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SUPERVISION COMMITTEE MEETING **April 4, 2014**

1:00 p.m.

Department of Consumer Affairs
El Dorado Room
1625 North Market Blvd., #N220
Sacramento, CA 95834

- I. Introductions*
- II. Purpose of the Committee
- III. Review of Previous Assessments of Supervision Experience
- IV. Discussion and Review of Current Supervised Work Experience Requirements for LCSW, LMFT, LPCC, and LEP
- V. Discussion and Review of Other State's Supervision Requirements
- VI. Discussion and Review of Professional Association Supervisor Programs
- VII. Discussion Regarding Possible Supervision Survey
- VIII. Suggestions for Future Agenda Items
- IX. Public Comment for Items not on the Agenda
- X. Adjournment

**Introductions are voluntary for members of the public.*

Public Comment on items of discussion will be taken during each item. Time limitations will be determined by the Chairperson. Times are approximate and subject to change. Action may be taken on any item listed on the Agenda.

This Agenda as well as Board Meeting minutes can be found on the Board of Behavioral Sciences website at www.bbs.ca.gov.

NOTICE: The meeting is accessible to persons with disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Christina Kitamura at (916) 574-7835 or send a written request to Board of Behavioral Sciences, 1625 N. Market Blvd., Suite S-200, Sacramento, CA 95834. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.



Governor
Edmund G. Brown Jr.

State of California
Business, Consumer Services
and Housing Agency
Department of
Consumer Affairs

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Purpose of the Supervision Committee

The Supervision Committee was appointed in November 2013. The Committee will conduct a holistic review of the current requirements for supervised work experience and requirements for supervisors.

The Committee's work will focus on assessing the current requirements for supervised work experience, supervisor's qualifications, and supervisor's responsibilities to determine if these requirements adequately prepare candidates to serve California's diverse population. Stakeholders and interested parties will be given an opportunity to provide input, feedback, and express their concerns regarding supervision.

The Committee, stakeholders, and interested parties will evaluate relevant data and information to establish standards for supervisors and supervision that ensures consumer protection and does not impede the licensure process.

The Committee anticipates submitting its recommendations to the Board in 2015.

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To: Supervision Committee **Date:** March 19, 2014
From: Kim Madsen **Telephone:** (916) 574-7841
Executive Officer
Subject: Prior Assessment of Supervision Experience

In 2005, concerns regarding the quality and nature of candidates' supervision experience were expressed to the Board. To gain a better understanding of supervised experience and preparedness for licensure, staff developed and mailed a survey to 687 Marriage and Family Therapist Interns and to 615 Associate Social Worker candidates to obtain this basic information.

304 Marriage and Family Therapist Interns and 218 Associate Social Workers responded to the survey. The survey included questions regarding the client mix (e.g. adults, groups), weekly client case load, the number and type of sites where the registrant was gaining his/her supervised work experience. Questions regarding the registrant's supervisor were also included in the survey.

The results of this survey were reported to the Board in 2006. Overall, the results indicated that registrants were satisfied with their supervision experience.

The total number of registrants in 2005/2006 is listed below.

- Associate Social Workers 6,696
- Marriage and Family Therapist Interns 9,908

The total number of registrants in 2012/2013 is listed below.

- Associate Social Workers 10,714
- Marriage and Family Therapist Interns 16,385
- Professional Clinical Counselor Intern 273

Attached for your review are the 2005/2006 survey and the results.

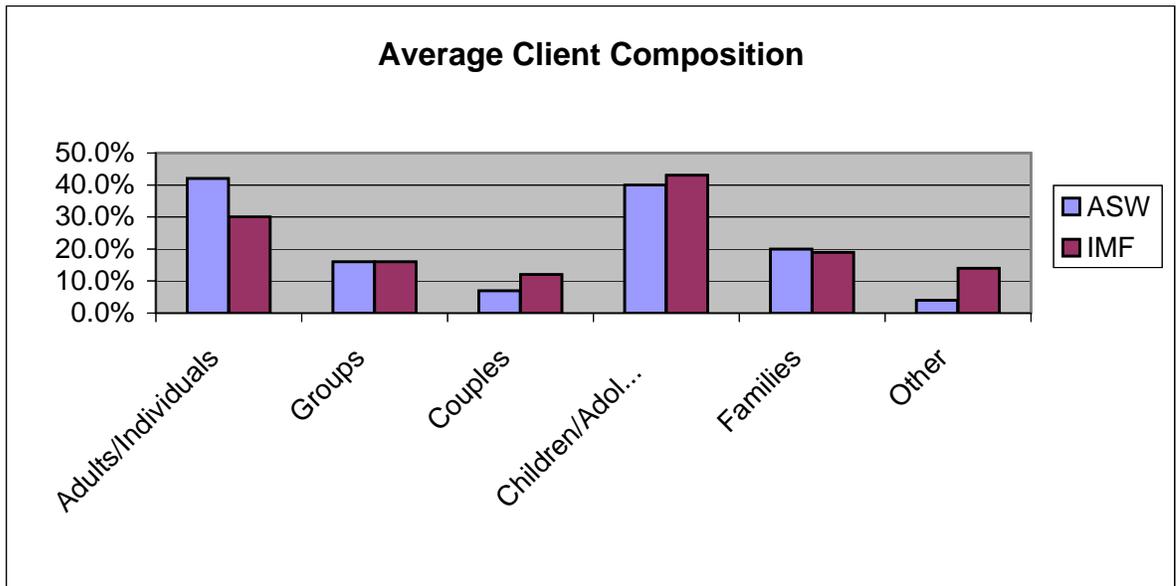
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Question #1

What has the client mix been for your post-master's supervised experience?

	<u>ASW</u>	<u>IMF</u>
Adults/Individuals	42.0%	30.0%
Groups	16.0%	16.0%
Couples	7.0%	12.0%
Children/Adolescents	40.0%	43.0%
Families	20.0%	19.0%
Other	4.0%	14.0%

n= 323 274



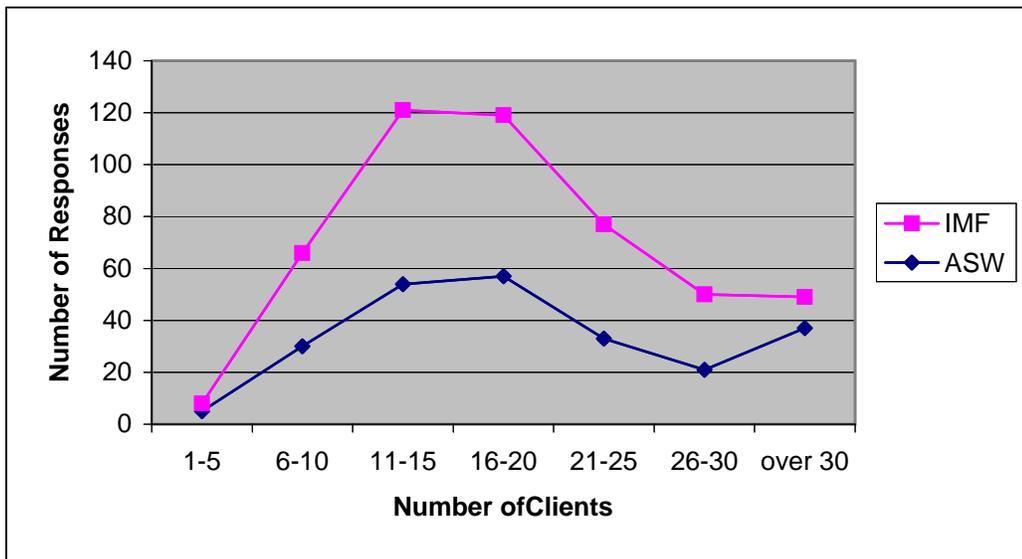
Apr-06

Question #2

During your post-master's experience, what has been your average weekly client case load?

Clients	ASW	IMF
1-5	5	3
6-10	30	36
11-15	54	67
16-20	57	62
21-25	33	44
26-30	21	29
over 30	37	12

n= 237 253



Question #3

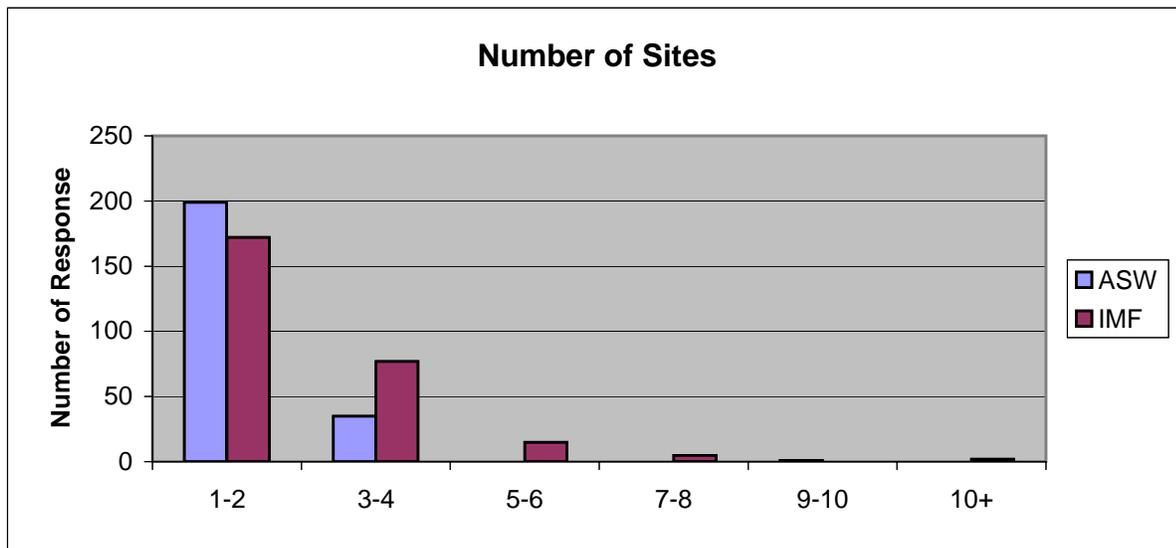
During this period of time, in how many sites or agencies did you gain hours?

