-contact hours that he or she may have accrued during the course of their qualifying degree program if the supervision received by the Intern was clearly and demonstrably systemic in content.

INTERNS SEEKING DUAL LICENSURE: Mr. Doe is approved to supervise both Counselor Interns and Registered LMFT Interns. Therefore, if the Intern has qualified as a Counselor Intern *and* as a Registered LMFT Intern, then supervisor contact hours count simultaneously toward both licenses.

Only client contact with couples, families, or couple/family therapy groups count toward the client contact requirement for *both* licenses. Contact with clients for individual therapy will only count toward the client-contact requirement for the LPC license.

SUPERVISION SESSIONS: Supervision sessions are normally 1 to 1 ½ hours in length. Individual sessions may include one or two Interns, while group supervision sessions may include up to six Interns. Sessions are rarely required more often than one time a week. For continuity's sake, sessions are required at least two times a month regardless of the caseload of the Intern.

Sessions are normally conducted using a case consultation format. Using this format, Interns present pertinent case information augmented by session audiotapes or videotapes. Mr. Doe assists the Intern in conceptualizing the case and formulating interventions. The Intern delivers the intervention in session with his or her clients and reports the result in the next supervision session.

Interns may also schedule live supervision sessions at the Mr. Doe's office at 820 Jordan, Suite 570, in the observation room.

LIVE SUPERVISION: Live supervision is the best way to learn therapeutic skills. In a live supervision session, Mr. Doe observes and collaborates with the Intern as he or she works with clients in real time. Mr. Doe's office at 820 Jordan, Suite 570, is

equipped with an observation room that utilizes a closed-circuit video camera system designed for live observation. Interns may schedule their own clients for live supervision in the observation room by contacting Mr. Doe's Administrative Assistant at 221-4455 during regular business hours.

Interns may "team up" for a live supervision session with one Intern being observed and the other Intern observing the session with Mr. Doe

Whether the Intern is observing or being observed, the Intern gets credit for *supervisor* contact hours as well as direct *client* contact hours.

Interns may also volunteer to participate in *The Intensive Family Therapy Program* that is hosted by the LSUS Family Therapy Institute. Clients who have consented to be videotaped will be assigned to the Interns who are participants in this program.

VIDEO AND AUDIO TAPING: As mentioned above, each Intern is required to provide audiotapes or videotapes of their sessions to bring to supervision for review.

Interns may schedule the observation room in Mr. Doe's office to make videotapes of their work with clients. This may be done by contacting Mr. Doe's administrative assistant during regular business hours at 221-4455. Interns must provide their own DVD re-writable disks.

As a substitute for videotapes, Interns may also make audiotapes of their work. The Intern must, however, provide their own tape recorder and audiotapes. *Audiotapes must be completely clear and intelligible for use in supervision.*

All Interns are asked to review the section of this manual that details policy and procedure for live observation, videotaping, and audio taping *before* they use the observation room. *Interns are responsible for obtaining in advance of the first session the informed written consent of any and all clients they wish to audio or videotape using the Consent Form prescribed by the Approved Supervisor. This form may be obtained from Karen.*

INTERN ORIENTATION WORKSHOPS AND SPECIAL SEMINARS: At various times during the year, Mr. Doe offers special seminars for Interns, including an orientation seminar that is mandatory for all Interns. Attendance at these seminars earns the Intern group supervision hours.

CHANGING OR ADDING SUPERVISORS: It is generally recommended that an Intern have more than one supervisor over the course of their Internship. An Intern may add a supervisor by filling out an additional application and submitting it to the Board of Examiners for approval. *In this circumstance, the Intern must inform Mr. Doe of the addition of the new supervisor and collaborate with Mr. Doe to ensure that the Intern's supervisory experience continues to be integrated and ethical.*

If the Intern desires to change supervisors, Mr. Doe must complete an evaluation and recommendation of the Intern and submit it to the Board of Examiners along with the Intern's new application. *In this circumstance, the Intern must continue to fulfill his or her Supervision Plan with Mr. Doe until he or she receives official notice from the Board of Examiners that a new Supervision Plan has been approved.*

COMPLETING THE INTERNSHIP: After the Intern has accumulated the minimum number of client-contact hours and supervisor-contact hours, the Intern may complete the final section of his or her application for licensure by downloading and completing the appropriate forms from www.lpcboard.org.

