

**Marriage and Family Therapy  
Approved Supervisor, Supervisor Candidate, and Provisional  
Licensed Marriage and Family Therapists**

**HANDBOOK**  
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**Marriage and Family Therapy  
Board- Approved Supervisor, Supervisor Candidate, and  
Provisional Licensed Marriage and Family Therapists**

**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, Provisional Licensed Marriage and Family Therapists, 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](http://www.lpcboard.org). Approved Supervisors, Supervisor Candidates, Licensees, Provisional Licensed Marriage and Family Therapists, 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](http://www.lpcboard.org). Inquiries regarding Board or Advisory Committee policy may be directed by mail or email 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 PROVISIONAL LICENSURE AS A PROVISIONAL LICENSED MARRIAGE AND FAMILY THERAPIST**

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 provisional licensure as a Provisional Licensed Marriage and Family Therapist. In order to perform mental health counseling in Louisiana, you must possess a valid Louisiana mental health counseling license or be provisionally licensed as a Provisional Licensed Marriage and Family Therapist 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 provisional licensure as a Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist 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](http://www.lpcboard.org).

**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 (4) 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.

**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 or a related clinical mental health degree 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 "1", "2", "3" and 4 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 1, 2, 3, and 4 not completed during the completion of the qualifying degree may be completed once the applicant has been approved as a Provisional Licensed Marriage and Family Therapist 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.

Effective January 1, 2018, all applicants whose academic background has not been previously approved by the board before January 1, 2018, must have completed a minimum of 6 credit hours in diagnostic psychopathology. Courses in this area shall provide academic instruction from a systemic/relational perspective in psychopharmacology, physical health and illness, traditional psycho-diagnostic categories including the Diagnostic and Statistical Manual of Disorders 5 and/or the Provisional Licensed Marriage and Family Therapist International Classification of Diseases 10, and the assessment and treatment planning for the treatment of mental, intellectual, emotional, or behavioral disorders within the context of marriage and family systems.

### **THE PROCESS FOR LICENSURE AS A LICENSED MARRIAGE AND FAMILY THERAPIST (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 a supervised experience form under the title *Provisional Licensed Marriage and Family Therapist (PLMFT)*. The process for licensure as an LMFT 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 Provisional Licensed Professional Counselors and Provisional Licensed Marriage and Family Therapists. Candidates may consult the Board of Examiners website at [www.lpcboard.org](http://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 apply as a Provisional Licensed Marriage and Family Therapist (PLMFT) with the Board of Examiners prior to providing mental health counseling or marriage and family therapy services. All applicants for Provisional Licensed Marriage and Family Therapist status 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 PROVISIONAL LICENSED MARRIAGE AND FAMILY THERAPIST STATUS**

Licensing applicants who have met the qualifying standards to apply for Provisional Licensed Marriage and Family Therapist status may submit the *Provisional Licensed Marriage and Family Therapist Registration of Supervision Form, sections 1, 2 and 3* to the LPC Board of Examiners. These forms can be downloaded at the LPC Board website at [www.lpcboard.org](http://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 Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist. Then and only then is the applicant's status as a Provisional Licensed Marriage and Family Therapist (PLMFT) official and only then may the PLMFT begin accruing client-contact and supervisor-contact hours.

**Important Note:** Provisional Licensed Marriage and Family Therapist applicants 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](http://www.lpcboard.org) and reviewing the list of Approved Supervisors to find one in his or her area and that is available to take Provisional Licensed Marriage and Family Therapists. The Provisional Licensed Marriage and Family Therapist 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.

Provisional Licensed Marriage and Family Therapists 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 PLMFTs toward licensure.

Also, LPC Approved Supervisors may or may not be additionally certified to provide qualified supervision to Provisional Licensed Marriage and Family Therapists. The Provisional Licensed Marriage and Family Therapist should review the *Supervisor's Statement of Practice* carefully to ensure that the Supervisor is approved to supervise Provisional Licensed Marriage and Family Therapists.

A Provisional Licensed Marriage and Family Therapist may choose to retain a Supervisor for the duration of the supervisory experience, although it is generally recommended that a Provisional Licensed Marriage and Family Therapist have more than one supervisor over

the course of their provisional licensure as Provisional Licensed Marriage and Family Therapist supervisory process. A Provisional Licensed Marriage and Family Therapist may choose to have two or three Supervisors “in tandem” or may even choose multiple Approved Supervisors simultaneously. In this circumstance, the Provisional Licensed Marriage and Family Therapist must inform his or her existing Supervisors of any Supervisor additions and collaborate with all his or her Approved Supervisors to ensure that the Provisional Licensed Marriage and Family Therapist’s supervisory experience continues to be integrated and ethical. It is recommended that a Provisional Licensed Marriage and Family Therapist not employ more than two (2) Approved Supervisors at any given time.