Sites	ASW	%
1-2	199	84.3%
3-4	35	14.8%
5-6	0	0.0%
7-8	0	0.0%
9-10	1	0.4%
10+	0	0.0%

n= 236

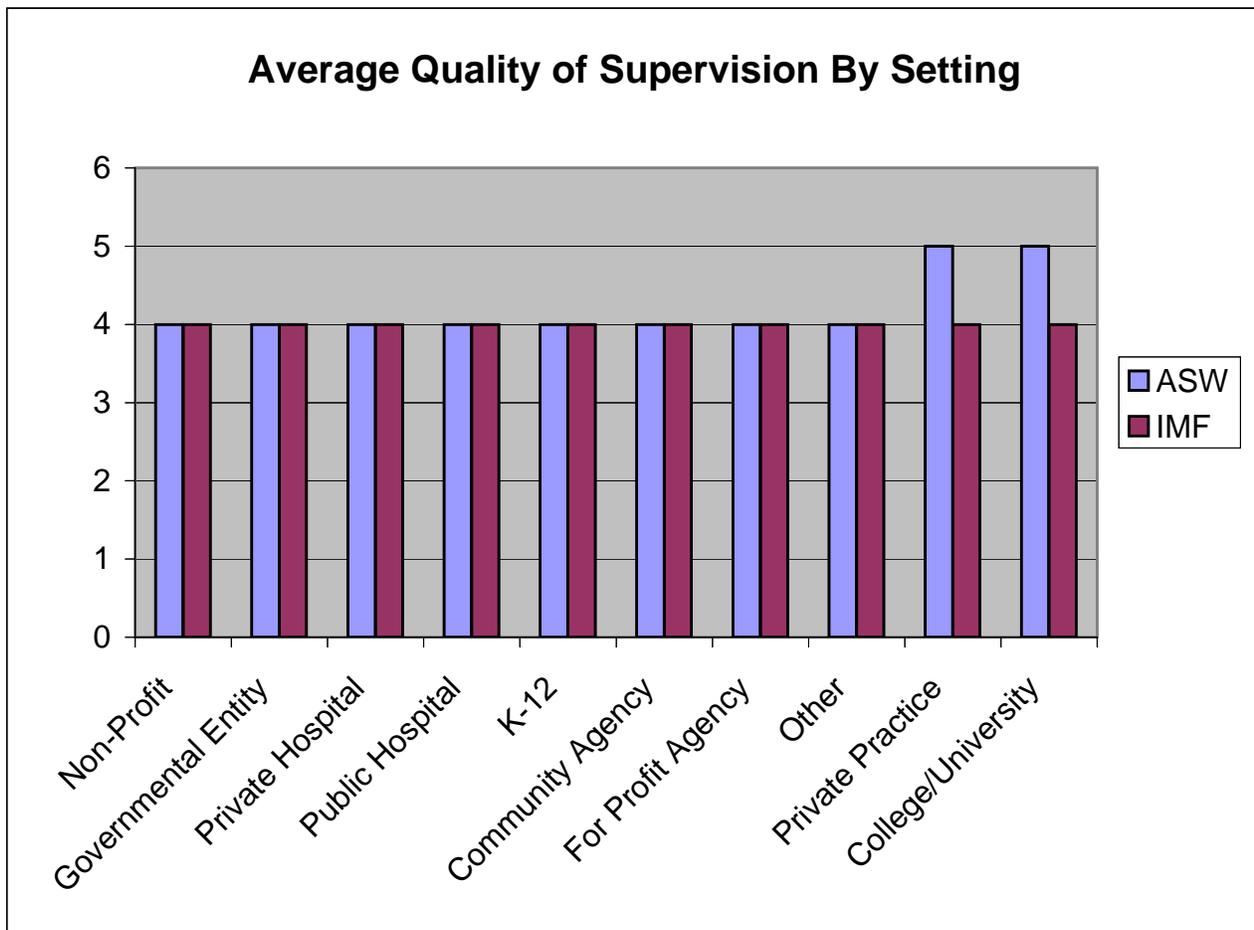
Sites	IMF	%
1-2	172	63.5%
3-4	77	28.4%
5-6	15	5.5%
7-8	5	1.8%
9-10	0	0.0%
10+	2	0.7%

n= 271



Question #4

<u>Response Key</u>	Average Quality of Supervision				
	ASW	n	IMF	n	
1 - Very Poor					
2 - Poor					
3 - Adequate					
4 - Good					
5 - Excellent					
	Non-Profit	4	108	4.0	182
	Governmental Entity	4	74	4.0	37
	Private Hospital	4	28	4.0	9
	Public Hospital	4	24	4.0	10
	K-12	4	22	4.0	49
	Community Agency	4	19	4.0	33
	For Profit Agency	4	20	4.0	14
	Other	4	13	4.0	12
	Private Practice	5	16	4.0	55
	College/University	5	8	4.0	16



Question #4

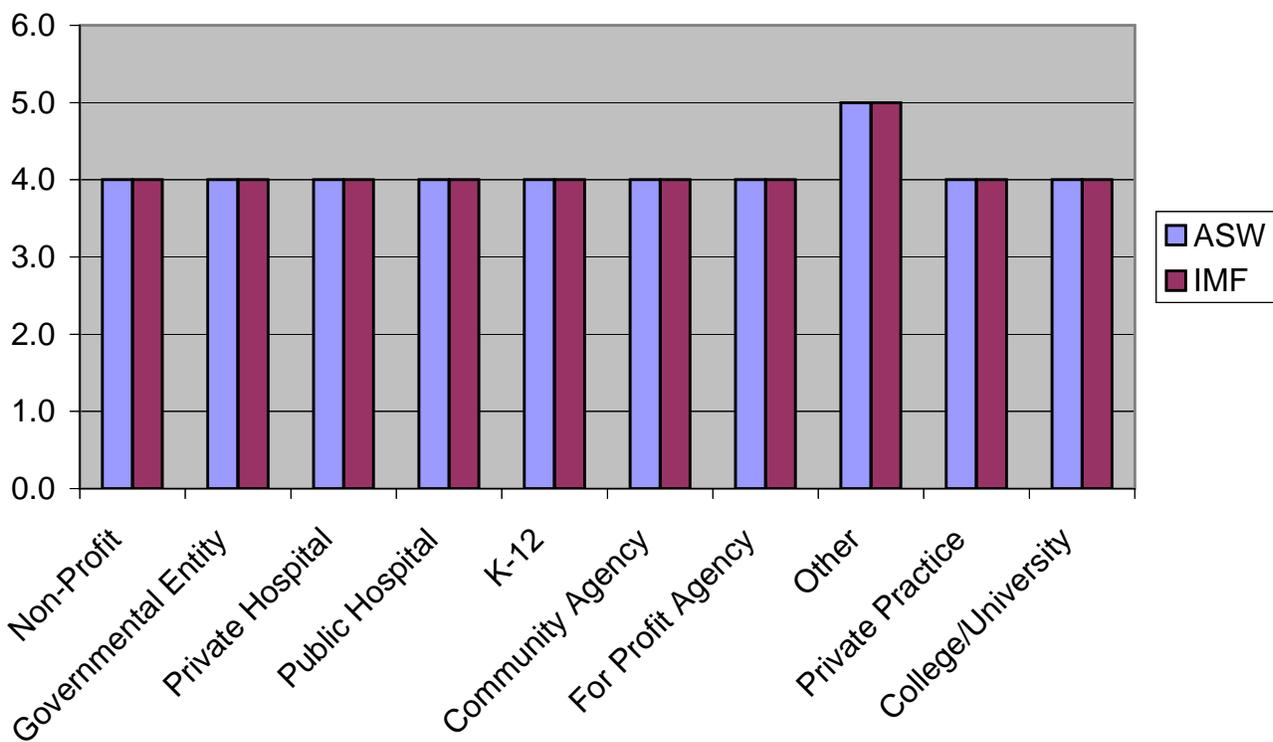
Response Key

- 1 - Very Poor
- 2 - Poor
- 3 - Adequate
- 4 - Good
- 5 - Excellent

Average Quality of Experience

	ASW	n	IMF	n
Non-Profit	4.0	104	4.0	182
Governmental Entity	4.0	74	4.0	37
Private Hospital	4.0	27	4.0	9
Public Hospital	4.0	25	4.0	10
K-12	4.0	22	4.0	49
Community Agency	4.0	19	4.0	33
For Profit Agency	4.0	18	4.0	14
Other	5.0	13	5.0	12
Private Practice	4.0	15	4.0	55
College/University	4.0	7	4.0	16

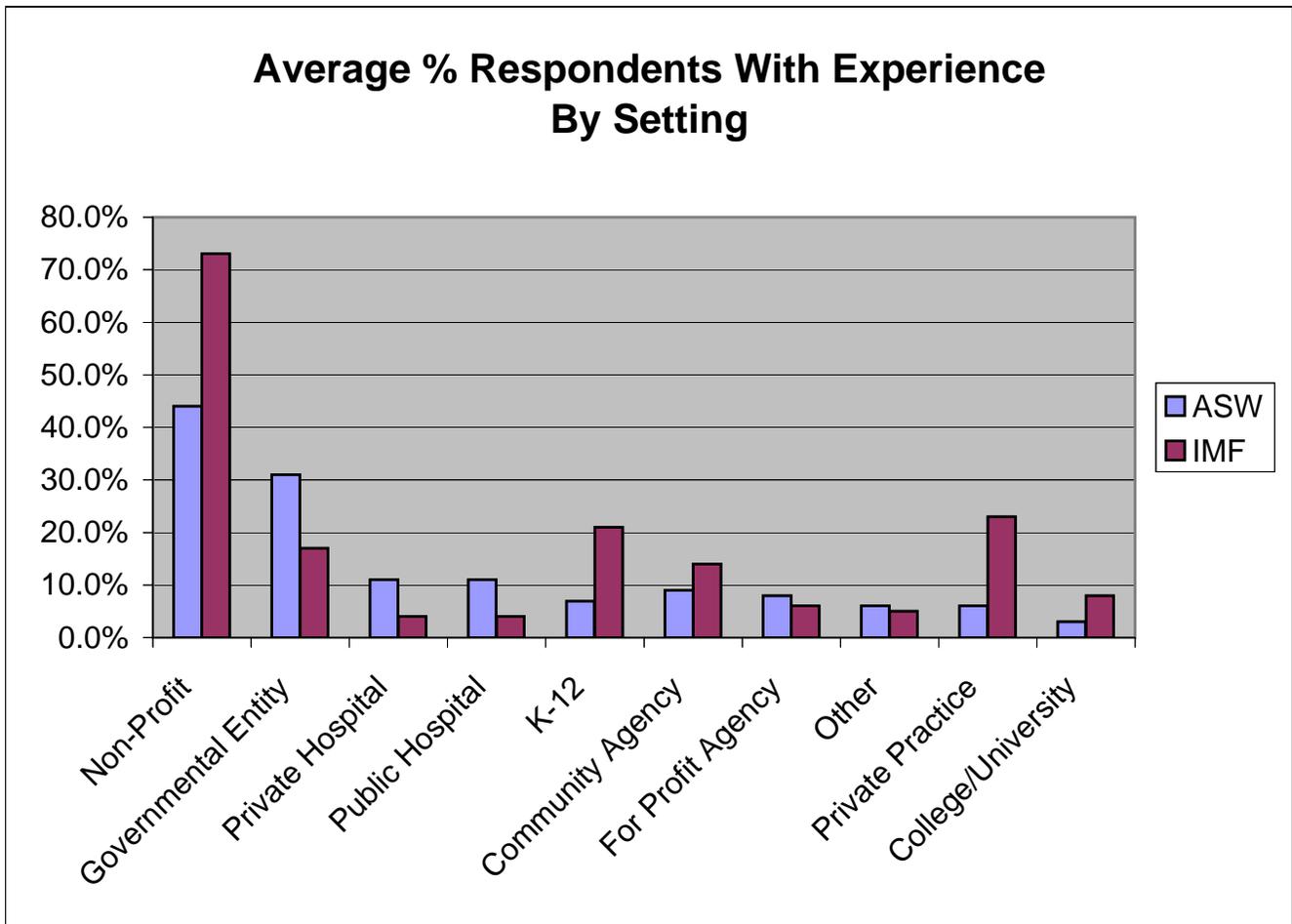
Average Quality of Experience By Setting