As part of this final application process, all of the Intern's current supervisors must document his or her supervisor contact hours, review the Intern's performance with the Intern on the evaluation form provided as part of the final application, and recommend the Intern for licensure. The Board of Examiners then reviews the Intern's final application and sends the Intern their license through the mail. *The Intern must remain in supervision with his or her Approved Supervisor until he or she receives their license.*

LEGAL AND ETHICAL CODES OF CONDUCT

The provision of the service of Mental Health Counseling and the service provided by Licensed Marriage and Family Therapists/Interns as well as the supervision of the delivery of these services by Approved Supervisors is governed by ***Louisiana Revised Statute 37: 1101-1115***, as well as ***Title X, Subpart, of the Louisiana Administrative Code***.

As provided in the statute, the practice of LPCs and LMFTs, Approved Supervisors, Supervisor Candidates, and Interns is regulated by the Louisiana Licensed Professional Counselors Board of Examiners. The law and subsequent rules promulgated by the Board in the *Administrative Code* are designed to protect the public and the consumer, whether client or supervisee.

As a Licensed Marriage and Family Therapist, Licensed Mental Health Counselor, and Board Approved LPC/LMFT Supervisor in Louisiana, Mr. Doe is bound by law to adhere to the Code of Conduct for Licensed Mental Health Counselors, the Code of Ethics for Licensed Marriage and Family Therapists, and the rules and regulations for Approved Supervisors established by the Board of Examiners. These codes of conduct can be viewed at www.lpcboard.org.

As a Counselor Intern or LMFT Intern, you also are required to adhere to all the ethical and legal requirements contained in the statute and in Title X of the Administrative Code. If you are working on dual licensing, then the more restrictive of the two

ethical codes applies in any given situation. *You are required to review both codes thoroughly before seeing clients as an Intern.*

Unethical behavior as a practicing Intern can result in suspension or termination of the supervisory relationship without refund, forfeiture or suspension of Intern status by The Board of Examiners, denial of licensing privilege, civil suit, or criminal charges.

It is also highly recommended that you review the sections of the codes regarding supervisor/supervisee interaction. These guidelines are there for *your* protection as a supervisee.

SPECIAL ETHICAL CONSIDERATIONS WHEN TAPING/OBSERVING: When audio— or videotaping a client, the Intern must take special care to protect the client from violation of his or her confidentiality. *The following guidelines must be adhered to at all times when the Intern is involved in live observation of or the electronic recording of a client:*

- 1. Clients must *never* be recorded or observed without their first signing the *Observation Consent Form* which can be obtained from Mr. Doe's Administrative Assistant.**
- 2. Clients must always be made aware at the outset of each session the identity of anyone in the observation room during the session or if the session will be electronically recorded in any way.**
- 3. During live observation or during the reviewing of an audio— or videotape, if an observing Intern discovers that he or she has a relationship with the client or anyone related to the client that is being observed, the Intern must inform the Approved Supervisor immediately. If the Approved Supervisor is not on sight, the Intern must leave the observation room or the tape review session.**
- 4. When observing a live session, the Intern should refrain from interacting with the client being observed unless instructed to do so by the Approved Supervisor.**
- 5. Any electronic recording of a client made in the observation room must be stored appropriately at all times in Mr. Doe's office. Such recording should *never* leave the premises without the expressed consent of Mr. Doe.**
- 6. If the Intern is counseling under the auspice of another professional or entity other than the Approved Supervisor, the Intern must make sure that his or her taping of clients is in compliance with all policies and procedures of the Intern's employing agency or on-site/administrative supervisor in addition to the policies expressed in this statement.**