A Provisional Licensed Marriage and Family Therapist may add a Supervisor by filling out an additional application and submitting it to the Board of Examiners for approval. If the Provisional Licensed Marriage and Family Therapist desires to change supervisors, the Provisional Licensed Marriage and Family Therapist’s Supervisor must complete an evaluation and recommendation of the Provisional Licensed Marriage and Family Therapist and submit it to the Board of Examiners along with the Provisional Licensed Marriage and Family Therapist’s new application. In this circumstance, the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist’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 Provisional Licensed Marriage and Family Therapist in his or her timely completion of the licensing process and may result in penalty for both Supervisor and supervisee. To avoid penalty, the Provisional Licensed Marriage and Family Therapist and Supervisor should follow the instructions on all required forms carefully.

### **COMPLETING THE REQUIREMENTS FOR BECOMING A LICENSED MARRIAGE AND FAMILY THERAPIST**

The Provisional Licensed Marriage and Family Therapist 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 six years from the Provisional Licensed Marriage and Family Therapist’s date of approval. When the Provisional Licensed Marriage and Family Therapist has accumulated these hours, the Provisional Licensed Marriage and Family Therapist should submit documentation of his or her supervised experience as a Provisional Licensed Marriage and Family Therapist using the forms provided on the LPC Board Website at [www.lpcboard.org](http://www.lpcboard.org). The Provisional Licensed Marriage and Family Therapist’s Approved Supervisor must also submit documentation indicating the quality of the Provisional Licensed Marriage and Family Therapist’s work and must recommend the Provisional Licensed Marriage and Family Therapist for licensure.

The Approved Supervisor should assist the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist 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 an applicant's licensure status to be considered at that meeting. Applications or documentation received later will be deferred for consideration until the next business meeting unless the application is expedited.

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 Provisional Licensed Marriage and Family Therapist.

**Important Note:** The Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist has received official notice of the surrender, expiration, suspension, or revocation of their provisional license. In such instances, Provisional Licensed Marriage and Family Therapists 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 provisional license status.

### **REQUIRED QUALIFIED WORK EXPERIENCE & SUPERVISOR CONTACT HOURS**

Within the allowed time frame, the Provisional Licensed Marriage and Family Therapist 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.

**Important Note:** Up to 500 hours of direct work experience received during the completion of a graduate program that is systemically oriented as determined by the advisory committee may be counted toward the required 2000 hours.

- **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 Provisional Licensed Marriage and Family Therapist's Plan of Supervision. Qualified supervision is for the purpose of reviewing cases with the Provisional Licensed Marriage and Family Therapist and providing feedback to the Provisional Licensed Marriage and Family Therapist 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) Provisional Licensed Marriage and Family Therapists. The remaining one-hundred (100) hours may be **group** supervision hours with supervision sessions that involve three (3) and no more than six (6) Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapist's required two-hundred (200) hours of qualified supervision. The Provisional Licensed Marriage and Family Therapist should note these academic supervision hours in the appropriate place on his or her application for Provisional Licensed Marriage and Family Therapist.

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.

An out-of-state applicant may transfer up to 2,100 hours of supervised experience towards licensure (a maximum of 1200 direct client contact hours, a maximum of 815 indirect hours, and a maximum of 85 hours of face-to-face supervision). The aforementioned hours must have been accrued under the clinical supervision of an approved supervisor within their state who meets the qualifications of a supervisor of Provisional Licensed Marriage Family Therapist set forth by the advisory committee. The decision to approve transfer of hours and supervisors from out of state shall be made at the discretion of the advisory committee.

## **SPECIFICATION OF REQUIRED QUALIFIED SUPERVISION HOURS**

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

**Important Note:** While a Provisional Licensed Marriage and Family Therapist may have multiple Approved Supervisors, under no circumstances may a Provisional Licensed Marriage and Family Therapist acquire qualified supervision from an Approved Supervisor that has not been approved for the Provisional Licensed Marriage and Family Therapist by the Advisory Committee. With the knowledge of the Approved Supervisor, the Provisional Licensed Marriage and Family Therapist 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, email, instant message, etc.) between the Board-Approved Supervisor or Supervisor Candidate and Provisional Licensed Marriage and Family Therapist be considered qualified supervision unless such contact is pre-approved by the Advisory Committee as part of the Provisional Licensed Marriage and Family Therapist's Plan of Supervision. Up to 25 of the 100 face-to-face supervision hours may be conducted by synchronous videoconferencing.