Question #4

Average % of Respondents with Experience In Each Setting

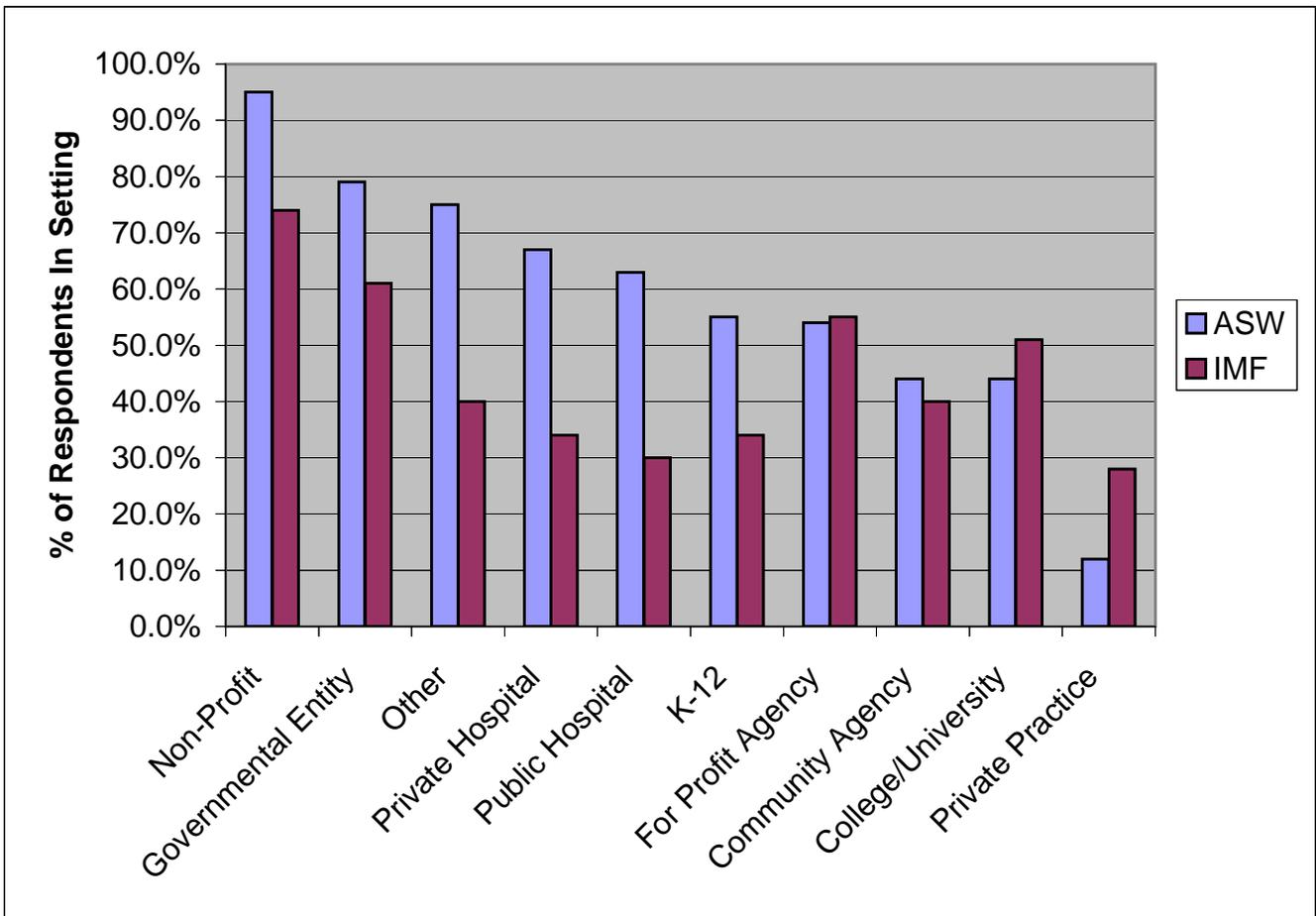
	ASW	n	IMF	n
Non-Profit	44.0%	104	73.0%	200
Governmental Entity	31.0%	74	17.0%	47
Private Hospital	11.0%	27	4.0%	12
Public Hospital	11.0%	26	4.0%	11
K-12	6.9%	22	21.0%	58
Community Agency	9.0%	22	14.0%	37
For Profit Agency	8.0%	18	6.0%	17
Other	6.0%	15	5.0%	13
Private Practice	6.0%	13	23.0%	62
College/University	3.0%	8	8.0%	23



Question #4

Average % of Experience Gained In Each Setting

	ASW	IMF
Non-Profit	95.0%	74.0%
Governmental Entity	79.0%	61.0%
Other	75.0%	40.0%
Private Hospital	67.0%	34.0%
Public Hospital	63.0%	30.0%
K-12	55.0%	34.0%
For Profit Agency	54.0%	55.0%
Community Agency	44.0%	40.0%
College/University	44.0%	51.0%
Private Practice	12.0%	28.0%



Question #5

How would you rate your graduate education in terms of preparing you for supervised post-master's experience?

Response Key

		ASW	IMF
1 - Very Poor	Average	4.0	4.0
2 - Poor			
3 - Adequate	n=	238.0	267
4 - Good			
5 - Excellent			

Question #6

Overall, how would you rate your experience as an intern or associate?

Response Key

		ASW	IMF
1 - Very Poor	Average	4.0	4.0
2 - Poor			
3 - Adequate	n=	240.0	272
4 - Good			
5 - Excellent			

Question #7

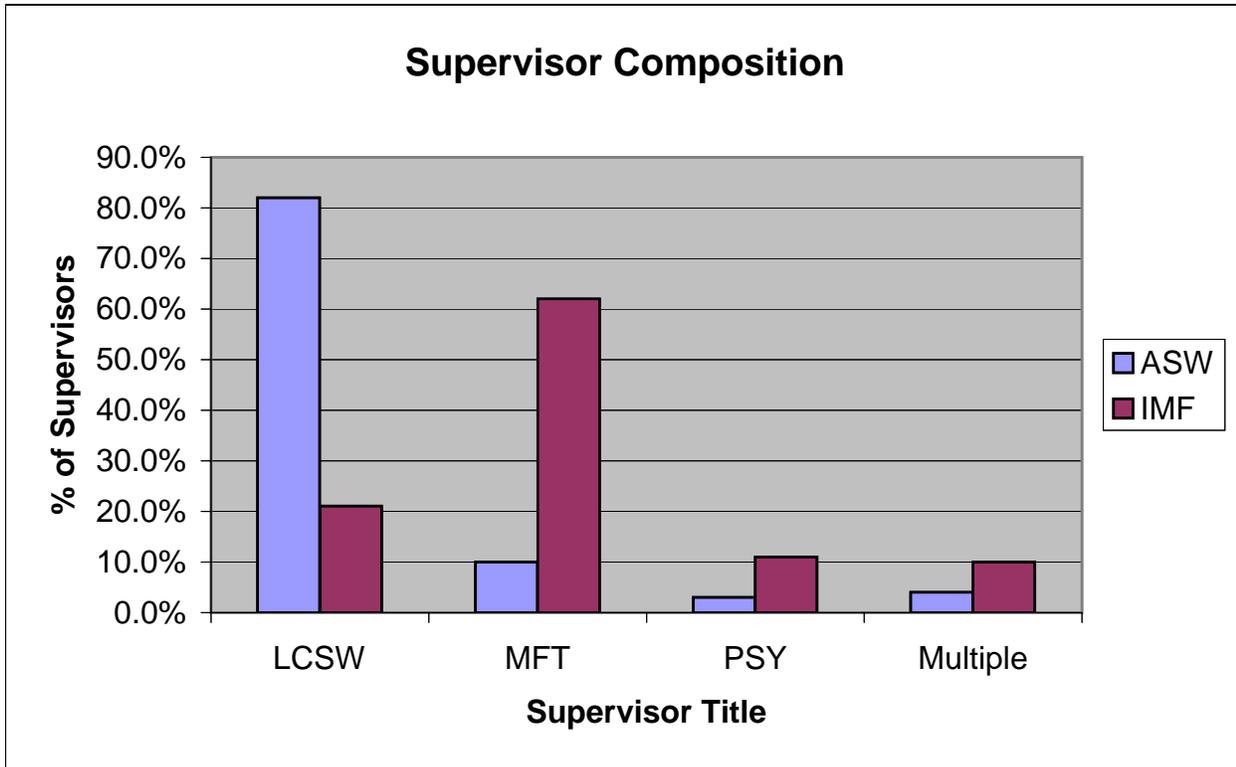
What was this supervisor's title?