7. Electronic recordings made by the Intern "off-site" should be kept in securely locked storage area that can only be accessed by the Intern and other appropriate clinical staff.
8. Electronic recordings of clients should never be played for or played in the presence of anyone but the Intern's Approved Supervisor or his or her fellow Interns during case consultation.
9. Interns should not review electronic recordings of clients and/or discuss case material in any venue in which a chance exists that the Intern's communication may be overheard, either advertently or inadvertently, by any unauthorized person not directly involved in the consultation.
10. No unauthorized copy of a session recording (i.e., on a cassette tape, CD, DVD, computer hard drive, memory stick, etc.) should ever be made by an Intern. All handwritten notes made by an Intern during live supervision or during supervisory consultation must be stored in the client's official file or shredded.
11. All electronic recordings of clients must be erased or destroyed by the Intern at the termination of the client or when instructed to do so by the Approved Supervisor.

INTERN'S STATEMENT OF PRACTICE: As part of the qualification process, Interns are required by the Board to develop a *Statement of Practice*. By law, Interns must review their *Statements of Practice* with each client and obtain their signature.

RESPONSIBILITIES OF THE INTERN

It is the responsibility of the Intern to provide therapy to his or her clients that is professional and ethical, accepting the parameters of service delivery to his or her clients established by the Board of Examiners in the law and in accordance with the *Statement of Practices and Procedures* provided by Tom Moore, MA, M.MFT, LPC, LMFT, Board Approved Supervisor.

It is also the responsibility of the Intern to engage as fully as possible in all learning experiences created for the Intern by Mr. Doe. Within this framework, the Intern's specific responsibilities are as follows:

1. Learn the *Code of Conduct for Licensed Professional Counselors* and the *Code of Ethics for Licensed Marriage and Family Therapists* and practice within the scope of these codes at all times.
2. Adhere to the Plan of Supervision filed with the Board of Examiners.

3. Follow through with all clinical directives provided by the Approved Supervisor.
4. Present and review an up-to-date *Statement of Practice* to every client before the first session begins and obtain the client's signature on the signature page. Also, present, review, and obtain authorizing signatures of all clients that the Intern wishes to audiotape or videotape on the authorized consent form.
5. Report any situation to the Approved Supervisor in which the Intern believes he or she may have breached ethics.
6. Staff any cases with the Approved Supervisor immediately that involve threats of homicide, suicide, abuse, or any potentially life threatening symptoms such as eating disorders, self-mutilation, or domestic violence. Inform the Approved Supervisor immediately if a client attempts suicide or homicide.
7. Keep accurate and up-to-date case records using the format prescribed by the Approved Supervisor, including all forms requiring an authorizing signature from the client and *case notes about any consultation process with the Approved Supervisor that is related to the client*.
8. Arrive on time to each scheduled supervision session prepared with pertinent case information organized in the prescribed format along with appropriately queued audiotapes or videotapes.
9. Keep accurate and verifiable record of direct and indirect client contact hours.
10. Alert the Approved Supervisor when qualifying forms requiring his signature are to be sent to the Board of Examiners and deliver the appropriate forms to his office.
11. Inform the Approved Supervisor immediately of any change of circumstance, status, or condition that may affect the nature or quality of the Intern's service provision to clients.
12. Update the Board of Examiners in regard to any change of status or venue by refiling appropriately amended forms within thirty (30) days of the change.
13. Maintain continuity of contact with the Approved Supervisor consistent with Supervision Plan filed with the Board of Examiners.
14. Inform his or her employer of the conditions and terms of his or her supervision as outlined in this statement.

15. Discuss with his or her Approved Supervisor any condition or circumstance in the Intern's workplace that would hinder the Intern's compliance with his or her Supervision Plan or with ethics, State Statute, or Rule dealing with the Intern's service delivery to clients.

16. Stay current with all fees.

RESPONSIBILITIES OF THE APPROVED SUPERVISOR

It is the responsibility of the Approved Supervisor to collaborate with the Intern in creating a meaningful learning experience that leads to the Intern's professional and personal development. It is also the responsibility of the Approved Supervisor to represent the Board of Examiners in protecting the public.

