



A GUIDE TO **SUPERVISION**  
FOR THOSE PURSUING

# **LPCC, LCSW,** OR **LMFT** LICENSURE



BOARD OF BEHAVIORAL SCIENCES

# THE VALUE OF SUPERVISION

The value of clinical supervision to your development as a mental health professional cannot be emphasized enough. It's important that you make the most out of the opportunity to benefit from the knowledge and experience of a licensed mental health professional and to develop a strong relationship that will facilitate your growth as a mental health professional.

To make the most of the supervision experience, it is critical that both you and your supervisor are aware of each party's responsibilities in the supervision process, including the legal and ethical requirements pertaining to supervision.

California law requires at least two years of supervised experience to qualify for licensure; however, the value of the relationship with your supervisor goes beyond merely qualifying you for licensure.



# DEVELOPING A STRONG RELATIONSHIP

The amount of time you are able to spend with your supervisor is often limited. Below are several strategies that may help you maximize the time you do have with your supervisor:

- Spend time at the beginning of your supervisory relationship setting goals and objectives.
- Set aside time in future meetings to revisit these goals and objectives.
- Be proactive with your supervisor. Make sure you are getting what you expected from supervision. Supervision should be a collaborative experience.
- Take time to thoroughly read all supervision-related forms, especially the *Supervision Agreement*. This form outlines the supervisor's legal requirements pertaining to the licensure process and includes a collaboratively developed *Supervisory Plan*. This document must be signed by the supervisor and supervisee within 60 days of the commencement of supervision. (Note: If your supervisory relationship was initiated prior to January 1, 2022, you will instead refer to your previously signed *Supervisory Responsibility Statement*, and if required, your *Supervisory Plan*).



# SUPERVISOR MINIMUM QUALIFICATIONS

Licensed mental health professionals interested in providing supervision must meet certain minimum qualifications in order to supervise. A summary of those requirements is available on the Board's website under the Applicant tab for the license type you are pursuing (under Forms/Pubs).

## DON'T BE AFRAID TO ASK QUESTIONS

Below are some questions you may want to ask your supervisor in order to provide you with a better understanding of your supervisor's qualifications, professional background and knowledge base:

- What type of license do you possess?
- Is your license current and valid?
- When were you licensed?
- Have you completed the mandatory supervisor training course?
- Have you ever provided supervision to someone pursuing mental health professional licensure?
- What is your practice background (private practice, agency, school, etc.)?
- Do you practice from a particular theoretical orientation; and if so, will other theoretical orientations be discussed?
- Do you have any specialty areas of practice?

# PREPARING FOR THE LICENSING EXAMINATIONS

Effective clinical supervision should help prepare you to pass the licensing exams. You can help ensure that you get what you need out of supervision by taking the following steps:

- Carefully read the exam information provided on the Board's website under the Exams tab.
- Review the sample questions and exam content outlines, then take them to your supervisor and discuss how your work is preparing you for the exams. Revisit periodically to ensure your supervision and experience supports your goal of licensure.
- Ask your supervisor for suggestions on effective exam preparation strategies.

# KNOW YOUR SUPERVISED EXPERIENCE REQUIREMENTS

Supervisors may supervise multiple individuals working toward different professional licenses, all with different experience and supervision requirements. Therefore, it is critical that you become knowledgeable about your profession's specific requirements.

Here are some resources available to help you understand the supervised experience requirements to become licensed:

- The Applicant tab of the Board's website (especially the publications listed under the license type you are pursuing).
- Current and past issues of the **BBS Newsletter**.
- Mental health professional associations.

# YOUR SUPERVISOR'S LICENSE STATUS

Your supervisor's license status must be current and active while you are under supervision for your hours to count.

Visit the "Breeze" **License Search** to verify your supervisor's license status. Do this upon commencement of supervision and make note of the expiration date. Check again near your supervisor's expiration date to ensure his or her license has been renewed so that you do not lose any hours.

# YOUR REGISTRATION'S STATUS

The status of your registration as an associate with BBS is important too. Renew your registration early to ensure no hours are lost due to a delinquent renewal.



# COMPLAINTS AGAINST A SUPERVISOR

Supervisees who wish to file a complaint against their supervisor can do so using the **Consumer Complaint form** or through the “**Breeze**” online system.

# WHO TO CONTACT FOR QUESTIONS

For questions regarding experience and supervision requirements, you can email the licensing evaluators by using the **Contact Us** tab on the Board’s website.

# STAY INFORMED

To receive updates regarding law changes, enforcement actions, meetings, and more, sign up for the Board’s **email subscriber’s list**.







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