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 Provisional Licensed Marriage and Family Therapist's successful completion of his or her Provisional Licensed Marriage and Family Therapist supervised experience, such experience may be included in the Provisional Licensed Marriage and Family Therapist's Plan of Supervision. Approval of such experience as qualified supervision will be at the discretion of the Advisory Committee.

### **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 (2) 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.

**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, individual 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 a Provisional Licensed Marriage and Family Therapist.

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](http://www.lpcboard.org).

**Important Note:** AAMFT Supervisors who have not certified to be LMFT Board-Approved Supervisors cannot legally supervise Provisional Licensed Marriage and Family Therapists toward licensure.

### **OFFICIAL REGISTRATION AS A SUPERVISOR CANDIDATE**

If an applicant is not an 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 Provisional Licensed Marriage and Family Therapists 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](http://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 a 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](http://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 *Statement of Practice* to their supervisees before supervision of the Provisional Licensed Marriage and Family Therapist begins.

**d. Completion of a LMFT Board-Approved Supervisor's Orientation.** The LPC Board of Examiners offers this **annually at the LAMFT conference and is available on the LPC Board website.** 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 Licensed 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 Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapists. 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 once a year. The Orientation shall 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 (4) years. Board-Approved Supervisors who do not renew their Board-Approved Supervisor's status will not be approved for new Provisional Licensed Marriage and Family Therapists 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 status will be allowed to continue supervision with current Provisional Licensed Marriage and Family Therapists 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 (2) 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 or more years must reapply for certification as a Board-Approved Supervisor under current requirements. Failure to renew or reapply for Board-Approved Supervisor 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 Provisional Licensed Marriage and Family Therapist or Supervisor Candidate. The other is the overseeing of the Provisional Licensed Marriage and Family Therapist'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 Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist’s signature on his or her Supervision Plan but is also indicated by his or her signature on the Approved Supervisor’s *Statement of Practice*.

Before the Provisional Licensed Marriage and Family Therapist 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 email 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 email 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 [www.lpcboard.org](http://www.lpcboard.org) to access the official complaint form along with instructions for filing a complaint.

## **RESPONSIBILITIES OF THE PROVISIONAL LICENSED MARRIAGE AND FAMILY THERAPIST**

It is the responsibility of the Provisional Licensed Marriage and Family Therapist 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 provisional license 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 Provisional Licensed Marriage and Family Therapist become familiar with law and rules that govern his or her practice.

**Important Note:** The Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapists change. It is the responsibility of the Provisional Licensed Marriage and Family Therapist to consult the rules on a regular basis to track such changes.

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

**Important Note:** The Provisional Licensed Marriage and Family Therapist must receive qualified supervision with his or her Approved Supervisor at least one (1) hour for every 20 hours of direct client contact.

### **RESPONSIBILITY TO THE APPROVED SUPERVISOR**

The Approved Supervisor serves as monitor and mentor for the Provisional Licensed Marriage and Family Therapist. Therefore, it is the responsibility of the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist should report any situation immediately to the Approved Supervisor in which the Provisional Licensed Marriage and Family Therapist believes he or she may have breached ethics or the law/rules.

**Important Note:** In the event of multiple Supervisors, the Provisional Licensed Marriage and Family Therapist must immediately inform the Supervisors if the clinical directives or ethical guidance of one Supervisor seem to significantly conflict with another such that the Provisional Licensed Marriage and Family Therapist is impeded in providing an appropriate level of client care. In the event that such conflict cannot be resolved in a timely manner, the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist must provide his or her Supervisor with adequate information about his or her clinical work with clients such that the Supervisor can monitor the Provisional Licensed Marriage and Family Therapist's clinical practice and assist the Provisional Licensed Marriage and Family Therapist in maintaining an appropriate standard of care for all clients. As part of this responsibility, the Provisional Licensed Marriage and Family Therapist must provide his or her Approved Supervisor(s) with reasonable access to all written or electronic documentation that relates to the Provisional Licensed Marriage and Family Therapist's provision of therapeutic services to his clients.

The Provisional Licensed Marriage and Family Therapist must inform the Supervisor(s) immediately in the event that the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist's reporting such information to the Supervisor is not a substitute for the Provisional Licensed Marriage and Family Therapist'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 Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist should inform the Approved Supervisor immediately if a client attempts suicide or homicide.

