



LOUISIANA

Licensed Professional Counselors Board of Examiners

*Board Approved Policy Statement as of September 21st, 2012
Revised for clarification purposes February 19th, 2013*

Policy Statement Regarding Registration and Supervision of Interns

Introduction

According to R.S. 37: 1107 and 1116, an individual must be licensed as a LPC or LMFT or registered as a Counselor Intern or MFT Intern in order to practice mental health counseling in the State of Louisiana, unless the individual falls under one of the exclusions or exemptions as defined in R.S. 37: 1113 and 1121. Chapters 5, 7, and 33 of Board rules state that in order to become registered with the Board and to practice as a Counselor Intern or Marriage and Family Therapy Intern, an individual must meet all Board requirements, including obtaining a Board Approved LPC Supervisor (BA LPC-S) or a Board Approved LMFT Supervisor (BA LMFT-S) who will provide active supervision for that individual throughout the internship period. It is important to note that not only should this Supervisor possess the LPC- or LMFT- Supervisor designation (LPC-S, LMFT-S), but the Supervisor must also be approved by the Board as the designated Supervisor for that particular individual. The BA Supervisor will be responsible for ensuring that the individual is properly registered with the Board as an Intern, for providing regularly scheduled clinical supervision, and for the professional development of the Intern, including issues related to compliance with all licensure laws and rules.

In order to better ensure protection of the public, the Board is enacting the following policies related to obtaining and maintaining Intern status, including securing a BA Supervisor and obtaining active supervision with that individual. The policies also address the Supervisor's responsibility for overseeing this process. Please note that throughout the document, the term "Intern" shall denote both Counselor Intern (CI) and Marriage and Family Therapy Intern (MFT-I) unless otherwise noted. The terms "Supervisor" or "Board Approved Supervisor" shall denote Board-Approved LPC Supervisor (BA LPC-S), LMFT Board-Approved Supervisor (BA LMFT-S) and LMFT Registered Supervisor Candidate (BA LMFT-SC) unless otherwise noted in the policy.

Part I: Registration for Intern Status

To obtain the Intern designation and to accrue hours towards licensure, all Interns (and those individuals seeking to register with the Board for Intern status) must comply with existing regulations regarding the practice of mental health counseling and the use of the title "Counselor Intern" or "MFT-Intern".

1. Individuals practicing mental health counseling without an active LPC/LMFT license (or other license which allows them to perform mental health counseling) or without registering as an Intern with the Board will be issued a formal Cease and

Desist order. Employers who hire such individuals to conduct mental health counseling will also receive a Cease and Desist Order.

2. Once an individual applies for registration as an Intern, he or she is under the jurisdiction of the laws of the profession, and is therefore held accountable to all licensure laws and Board rules. As such, if an individual who applies for registration is found to have practiced mental health counseling for a period of time *prior to registration*, he or she is considered to have practiced without a license during that time period. Therefore, the individual will be subject to disciplinary action via Consent Agreement.
3. The terms of this Consent Agreement will be based upon the length of time that the individual engaged in the unlawful practice of counseling.
 - a. The prescribed sanctions are as follows:

Tier	Time Period	Fine Amount	CEH Requirement
Tier One	3-6 months	\$200	3 CEH in Ethics
Tier Two	7-12 months	\$300	3 CEH in Ethics
Tier Three	13-24 months	\$500	3 CEH in Ethics
Tier Four	> 24 months	\$500	6 CEH in Ethics

- b. Because Consent Agreements are considered a formal sanction, the terms of the Consent Agreement will also include a public reprimand.
- c. Failure to agree to or comply with the terms of the Consent Agreement will result in the suspension of the applicant's status and denial of the Intern credential until such time as the Board receives and approves documentation that all Board requirements have been completed.

Part II: Adherence to Rules Related to Board Approval of Supervisors

To better protect the public, the Board is enacting specific policies related to Board approval of Supervisors. It is the responsibility of both the Intern and the Board-approved Supervisor to ensure that the Intern is properly registered with the Board, that the Supervisor has been formally approved by the Board for that particular individual, and that the individual is receiving active supervision during the time period in which the Intern is under the supervision of the Supervisor. We strongly urge Supervisors to complete necessary registration of supervision forms with their supervisees and to make sure that they maintain appropriate records (including documentation of the Board's approval for the supervision of each Intern they are supervising).