	<u>ASW</u>	<u>%</u>
LCSW	255	82.0%
MFT	32	10.0%
PSY	9	3.0%
Multiple	11	4.0%

n= 312

	<u>IMF</u>	<u>%</u>
LCSW	121	21.1%
MFT	357	62.0%
PSY	64	11.0%
Multiple	27	10.0%

n= 574

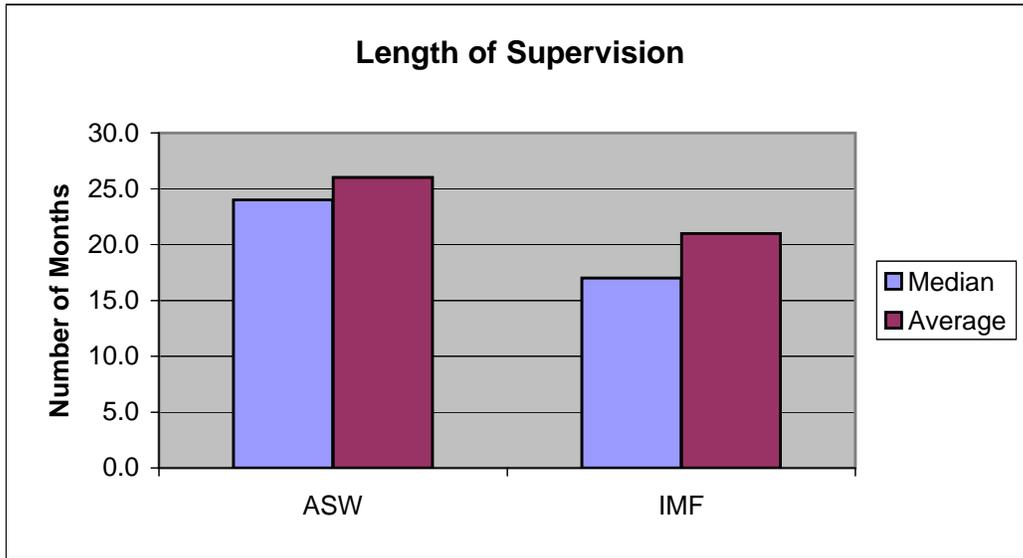


Multiple indicates combination entry e.g. mft/lcsw/psy

Question #8

How long were you supervised by this supervisor? (Months)

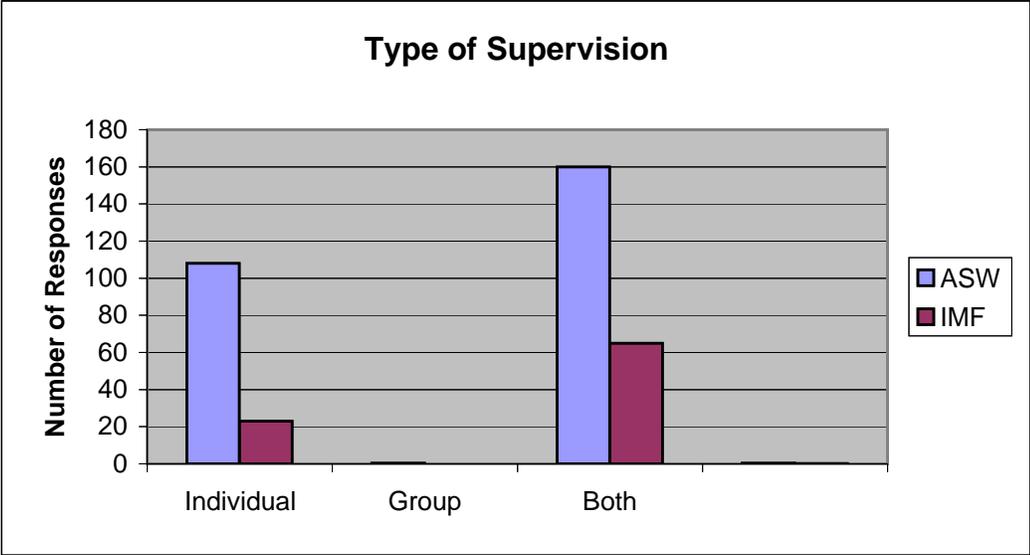
	<u>ASW</u>	<u>IMF</u>
Median # of Months	24.0	17.0
Average # of Months	26.0	21.0
n=	305.0	580



Question #9

What type of supervision was provided?

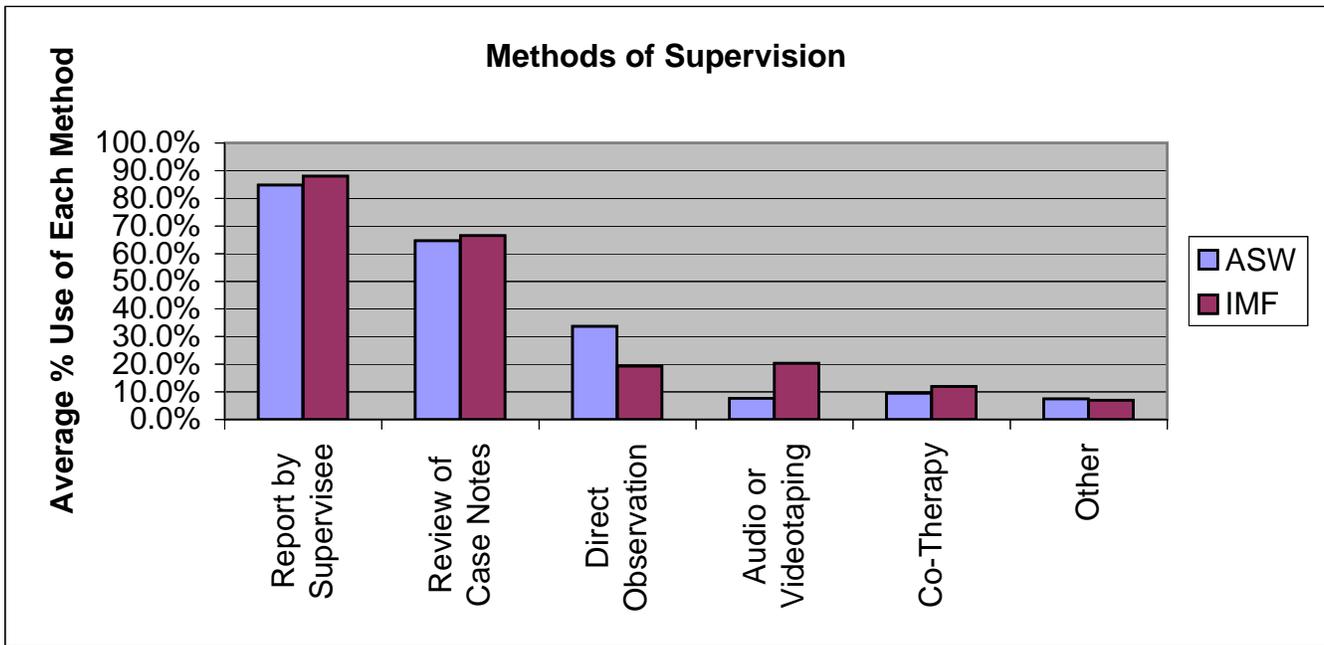
	<u>ASW</u>	<u>%</u>		<u>IMF</u>	<u>%</u>
Individual	108	34.6%	Individual	160	29.3%
Group	23	7.4%	Group	65	11.9%
Both	181	58.0%	Both	321	58.8%
n=	312		n=	546	



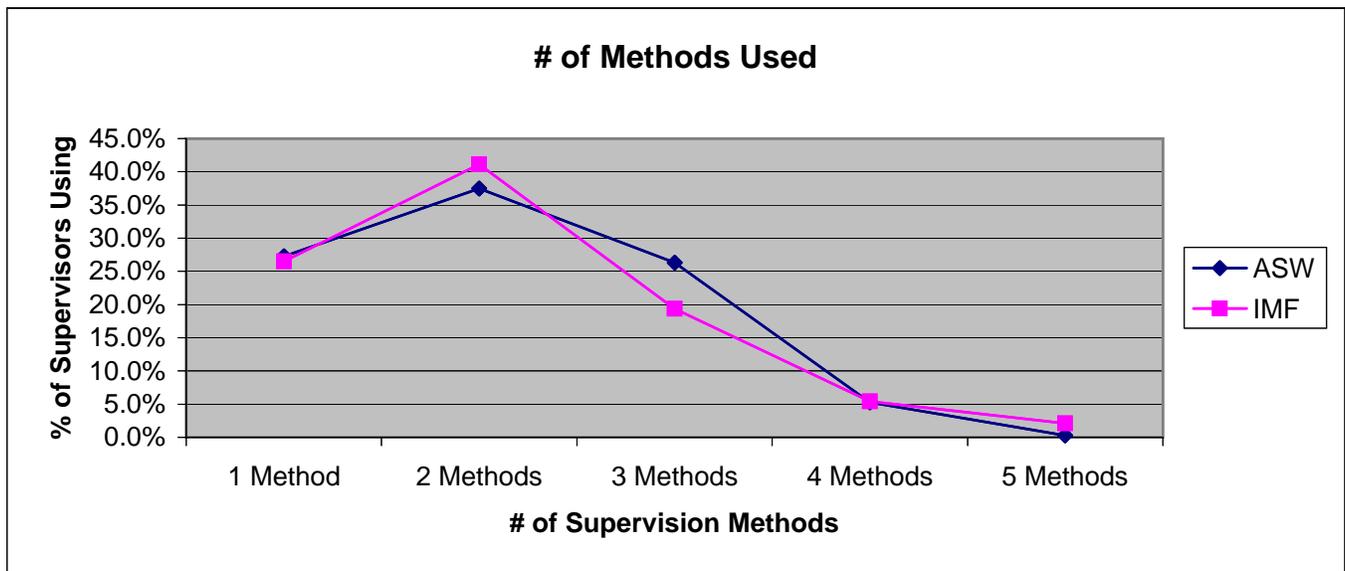
Question # 10

What methods did the supervisor use to provide supervision?

	n= 323		574	
	ASW	%	IMF	%
Report by Supervisee	274	84.8%	505	88.0%
Review of Case Notes	209	64.7%	382	66.6%
Direct Observation	109	33.7%	111	19.3%
Audio or Videotaping	25	7.7%	117	20.4%
Co-Therapy	31	9.6%	69	12.0%
Other	24	7.4%	40	7.0%