## **THE PLAN OF SUPERVISION**

The Provisional Licensed Marriage and Family Therapist's Approved Supervisor maintains an appropriate level of responsibility for the Provisional Licensed Marriage and Family Therapist's professional practice and, under normal circumstances, is the Provisional Licensed Marriage and Family Therapist's liaison with the licensing board. Therefore, it is the responsibility of the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist status, the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist that specifies the terms of the Provisional Licensed Marriage and Family Therapist's practice while receiving qualified supervision. The Provisional Licensed Marriage and Family Therapist is responsible to collaborate with his Supervisor(s) over the course of his or her provisional licensure to develop and maintain a *Plan of Supervision* that meets the developmental needs of the Provisional Licensed Marriage and Family Therapist, provides for an

appropriate level of professional care for the Provisional Licensed Marriage and Family Therapist's clients, allows for the adequate monitoring of the Provisional Licensed Marriage and Family Therapist's practice by the Board-Approved Supervisor(s) or Supervisor Candidate, and allows for the Provisional Licensed Marriage and Family Therapist's timely qualification as a Licensed Marriage and Family Therapist.

Under the guidance of his or her supervisor, it is the responsibility of the Provisional Licensed Marriage and Family Therapist 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 [www.lpcboard.org](http://www.lpcboard.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 Provisional Licensed Marriage and Family Therapist'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 Provisional Licensed Marriage and Family Therapist for licensure.

## **THE PROVISIONAL LICENSED MARRIAGE AND FAMILY THERAPIST'S WORKPLACE**

The Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist's employer or administrative supervisor exceeds that of the minimum standards in this statute, the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist's employer or administrative supervisor impedes the ability of the Provisional Licensed Marriage and Family Therapist to comply with the directives of the Provisional Licensed Marriage and Family Therapist's Board-Approved Supervisor(s), the terms of the Provisional Licensed Marriage and Family Therapist's Plan of Supervision, or the standard of professional behavior described in this statute, the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist may receive a wage for services rendered as an employee or as a private contractor. Should the Provisional Licensed Marriage and Family Therapist receive monetary compensation as a private contractor for services for which his status as an Provisional Licensed Marriage and Family Therapist qualifies him or her, the contractual agreement under which the

Provisional Licensed Marriage and Family Therapist receives compensation must specify a person who functions in the workplace as an administrative on-site supervisor for the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist is vital to the protection of the public. It is, therefore, the responsibility of the Provisional Licensed Marriage and Family Therapist to immediately report to the Approved Supervisor(s) any changes in the Provisional Licensed Marriage and Family Therapist's status (loss of employment, change of job status, serious illness, legal difficulty, etc.) that affects the Provisional Licensed Marriage and Family Therapist's continued qualification as a Provisional Licensed Marriage and Family Therapist, 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 statute. Such change in status should also be reported by the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist to:

- a. Report to the Approved Supervisor(s) and the Board within thirty (30) days any change in status that would affect the ability of the Supervisor or the Board to contact the Provisional Licensed Marriage and Family Therapist, such as changes in postal address, telephone number, or email address.
- b. Inform the Board in writing within thirty (30) days in accordance with Advisory Committee policy in the event that the Provisional Licensed Marriage and Family Therapist's Approved Supervisor becomes unwilling or unable to fulfill his or her responsibility to the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist in acquiring interim supervision until a suitable Board-Approved Supervisor can be located in order to preserve continuity of care for the Provisional Licensed Marriage and Family Therapist's clients.

Should an interim Supervisor not be located in a timely manner as determined by the Advisory Committee, the Provisional Licensed Marriage and Family Therapist must suspend services to clients until such time as a new Supervisor can be located. In such circumstances it is the responsibility of the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist specified in the rules. It is the responsibility of the Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapists or Supervisor Candidates. In this section of the Handbook, the term *supervisee* is used to describe both Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapist 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 Provisional Licensed Marriage and Family Therapists and Provisional Licensed Marriage and Family Therapists 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 Provisional Licensed Marriage and Family Therapists and clients of 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 or her 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 or her 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 PROVISIONAL LICENSED MARRIAGE AND FAMILY THERAPISTS & 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 been 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 Provisional Licensed Marriage and Family Therapist 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 *Plan of Supervision*. Conversely, the Supervisor must report to the Board any supervisee who fails to maintain consistent and regular supervisory contact as specified in the *Plan of Supervision*.

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 *Plan of Supervision*, 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 *Plan of Supervision*, 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 email to the Executive Director of the LPC 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 *Plan of Supervision*. The Supervisor must within thirty (30) 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, email address, etc.).

**Important Note:** As he or she 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 email 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** Provisional Licensed Marriage and Family Therapists that to the best of his or her knowledge have completed the requirements for licensure contained in 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 provisional licensure as Provisional Licensed Marriage and Family Therapist.

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 a Provisional Licensed Marriage and Family Therapist 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 thirty (30) days to any request by the Board to audit records pertaining to the supervision of Provisional Licensed Marriage and Family Therapists or Supervisor Candidates.