Within this framework, the specific responsibilities of the Approved Supervisor are as follows:

- 1. Relate to the Intern in a professional and ethical way at all times.**
- 2. Create a learning experience for the Intern that is encouraging, challenging, and that facilitates personal and professional growth.**
- 3. As much as is reasonably possible, ensure that the Intern's supervision is in compliance with statute, rule, and consistent with the Plan of Supervision filed with the Board of Examiners.**
- 4. As much as is reasonably possible, monitor the interaction of the Intern with his or her clients to ensure professionalism and ethical quality and to provide corrective feedback to the Intern if a minimum standard of professionalism is not met.**
- 5. Assist the Intern in working out any inconsistency he or she experiences in the workplace between the guidelines for ethical and responsible practice as outlined in this statement and in the law and the policies, procedures, or expectations of the Intern's employer.**
- 5. Be regularly available for consultation and keep scheduled sessions with the Intern in accordance with the Supervision Plan filed with the Board of Examiners.**
- 6. Report to the Board of Examiners any serious breach of ethics by an Intern.**
- 7. Keep accurate records of the Intern's individual and group supervision hours.**
- 8. Submit in timely fashion to the Board of Examiners any qualifying paperwork**

that must be submitted on behalf of the Intern.

9. Inform the Intern of any change in the supervisor's status that would affect the Intern's ability to complete his or her supervision process successfully.

10. Inform the Board of Examiners if the Intern fails to maintain continuous and regular contact with the Approved Supervisor as described in the Supervision Plan.

ROUTINE BUSINESS PROCEDURES

CONTACTING THE BOARD: The Board office is open Monday through Friday from 9:00 am to 4:30 pm. Interns may call the Board office during office hours, or check the Board's website at www.lpcboard.org to send an e-mail or check updated information regarding the law, rules, or other licensing information.

The monthly meeting of the Board of Examiners is typically held on the third Friday of each month. Applications or written correspondence must arrive at the Board office the Friday prior to the scheduled board meeting to be considered. Otherwise, correspondence will be considered at the next month's meeting.

Complaints or reports of unethical behavior should be made in writing to the Board office at the address given in the first section of this document.

The monthly meetings of the Board of Examiners are open to the public. Interns are strongly encouraged to attend at least one meeting of the Board during their Internship.

COMMUNICATING WITH THE SUPERVISOR: Mr. Doe can be contacted from 9:00 am until 5:00 pm Monday through Thursday and 9:00 am until noon on Friday at his office at Shreveport Family Counseling Center, 820 Jordan, Suite 579, at 318-221-4455. If he is in session, Interns may leave a message on his answering machine or with his Administrative Assistant, Karen.

After 5:00 pm, Interns may also call his cell phone at 318-000-0000. If Mr. Doe is in session, Interns may leave a message on his voice mail. After 9:00 pm, Interns may call Mr. Doe at home at 318-000-0000.

When calling about an urgent matter, Interns are asked to state so when leaving a message. Mr. Doe will return your call as soon as possible.

Mr. Doe may also be reached by e-mail at jdoe@yahoo.com. *Mr. Doe does not check his e-mail every day. This is not an appropriate mode of communication if the Intern needs an immediate response.*

WORK ENVIRONMENT OF THE INTERN: Clients that an Intern sees in his or her work setting may provide case material for their supervisory experience. Interns must comply with all administrative policy and procedure that apply to supervised Interns in their place of employment. Should the Intern believe that the policies of his or her employer conflict with ethical or responsible practice as outlined in this statement or in the ethical codes of practice mentioned above, or impede the Intern's learning experience as an Intern, the Intern should immediately share this concern with his or her Approved Supervisor.

Interns are prohibited by law from engaging in mental health counseling as a private practitioner or as a private contractor (receiving fees directly from clients).

SCHEDULING AN INDIVIDUAL SUPERVISION SESSION: Interns may call Karen, Mr. Doe's Administrative Assistant, at 000-0000 during normal business hours to schedule an individual supervision session. Interns who schedule with a partner may get individual supervision credit at a reduced fee.

Individual sessions must be cancelled 24 hours in advance or the Intern may be subject to charge. If one Intern cancels or no shows for an individual supervision session that has been scheduled with another Intern, the remaining Intern may be charged the full fee.