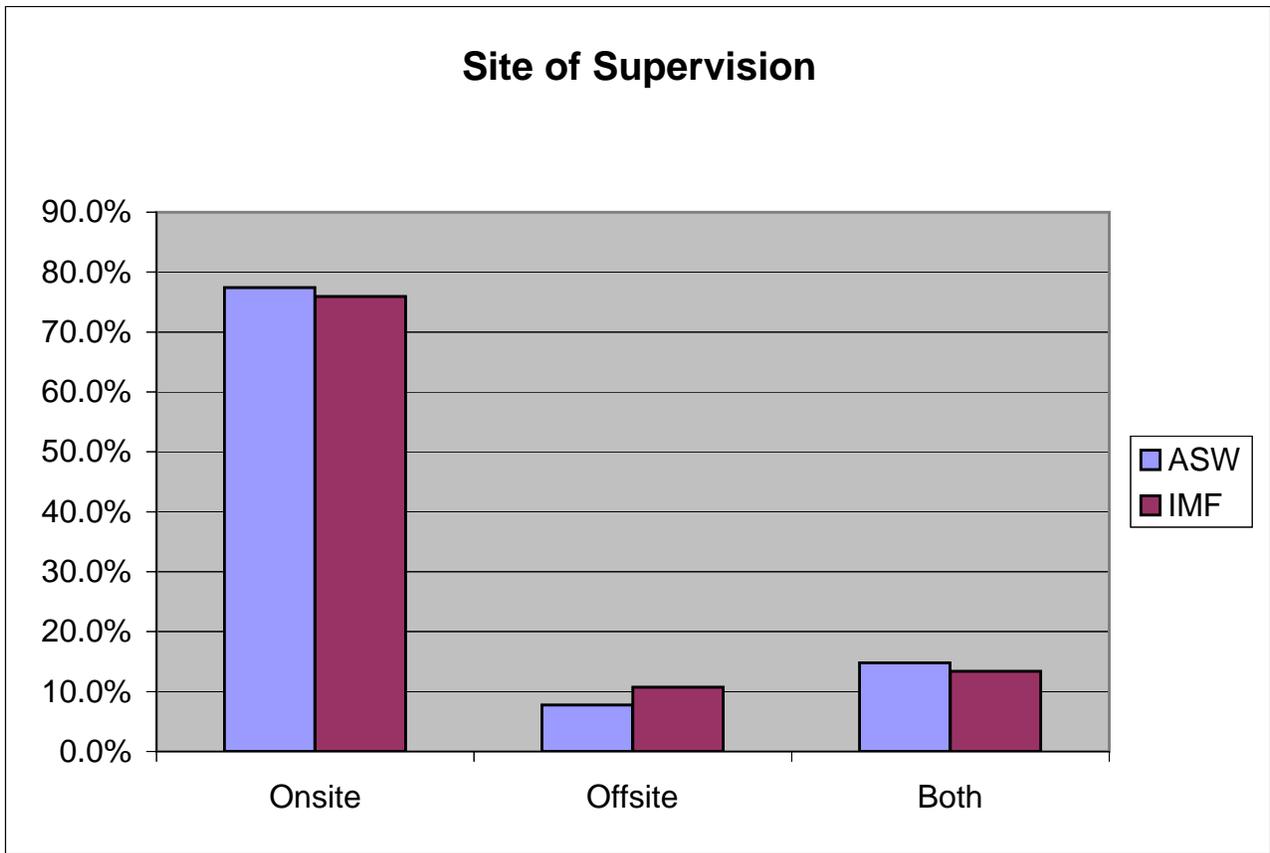
	ASW	%	IMF	%
1 Method	88	27.2%	152	26.5%
2 Methods	121	37.5%	236	41.1%
3 Methods	85	26.3%	111	19.3%
4 Methods	17	5.3%	31	5.4%
5 Methods	1	0.3%	12	2.1%



Question #11

Where did this supervision take place?

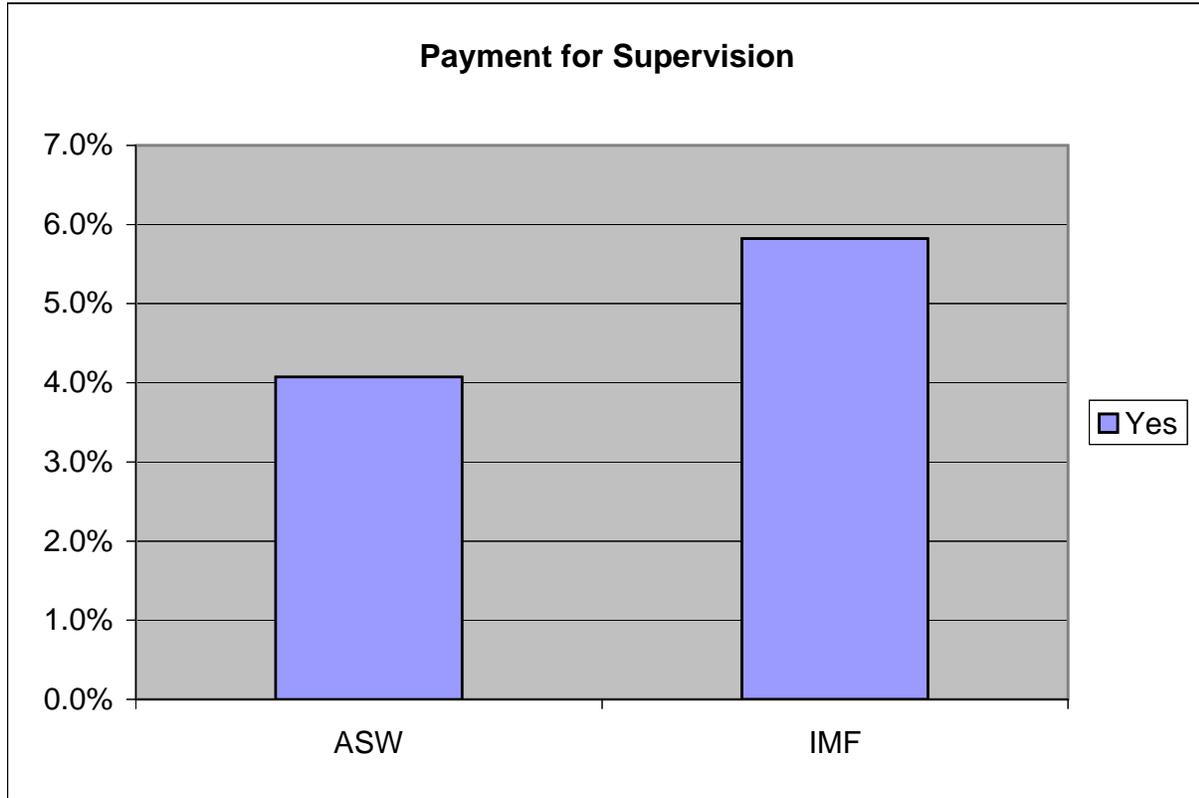
	<u>ASW</u>	<u>%</u>		<u>IMF</u>	<u>%</u>
Onsite	209	77.4%		432	75.9%
Offsite	21	7.8%		61	10.7%
Both	40	14.8%		76	13.4%
	n= 270			n= 569	



Question #12

Did you pay your supervisor for supervision?

	<u>ASW</u>	<u>%</u>	<u>IMF</u>	<u>%</u>
Yes	11	4.1%	33	5.8%
	n= 270		n= 567	



Question #14

How knowledgeable was this supervisor about the laws and regulations and ethics governing your profession?

Response Key

		ASW	IMF
1- Not at all			
2-Somewhat	Average	4.0	4
3-Moderately			
4-Very	n=	323	568
5-Extremely			

Question #15

How knowledgeable was this supervisor about the process of supervision?

Response Key

		ASW	IMF
1- Not at all			
2-Somewhat	Average	4.0	4.0
3-Moderately			
4-Very	n=	323	569
5-Extremely			

Question #16

How well did this supervisor provide you with the kind and quality of supervision you believed necessary for effective practice?

Response Key

		ASW	IMF
1 - Very Poor			
2 - Poor	Average	4.0	4.0
3 - Adequate			
4 - Good	n=	323	569
5 - Excellent			

Question #17

Overall, how satisfied were you with this supervisor?

Response Key

		ASW	IMF
1 - Very Poor			
2 - Poor	Average	4	4.0
3 - Adequate			
4 - Good	n=	323	564
5 - Excellent			

Question #18

In terms of responsiveness, knowledge, and timeliness, how would you rate the BBS staff you've dealt with in your application process?

Response Key

		ASW	IMF
1 - Very Poor			
2 - Poor	Average	4	4
3 - Adequate			
4 - Good	n=	323	450
5 - Excellent			

Supervision Survey for MFT Interns and Associate Clinical Social Workers

Please check your prelicensed status: MFT Intern Associate Clinical Social Worker

Date form completed: _____

1. What has the client mix been for your post-master's supervised experience? (fill in % based on hours gained)

Adult Individuals	_____%
Groups	_____%
Couples	_____%
Children/Adolescents	_____%
Families	_____%
Other: _____	_____%

2. During your post-master's experience, what has been your average weekly client caseload?

1 - 5 clients 6 - 10 11 - 15 16 - 20 21 - 25 26 - 30 over 30

3. During this period of time, in how many sites or agencies did you gain hours?

1 - 2 sites 3 - 4 5 - 6 7 - 8 9 - 10 over 10

4. For each of the following settings, please indicate the percentage of your hours that were gained in the setting (or n/a), rank the quality of the supervision, and the overall quality of the internship/traineeship experience. Use the scale below:

1	2	3	4	5
Very Poor	Poor	Adequate	Good	Excellent

<u>Setting</u>	% of Total Hours Gained in Setting	Quality of Supervision	Overall Quality of Experience
Private Practice _____	_____	_____	_____
Governmental Entity _____	_____	_____	_____
Public Non Profit Agency _____	_____	_____	_____
Other Community Agency _____	_____	_____	_____
For Profit Agency _____	_____	_____	_____
Public or public-contracted Hospital _____	_____	_____	_____
Private Hospital _____	_____	_____	_____
College or University _____	_____	_____	_____
Elementary, junior, or high school _____	_____	_____	_____
Other _____	_____	_____	_____

5. How would you rate your graduate education in terms of preparing you for supervised post-master's experience?

1	2	3	4	5
Very Poor	Poor	Adequate	Good	Excellent

Please comment:

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6. Overall, how would you rate your experience as an intern or associate?