1. Interns who practice and receive supervision from a Supervisor who has not been approved by the Board as *their* designated Supervisor will not be able to count any of the supervision hours accrued towards licensure while working with this Supervisor. In addition to loss of hours, they will receive a Letter of Reprimand from the Board regarding their actions. A Letter of Reprimand is a classified, informal disciplinary sanction.
2. Supervisors who provide supervision for an Intern for whom they have not received written Board approval designating them as that Intern's Supervisor will receive a formal sanction. This could include the supervision of Interns who change Supervisors but who do not obtain Board approval for the new Supervisor. This sanction will involve a Consent Agreement, the terms of which will include, at minimum, a public reprimand and a payment of a \$200 fine. The Supervisor may

- not add any additional supervisees to his or her supervisee list until all disciplinary proceedings are resolved.
3. Supervisors who provide supervision for an individual who is not registered with the Board as an Intern will be formally sanctioned via a Consent Agreement, the terms of which include, at minimum, a public reprimand and a payment of a \$200 fine. The Supervisor may not add any additional supervisees to his or her supervisee list until all disciplinary proceedings are resolved.
 4. Interns who practice and receive supervision from any licensed mental health professional other than a BA LPC-S or BA LMFT-S may not count any of the supervision hours accrued under this licensed mental health professional and will receive a formal sanction in the form of a Consent Agreement. The terms of this Consent Agreement will be based upon the length of time that the individual engaged in the unlawful practice of counseling.
 - a. The prescribed sanctions are as follows:

Tier	Time Period	Fine Amount	CEH Requirement
Tier One	3-6 months	\$200	3 CEH in Ethics
Tier Two	7-12 months	\$300	3 CEH in Ethics
Tier Three	13-24 months	\$500	3 CEH in Ethics
Tier Four	> 24 months	\$500	6 CEH in Ethics

- b. Because Consent Agreements are considered a formal sanction, the terms of the Consent Agreement will also include a public reprimand.
 - c. Failure to agree to or comply with the terms of the Consent Agreement will result in the suspension of the Intern's credential until such time as the Board receives and approves documentation that all Board requirements have been completed.
5. Licensees who provide supervision for Interns without the Supervisor Credential will receive a formal sanction. This sanction will involve a Consent Agreement, the terms of which will include, at minimum, a public reprimand and a payment of a \$500 fine.

Part III: Maintaining Active Supervision

Board rules recommend that an Intern receive one hour of supervision for every 20 hours of direct client contact. While the amount of time between supervision sessions may vary based on an Intern's particular caseload, an Intern must not go longer than three months (3 months) without a supervision session with *their* Supervisor. Interns who practice without active supervision are considered to be at risk of harm to the public. If the three month time limit is surpassed, the Intern will be considered to have unlawfully practiced without active supervision and disciplinary action will be taken by the Board. Please note that an Intern is required to remain under active supervision until such time that he or she is formally approved for licensure (see #5, below).

1. An Intern who does not comply with Supervisor requests for meeting on a regular basis based on his/her caseload and/or who surpasses a three month time limit without receiving supervision from his/her Supervisor will receive a formal sanction via a Consent Agreement. The Consent Agreement terms will be based upon the amount of time that the person practiced without receiving supervision:

Tier	Time Period	Fine Amount	CEH Requirement
Tier One	3-6 months	\$200	3 CEH in Ethics
Tier Two	7-12 months	\$300	3 CEH in Ethics
Tier Three	13-24 months	\$500	3 CEH in Ethics
Tier Four	> 24 months	\$500	6 CEH in Ethics

2. In cases of a leave of absence or temporary departure from practice, the Intern must notify the Board and the Supervisor in writing within 30 days regarding this temporary suspension of practice and supervision. This notification must be done in order to avoid the above disciplinary proceedings regarding active supervision. The Intern must also notify the Board and Supervisor when practice (and regular supervision) is to be reinstated.
3. The Supervisor is responsible for tracking the attendance and progress of each supervisee under his or her supervision. If the Intern has not met with the Supervisor on a regular basis, the Supervisor must first make an attempt to contact the Intern to determine a meeting time and date. If the Intern does not comply with requests to meet, the Supervisor must notify the Board immediately so that action can be taken to prevent the Intern from practicing without active supervision.
4. Supervisors who fail to make attempts to maintain active supervision (scheduling regular appointments based on the Intern's caseload) and/or who fail to regularly contact Interns under their supervision to determine the status of their practice are also subject to disciplinary proceedings via a Consent Agreement. The terms of the Consent Agreement will include, but are not limited to, a public reprimand and a \$200 fine.
5. All Interns should remain under active supervision with their BA supervisor until such time that they are formally approved for licensure. This policy means that all Interns must remain under active supervision, regardless of whether or not they have completed the minimum 3000 hour requirement, until they are officially informed that their application for licensure has been approved.
6. Supervisors who fail to cooperate with the investigation of an Intern will be subject to Board disciplinary procedures. In addition, failure to agree to or comply with the terms of a Consent Agreement will result in the revocation of the Supervisor credential and the inability to add any new supervisees until all disciplinary proceedings are resolved.