SCHEDULING LIVE SUPERVISION SESSIONS: Interns may schedule clients in the observation room for live supervision or to videotape his or her session by calling Karen, Mr. Doe's Administrative Assistant, during normal business hours.

If live supervision is what is desired, the Intern should make that clear to Karen when calling to schedule so that she can not only check on the availability of the observation room, but also Mr. Doe's availability to observe. The observation room will be available on a first come, first serve basis.

BEING PART OF A SUPERVISION GROUP: When the number of Interns under Mr. Doe's supervision allows, he may schedule supervision groups of up to six (6) Interns as often as twice a month. The day, time, and frequency of these groups will vary according to the scheduling needs of the Interns.

A reduced fee for group sessions will depend on everyone in the group attending group sessions regularly.

DOCUMENTATION OF SUPERVISOR/CLIENT-CONTACT HOURS; Mr. Doe keeps a record in his office of the number of supervisor contact hours the Intern has accrued through individual and group sessions, live sessions, and special seminars. After each supervisory event, the Intern will receive a receipt that documents the number of supervision hours received and the fee paid by the Intern. *Though Mr. Doe keeps*

a computer record of this information, the Intern should retain these receipts for their records.

The Intern is responsible for keeping accurate documentation of his or her direct and indirect client contact hours. This documentation must be endorsed by signature by the Intern's employer or site supervisor.

PAYMENT OF FEES: The Intern is responsible at the time of service for all fees in full. Payment may be made in cash, by check, or credit card. Checks should be made to Tom Moore. The following is the current fee schedule:

Individual Supervision Session (1 Intern)	\$85 hr
Individual Supervision Session (2 Interns)	\$75 hr
hour/Intern Live Supervision Session	\$85 hr hour/Intern
Group Supervision Session (3 or 4 Interns)	\$65 hr/intrn
Group Supervision Session (5 or 6 Interns)	\$55 hr/intrn
Special Seminar (2 to 4 Interns)	\$200 for 6 hrs
Special Seminar (5 or more Interns)	\$150 for 6 hrs

LIMITS OF LIABILITY

The Approved Supervisor is not responsible for the unprofessional or unethical conduct of the Intern with his or her clients that have not been part of the consultation process, about whom the Intern has shared inadequate or inaccurate information, or in the event that the Intern has failed to follow the clinical directives or suggestions of the Supervisor.

The Approved Supervisor is not responsibility for monitoring the compliance of the Intern to the policies and procedures of the Intern's employer.

At his discretion, the supervisor may terminate his relationship with an Intern at any time without refund of fees. Reasons for termination of the supervisory relationship include but are not limited to the following:

- 1. Failure of the Intern to maintain ethical and professional standards of conduct as established by the Approved Supervisor in the Intern's interaction with clients, site supervisors and co-workers, other Interns, or the Approved Supervisor.**
- 2. Failure of the Intern to follow clinical directives from the Approved Supervisor.**
- 3. Failure of the Intern to pay the Approved Supervisor for services rendered.**

4. Failure of the Intern to attend a supervisory session for sixty (60) days without prior arrangement with the supervisor.

IN CASE OF CLIENT EMERGENCY

When an emergency arises with a client and an immediate emergency response is required, Interns should instruct the client to call the Willis-Knighton Behavioral Medicine Unit located at 2510 Bert-Kouns Industrial Loop in Shreveport, telephone number 318-212-5200. Emergency services are available twenty-four hours a day, seven days a week.

STATEMENT OF UNDERSTANDING & AGREEMENT

I have read this *Statement of Practice* thoroughly and have reviewed its contents with my Approved Supervisor. My signature below indicates that I understand and agree to the terms and conditions of my supervision as specified in this statement.

I further understand that a copy of this signature page will be provided me for my records and that the original will be kept by my Approved Supervisor.

Signature of Intern

Date

Intern's Printed Name

I agree to supervise the above-named Intern within the terms and conditions specified in this *Statement of Practice*.

John Doe, MA, M.MFT, LPC, LMFT
Approved Supervisor

Date