1	2	3	4	5
Very Negative	Negative	Adequate	Positive	Very positive

Please comment:

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Most Positive Experience:

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Least Positive Experience:

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INSTRUCTIONS: PLEASE USE A SEPARATE PAGE FOR EACH POST-MASTER'S SUPERVISOR. (SEPARATE PAGES ENCLOSED)

7. What was this supervisor's title? (check all that apply):
 MFT LCSW Psychologist Board-certified Psychiatrist
8. How long were you supervised by this supervisor? _____ years _____ months
9. What type of supervision was provided? _____ Individual, _____ Group, or _____ Both
10. What methods did the supervisor use to provide supervision? _____ Report by supervisee
_____ Review of case notes _____ Direct observation
_____ Audio or Videotaping _____ Co-therapy _____ Other (Please specify)

11. Where did this supervision take place?
 Onsite Offsite Both onsite and offsite
12. Did you pay your supervisor for supervision?
 Yes No
13. If yes, how much did you pay per supervision session? _____
14. How knowledgeable was this supervisor about the laws and regulations and ethics governing your profession?
- | | | | | |
|------------|----------|------------|------|-----------|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | Somewhat | Moderately | Very | Extremely |

Please comment:

.....
.....
.....

15. How knowledgeable was this supervisor about the process of supervision?
- | | | | | |
|------------|----------|------------|------|-----------|
| 1 | 2 | 3 | 4 | 5 |
| Not at all | Somewhat | Moderately | Very | Extremely |

Please comment:

.....
.....
.....

16. How well did this supervisor provide you with the kind and quality of supervision you believed necessary for effective practice?

1 2 3 4 5
Not at all Somewhat Moderately Very well Extremely well

Please comment:

.....
.....
.....

17. Overall, how satisfied were you with this supervisor?

1 2 3 4 5
Not at all Somewhat Moderately Very Extremely

Please comment:

.....
.....
.....
.....

18. In terms of responsiveness, knowledge, and timeliness, how would you rate the BBS staff you've dealt with in your application process?

1 2 3 4 5
Very Poor Poor Adequate Good Excellent

Please comment:

.....
.....
.....
.....

For questions regarding this survey please contact the Licensing Analyst, Board of Behavioral Sciences, 400 R Street, Suite 3150, Sacramento, CA 95814 or at (916) 445-4933.

Thank you for your participation. Please return all pages in one envelope to the Board address above.

(03/05)

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To: Committee Members **Date:** March 24, 2014
From: Christy Berger **Telephone:** (916) 574-7817
Regulatory Analyst
Subject: **Discussion and Review of Current Supervised Work Experience Requirements for LCSW, LMFT, LPCC, and LEP**

Introduction

Supervised experience requirements for licensure have some broad similarities between the professions regulated by the Board. Because many of the laws that set forth experience requirements were developed separately for each license type, there are naturally a number of differences. Some of the variance in requirements are explained by differences in the focus and philosophy of each profession. However, for other requirements, it is less clear why there may be a difference.

The attached document consists of five parts, and provides a breakdown of requirements for each license type. It summarizes the requirements in the Business and Professions Code and Title 16, California Code of Regulations, and are grouped as follows:

1. Supervised Experience Hours and Categories
2. Supervision Requirements
3. Supervisor Qualifications
4. Supervisor Responsibilities
5. Employer/Work Setting Requirements

Discussion

1. Supervised Experience Hours and Categories

This chart provides a breakdown of the hours of experience required for licensure for each program, including minimum and maximum categories for certain types of hours. There are a number of commonalities between the LCSW, LMFT and LPCC professions, including two years of supervised experience consisting of at least 3,000 hours, some hours of direct treatment, limits on client centered advocacy hours, and requiring all hours be gained within the 6-year period prior to application for licensure.

Beyond these requirements, the programs tend to differ, although LMFT and LPCC requirements have more similarities than any other two. The LEP profession has historically had a very different structure for supervised experience requirements due to its model coming out of the school system, and this area is no exception.

2. Supervision Requirements

This chart provides a list of requirements pertaining to supervision, mostly pertaining to supervisor-supervisee contact, broken down by license type. With the exception of LEP, the requirements are nearly identical between the programs, with the only difference being that ASWs are not required to keep a weekly log of experience. LEP law does not mandate any specifics, likely because of the supervision structure inherent in school systems.

3. Supervisor Qualifications

This chart summarizes the requirements to be a supervisor for each of the license types. Again, LEP is quite different and the other license types very similar, with two exceptions that apply to supervisors of ASWs: the hours and content of required supervision training, and the ability to count time licensed in another state toward the two years of licensure required to supervise.

4. Supervisor Responsibilities

This chart lists the responsibilities of the supervisor as it applies to each license type. ASWs have some requirements that differ from MFT Interns and PCIs, as seen in the boxes at the bottom of the chart. LEP law does not set forth supervisor responsibilities, again, likely because of the supervision structure inherent in school systems.

5. Employer/Work Setting Requirements

This chart lists the requirements for employment and employers. There are some significant differences among license programs as can be seen in the chart.

Attachments

Attachment A: Comparison of California's Requirements for Supervised Experience

COMPARISON OF CALIFORNIA'S REQUIREMENTS FOR SUPERVISED EXPERIENCE

1. SUPERVISED EXPERIENCE HOURS & CATEGORIES

	LCSW	LMFT	LPCC	LEP
Summary	<ul style="list-style-type: none"> Register as Associate Clinical Social Worker (ASW) Gain 3,200 hours Post-degree Minimum 104 weeks Hours gained within 6 years before application for licensure is filed Max. 40 hours in any week Max. 40 hours in any 7 consecutive days 	<ul style="list-style-type: none"> Gain 3,000 hours total: <ul style="list-style-type: none"> Max. 1,300 Pre-degree as MFT Trainee Min. 1,700 Post-degree as a registered MFT Intern Minimum 104 weeks Hours gained within 6 years before application for licensure is filed (except 500 hours practicum) Max. 40 hours in any week Max. 40 hours in any 7 consecutive days 	<ul style="list-style-type: none"> Register as a Professional Clinical Counselor Intern (PCI) Gain 3,000 hours Post-degree Minimum 104 weeks Hours gained within 6 years before application for licensure is filed Max. 40 hours in any week Max. 40 hours in any 7 consecutive days 	<ul style="list-style-type: none"> No BBS registration required Gain a total of three years of experience, at full-time or the equivalent A combination of supervised and unsupervised experience is required No particular categories required Hours gained within 6 years before application for licensure is filed
Minimums	<ul style="list-style-type: none"> 1,700 hours (minimum 13 weeks) under a LCSW 2,000 hours in Clinical Psychosocial Diagnosis, Assessment, & Treatment, including: <ul style="list-style-type: none"> Min. 750 hours of face-to-face Individual or Group Psychotherapy 	<ul style="list-style-type: none"> 500 hours Diagnosing and Treating Couples, Families and Children (up to 150 hours may be double counted) 	<ul style="list-style-type: none"> 1,750 hours Direct Counseling with Individuals, Groups, Couples or Families 150 hours in a Hospital or Community Mental Health Setting 	<p>"SUPERVISED" EXPERIENCE Must have either:</p> <ul style="list-style-type: none"> One (1) year supervised experience in an accredited school psychology program <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> One (1) year of full-time or the equivalent, as a credentialed school psychologist in a school obtained under the <i>"direction"</i> of a LEP or licensed Psychologist
Maximums	<ul style="list-style-type: none"> 1,200 hours in Client-Centered Advocacy, Consultation, Evaluation, & Research 	<ul style="list-style-type: none"> 1,000 hours COMBINED: <ul style="list-style-type: none"> Direct Supervisor Contact Workshops, Training, Conferences (max 250) Personal Psychotherapy (max 100 triple counted) 500 hours COMBINED: <ul style="list-style-type: none"> Administering & Evaluating Psych Tests, Writing Clinical Reports, Progress or Process Notes Client-Centered Advocacy 500 hours Group Therapy 375 hours Telehealth Counseling 	<ul style="list-style-type: none"> 1,250 hours COMBINED: <ul style="list-style-type: none"> Direct Supervisor Contact Workshops, Training, Conferences (max 250) Client-Centered Advocacy Administering & Evaluating Psych Tests, Writing Clinical Reports, Progress or Process Notes (max 250) 500 hours Group Therapy 375 hours Telehealth Counseling 	<p style="text-align: center;">AND</p> <p style="text-align: center;">UNSUPERVISED EXPERIENCE</p> <ul style="list-style-type: none"> Two (2) years of experience, full time or the equivalent, as a credentialed School Psychologist

2. SUPERVISION REQUIREMENTS

<p>Applies only to:</p> <p style="text-align: center;">ASW</p> <p style="text-align: center;">MFT INTERN/ TRAINEE</p> <p style="text-align: center;">PCI</p>	<ul style="list-style-type: none"> • Min. 1 hour of supervision per week for each work setting • Min. 1 hour of individual or 2 hours of group supervision every week for 104 weeks • Of the 104 weeks of required supervision, 52 weeks must be individual • 1 additional hour of direct supervisor contact for every week in which more than 10 hours of “face-to-face psychotherapy” LCSW/LPCC) or “client contact” (MFT) is performed in each work setting • Max. 5 hours of supervision, whether individual or group, during any single week. • Max. 8 supervisees in a group supervision session; must be provided in segments lasting no less than 1 continuous hour. • Permits supervision via live, two-way videoconferencing if working for a governmental entity, school, college, or university, or an institution that is both nonprofit and charitable. The supervisor is responsible for ensuring client confidentiality. • No experience obtained under a spouse or relative by blood or marriage • No experience obtained under a supervisor with whom the applicant has a personal relationship that undermines the authority or effectiveness of the supervision. • The supervisor shall not have provided therapeutic services to the trainee or intern.
<p>Applies only to:</p> <p style="text-align: center;">MFT INTERN/ TRAINEE</p> <p style="text-align: center;">PCI</p>	<ul style="list-style-type: none"> • Maintain Weekly Log of experience signed by supervisor
	<ul style="list-style-type: none"> • No hours may be gained prior to completing 12 semester/18 quarter units in degree program • 1 hour direct supervisor contact for every five (5) hours of client contact in each work setting
<p>Applies only to:</p> <p style="text-align: center;">LEP</p>	<ul style="list-style-type: none"> • NONE

3. SUPERVISOR QUALIFICATIONS

ASW	MFT Intern or Trainee	PCI	LEP
<ul style="list-style-type: none"> • Currently licensed in good standing in California • Licensed for 2 years <u>in California or any other state</u> as: <ul style="list-style-type: none"> ○ LCSW, LMFT, LPCC, Psychologist, or Board-Certified Psychiatrist • Completed a one-time fifteen (15) hour course in supervision training obtained from a state agency or approved continuing education provider that includes the following: <ul style="list-style-type: none"> ○ Familiarity with supervision literature through reading assignments specified by course instructors ○ Facilitation of therapist-client and supervisor-therapist relationships; ○ Evaluation and identification of problems in therapist-client and supervisor-therapist relationships; ○ Structuring to maximize supervision, including times and conditions of supervision sessions, problem solving ability, and implementing supervisor interventions within a range of supervisory modalities including live, videotape, audiotape, and case report methods; ○ Knowledge of contextual variables such as culture, gender, ethnicity, and economic issues; and ○ The practice of clinical social work, including the mandated reporting laws, and knowledge of ethical and legal issues. • Has practiced psychotherapy or provided direct supervision to supervisees who perform psychotherapy for at least two (2) years within the five (5) year period immediately preceding this supervision. • Has sufficient experience, training, and education in the area of clinical supervision to competently supervise 	<ul style="list-style-type: none"> • Currently licensed in good standing in California • Licensed for 2 years <u>in California</u> as: <ul style="list-style-type: none"> ○ LCSW, LMFT, Psychologist, or Board-Certified Psychiatrist, or LPCC who meets “couples/families” requirements. ○ If supervising a MFT Trainee, may use time licensed in another state to meet two years • Completed six (6) hours of supervision training or coursework in each renewal period while supervising. <ul style="list-style-type: none"> ○ No specific content required. • Has sufficient experience, training, and education in marriage and family therapy to competently practice in California. • Stays informed about developments in marriage and family therapy and in California law governing its practice. • Has practiced psychotherapy or provided direct supervision to supervisees who perform psychotherapy for at least two (2) years within the five (5) year period immediately preceding this supervision. • Has sufficient experience, training, and education in the area of clinical supervision to competently supervise 	<ul style="list-style-type: none"> • Currently licensed in good standing in California • Licensed for 2 years <u>in California</u> as: <ul style="list-style-type: none"> ○ LCSW, LMFT, LPCC, Psychologist, or Board-Certified Psychiatrist. • Completed six (6) hours of supervision training or coursework in each renewal period while supervising. <ul style="list-style-type: none"> ○ No specific content required. • Has sufficient experience, training, and education in professional clinical counseling to competently practice in California. • Stays informed about developments in professional clinical counseling and in California law governing its practice • Has practiced psychotherapy or provided direct supervision to supervisees who perform psychotherapy for at least two (2) years within the five (5) year period immediately preceding this supervision. • Has sufficient experience, training, and education in the area of clinical supervision to competently supervise 	<ul style="list-style-type: none"> • If supervised experience is in an accredited school psychology program - no specific supervisor requirements • If experience is as a credentialed school psychologist in a school - must be obtained under the “direction” of a LEP or licensed Psychologist • The additional two (2) years of experience as a credentialed School Psychologist, does not have to be supervised

4. SUPERVISOR RESPONSIBILITIES

SPECIFIC TO SUPERVISING AN ASW, MFT INTERN/TRAINEE OR PCI

- Immediately notify supervisee of any disciplinary action taken against supervisor's license, including revocation or suspension, even if stayed, probation terms, inactive license status, or any lapse in licensure that affects the licensee's ability or right to supervise.
- Know and understand the laws and regulations pertaining to both supervision and the experience required for licensure.
- Ensure that the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the supervisee.
- Agree not to provide supervision unless the supervisee works in a setting that meets both of the following: (A) lawfully and regularly provides mental health counseling or psychotherapy; (B) provides oversight to ensure that the supervisee's work at the setting meets the experience and supervision requirements and is within the scope of practice for the profession (if supervising MFT Trainees, ensure not a private practice or professional corporation).
- Give at least (1) one week's prior written notice to a supervisee of intent not to sign for any further hours of experience. If such notice not provided, must sign for experience obtained in good faith where supervision was provided.
- Upon written request, provide the Board any documentation which verifies supervisor's compliance with the requirements.
- Provide the supervisee with the original signed Supervisor Responsibility Statement prior to the commencement of any counseling or supervision.

SPECIFIC TO SUPERVISING AN ASW	SPECIFIC TO SUPERVISING AN MFT INTERN/TRAINEE OR PCI	LEP
<ul style="list-style-type: none"> • Review client/patient records, monitor and evaluate assessment and treatment decisions of the associate clinical social worker • Monitor and evaluate the ability of the associate to provide services at the site(s) where he or she will be practicing and to the particular clientele being served • Ensure compliance with all laws and regulations governing the practice of clinical social work. • With the associate, develop a supervisory plan that describes the goals and objectives of supervision. These goals shall include the ongoing assessment of strengths and limitations and the assurance of practice in accordance with the laws and regulations. • Complete an assessment of the ongoing strengths and limitations of the associate at least once a year and upon completion or termination of supervision and provide copies of all assessments to the associate. 	<ul style="list-style-type: none"> • Monitor and evaluate the extent, kind, and quality of counseling performed by the trainee or intern by direct observation, review of audio or video tapes of therapy, review of progress and process notes and other treatment records, or by any other means deemed appropriate. • Address with the trainee or intern the manner in which emergencies will be handled • Obtain from each trainee or intern for whom supervision will be provided, the name, address, and telephone number of the trainee's or intern's most recent supervisor and employer. • In any setting that is not a private practice, evaluate the site(s) where a trainee or intern will be gaining hours of experience toward licensure and shall determine that: (1) the site provides experience which is within the scope of practice; and (2) the experience is in compliance with current law. 	<ul style="list-style-type: none"> • NONE

5. EMPLOYMENT/WORK SETTING REQUIREMENTS

<p>Applies only to:</p> <p style="text-align: center;">ASW</p> <p style="text-align: center;">MFT INTERN/ TRAINEE</p> <p style="text-align: center;">PCI</p>	<ul style="list-style-type: none"> • Must be a W-2 or volunteer employee. Employee may not receive any remuneration from patients or clients and shall only be paid by the employer. • Employee may not have any proprietary interest in the employer's business. • Employee may not lease or rent space, pay for furnishings, equipment, or supplies, or pay for any obligations of his or her employer. • Experience shall only be gained in a setting that meets both of the following: <ul style="list-style-type: none"> ○ Lawfully and regularly provides clinical social work, mental health counseling, or psychotherapy. ○ Provides oversight to ensure that the supervisee's work at the setting meets the experience and supervision requirements set forth in this chapter and is within the scope of practice for the profession ○ (If a MFT Trainee, may not be a private practice) • Licensee in private practice may only have 3 supervisees. Corporations permitted a maximum of 3 supervisees per supervisor, for a total of no more than 15 supervisees. Supervisors must be employed full-time by corporation.
<p>Applies only to:</p> <p style="text-align: center;">MFT INTERN/ TRAINEE</p> <p style="text-align: center;">PCI</p>	<ul style="list-style-type: none"> • May only perform services at the place where their employers regularly conduct business, which may include performing services at other locations, so long as the services are performed under the direction and control of their employer and supervisor, and in compliance with the laws and regulations pertaining to supervision. • In a setting which is not a private practice, the supervisor may be employed by the applicant's employer on either a paid or a voluntary basis. If on a voluntary basis, a written agreement must be executed between the supervisor and the organization, prior to commencement of supervision, in which the supervisor agrees to ensure that the extent, kind, and quality of counseling performed by the intern is consistent with the intern's training, education, and experience, and is appropriate in extent, kind, and quality. The agreement shall contain an acknowledgment by the employer that: <ul style="list-style-type: none"> ○ The employer is aware of the licensing requirements that must be met by the intern and agrees not to interfere with the supervisor's legal and ethical obligations to ensure compliance with those requirements; and ○ The employer agrees to provide the supervisor access to clinical records of the clients counseled by the intern. • Trainees, interns, or applicants who provide volunteered services or other services, and who receive no more than a total, from all work settings, of five hundred dollars (\$500) per month as reimbursement for expenses actually incurred by those trainees, interns, or applicants for services rendered in any lawful work setting other than a private practice shall be considered an employee and not an independent contractor. The board may audit applicants who receive reimbursement for expenses, and the applicants shall have the burden of demonstrating that the payments received were for reimbursement of expenses actually incurred.
	<ul style="list-style-type: none"> • Except for periods of time during a supervisor's vacation or sick leave, an intern who is employed or volunteering in private practice shall be under the direct supervision of another qualified supervisor. The supervising licensee shall either be employed by and practice at the same site as the intern's employer, or shall be an owner or shareholder of the private practice. Alternative supervision may be arranged during a supervisor's vacation or sick leave if the supervision meets the requirements of this section. • When an intern employed in private practice is supervised by someone other than the employer, the supervisor must be employed by and practice at the same site(s) as the intern's employer.
<p>Applies only to:</p> <p style="text-align: center;">ASW</p>	<ul style="list-style-type: none"> • An associate, whether employed or volunteering, may obtain supervision from a person not employed by the associate's employer if that person has signed a written agreement with the employer to take supervisory responsibility for the associate's social work services.
<p>Applies only to:</p> <p style="text-align: center;">LEP</p>	<ul style="list-style-type: none"> • School

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To: Committee Members

Date: March 24, 2014

From: Christy Berger
Regulatory Analyst

Telephone: (916) 574-7817

Subject: Discussion and Review of Professional Association Supervisor Programs

Introduction

A number of professional organizations provide guidance on supervisory-related issues, and several have a program that provides certification for supervisors who meet the association's standards. This information has been summarized in the attachments for the following organizations:

Association of Social Work Boards (ASWB) & National Association of Social Workers (NASW)

- Model Law for Supervisor Requirements (ASWB)
- Model Law for Supervision (ASWB)
- Code of Ethics (NASW)
- Best Practice Standards in Social Work Supervision (NASW & ASWB)

American Association for Marital and Family Therapy (AAMFT)

- AAMFT-Approved Supervisor
- Supervisor Guidelines
- Code of Ethics

California Association of Marriage and Family Therapists (CAMFT)

- Certified Supervisor Program
- Code of Ethics

American Counseling Association (ACA)

- Code of Ethics

American Association of State Counseling Boards (AASCB)

- Model Law for Supervisor Requirements
- Model Law for Supervision

National Board of Certified Counselors (NBCC)

- Approved Clinical Supervisor Certification
- Supervisor Guidelines

National Association for School Psychologists (NASP)

- Recommended Supervisor Qualifications
- Supervisor Guidelines
- Code of Ethics

Discussion

Supervisor Approval Programs

This information may be helpful when reviewing California's requirements for supervisors, while keeping in mind that most associations' supervisor approval programs are offered as a type of advanced certification, and therefore the standards may be above and beyond what particular state may require of supervisors.

Supervisor Guidelines

Guidelines for supervisors set forth by associations may be helpful as a comparison to California's requirements, and may provide ideas when considering issues that are not currently addressed in California law.

Codes of Ethics

Codes of ethics provide a great deal of guidance to supervisors, and may also provide ideas for consideration. It also may help determine whether an idea being considered for inclusion in California law is already universally covered by professional ethics codes, and weighing whether it needs to be adopted as a law.

Attachments

Attachment A: Professional Associations – Supervisor Programs, Guidelines and Related Ethics

Attachment B: Best Practice Standards in Social Work Supervision

PROFESSIONAL ASSOCIATIONS SUPERVISOR PROGRAMS, GUIDELINES & RELATED ETHICS

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<i>Licensed Clinical Social Workers</i>		
<p>Association of Social Work Boards (ASWB)</p> <p>&</p> <p>National Association of Social Workers (NASW)</p>		<p style="text-align: center;"><u><i>ASWB MODEL LAW</i></u></p> <p>Clinical supervision means an interactional professional relationship between a supervisor and a social worker that provides evaluation and direction over the supervisee's practice of clinical social work and promotes continued development of the social worker's knowledge, skills, and abilities to engage in the practice of clinical social work in an ethical and competent manner.</p> <p>The clinical supervisor is responsible for supervision within the following content areas:</p> <ul style="list-style-type: none"> • Clinical skills. • Practice management skills. • Skills required for continuing competence. • Development of professional identity. • Ethical practice. • Cultural competency <p>The areas of clinical supervisory accountability shall include:</p> <ul style="list-style-type: none"> • Client care. • Knowledge of relevant agency policy and procedure. • Legal and regulatory requirements. • Ethical standards of the profession. • Professional responsibility for social work services provided by the supervisee. • Documented assessment of the supervisee's competence to practice independently. <p>A plan for clinical supervision must be developed by the supervisor and the applicant. The Board reserves the right to preapprove and audit such plans, which must include:</p> <ul style="list-style-type: none"> • The purpose of supervision • Process to be used in supervision, i.e., timing, skills • Learning objectives • Professional growth • Intervention processes • Plans for documentation • Ethics and values • Evaluation <p>An evaluation of the supervisee in accordance with the plan shall be submitted to the regulatory body every 6 months, and the records will be retained for 3 years.</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<p>ASWB & NASW</p> <p>(CONTINUED)</p>		<p align="center"><u><i>“BEST PRACTICE STANDARDS IN SOCIAL WORK SUPERVISION”</i></u></p> <p>This publication, jointly developed by ASWB and NASW, is a descriptive guide which cannot be readily summarized. See attachment.</p> <p align="center"><u><i>NASW: CODE OF ETHICS RELATING TO SUPERVISION</i></u></p> <p>3.01 Supervision and Consultation</p> <p>(a) Social workers who provide supervision or consultation should have the necessary knowledge and skill to supervise or consult appropriately and should do so only within their areas of knowledge and competence.</p> <p>(b) Social workers who provide supervision or consultation are responsible for setting clear, appropriate, and culturally sensitive boundaries.</p> <p>(c) Social workers should not engage in any dual or multiple relationships with supervisees in which there is a risk of exploitation of or potential harm to the supervisee.</p> <p>(d) Social workers who provide supervision should evaluate supervisees’ performance in a manner that is fair and respectful.</p>
<i>Licensed Marriage and Family Therapists</i>		
<p>American Association for Marital and Family Therapy (AAMFT)</p>	<p>AAMFT-Approved Supervisor</p> <ul style="list-style-type: none"> • 18 months of supervision training, including: <ul style="list-style-type: none"> ○ 180 hours of supervising under the supervision of an Approved Supervisor mentor. ○ Supervise at least 2 supervisees ○ 36 hours of mentoring or supervision of supervision spread throughout the training period • 30-hour supervision course including completion of a philosophy of supervision paper 	<p align="center"><u><i>SUPERVISOR GUIDELINES</i></u></p> <p>Supervision focuses on the MFT/trainee’s case material and person-of-the-therapist training, not the supervisor’s cases. It is a process clearly distinguishable from personal psychotherapy and is contracted in order to serve professional goals</p> <p>Supervisors must have access to raw data, which includes audio, video, live observation, or case notes for supervision and monitoring purposes. The supervisor is responsible for determining the amount of raw data required for supervision and the means for accessing it. Live supervision must include case planning and discussion that occurs outside of live sessions.</p> <p>Technology-assisted supervision must follow the AAMFT Code of Ethics and applicable laws and regulations. Technological means must be HIPAA compliant. Technology-assisted supervision must be confidential, reliable, and secure, and must be conducted via real-time visual and audio communication.</p> <p>Supervisors are charged with determining appropriate means for establishing viable working relationships and for safe supervision and safe therapy. Email discussion is not considered supervision and should be limited to non-clinical information. Telephone-only consultation should be limited to crises.</p> <p align="center"><u><i>CODE OF ETHICS RELATING TO SUPERVISION</i></u></p> <p>4.1 Exploitation. Marriage and family therapists who are in a supervisory role are aware of their influential positions with respect to students and supervisees, and they avoid exploiting the trust and dependency of such persons. Therapists, therefore, make every effort to avoid conditions and multiple relationships that could impair</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<p>AAMFT</p> <p>(CONTINUED)</p>	<ul style="list-style-type: none"> Regular evaluation by the Approved Supervisor indicating satisfactory performance Refresher course every 5 years 	<p>professional objectivity or increase the risk of exploitation. When the risk of impairment or exploitation exists due to conditions or multiple roles, therapists take appropriate precautions.</p> <p>4.2 Therapy with Students or Supervisees. Marriage and family therapists do not provide therapy to current students or supervisees.</p> <p>4.3 Sexual Intimacy with Students or Supervisees. Marriage and family therapists do not engage in sexual intimacy with students or supervisees during the evaluative or training relationship between the therapist and student or supervisee. If a supervisor engages in sexual activity with a former supervisee, the burden of proof shifts to the supervisor to demonstrate that there has been no exploitation or injury to the supervisee.</p> <p>4.4 Oversight of Supervisee Competence. Marriage and family therapists do not permit students or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, and competence.</p> <p>4.5 Oversight of Supervisee Professionalism. Marriage and family therapists take reasonable measures to ensure that services provided by supervisees are professional.</p> <p>4.6 Existing Relationship with Students or Supervisees. Marriage and family therapists avoid accepting as supervisees or students those individuals with whom a prior or existing relationship could compromise the therapist's objectivity. When such situations cannot be avoided, therapists take appropriate precautions to maintain objectivity. Examples of such relationships include, but are not limited to, those individuals with whom the therapist has a current or prior sexual, close personal, immediate familial, or therapeutic relationship.</p> <p>4.7 Confidentiality with Supervisees. Marriage and family therapists do not disclose supervisee confidences except by written authorization or waiver, or when mandated or permitted by law. In educational or training settings where there are multiple supervisors, disclosures are permitted only to other professional colleagues, administrators, or employers who share responsibility for training of the supervisee. Verbal authorization will not be sufficient except in emergency situations, unless prohibited by law.</p> <p>8.7 Employee or Supervisee Qualifications. Marriage and family therapists make certain that the qualifications of their employees or supervisees are represented in a manner that is not false, misleading, or deceptive.</p>
<p>California Association of Marriage and Family Therapists (CAMFT)</p>	<p>Certified Supervisor Program</p> <ul style="list-style-type: none"> Licensed in California for a minimum of 2 years. Meet all requirements of the BBS Supervisor Responsibility Statement 18 hrs. supv. coursework 	<p><u><i>CODE OF ETHICS RELATING TO SUPERVISION</i></u></p> <p>4.1 DUAL RELATIONSHIPS: Marriage and family therapists are aware of their influential position with respect to students and supervisees, and they avoid exploiting the trust and dependency of such the standards persons. Marriage and family therapists therefore avoid dual relationships that are reasonably likely to impair professional judgment or lead to exploitation. Provision of therapy to students or supervisees is unethical. Provision of marriage and family therapy supervision to clients is unethical. Sexual intercourse, sexual contact or sexual intimacy and/or harassment of any kind with students or supervisees is unethical. Other acts which could result in unethical dual relationships include, but are not limited to, borrowing money from a supervisee, engaging in a business venture with a supervisee, or engaging in a close personal relationship with a supervisee. Such acts with a supervisee's spouse, partner or family member may also be considered unethical dual relationships.</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<p>CAMFT</p> <p>(CONTINUED)</p>		<p>4.2 COMPETENCE OF SUPERVISEES: Marriage and family therapists do not permit students, employees, or supervisees to perform or to hold themselves out as competent to perform professional services beyond their training, level of experience, competence, or unlicensed status.</p> <p>4.3 MAINTAINING SKILLS OF SUPERVISORS: Marriage and family therapists who act as supervisors are responsible for maintaining the quality of their supervision skills and obtaining consultation or supervision for their work as supervisors whenever appropriate.</p> <p>4.4 KNOWLEDGE OF SUPERVISORS: Supervisors and educators are knowledgeable about supervision, relevant laws and regulations, and the practice of marriage and family therapy. Supervisors and educators are knowledgeable about and abide by the laws and regulations governing the conduct of supervisors and supervisees.</p> <p>4.5 CHANGES IN LAWS AND ETHICS: Supervisors and supervisees are aware of and stay abreast of changes in professional and ethical standards and legal requirements, and supervisors ensure that their supervisees are aware of professional and ethical standards and legal responsibilities.</p> <p>4.6 CULTURAL DIVERSITY: Supervisors and educators are aware of and address the role that culture and diversity issues play in the supervisory relationship, including, but not limited to, evaluating, terminating, disciplining, or making decisions regarding supervisees or students.</p> <p>4.7 POLICIES AND PROCEDURES: Supervisors and educators create policies and procedures that are clear and that are disclosed to supervisees and students at the commencement of supervision or education.</p> <p>4.8 PERFORMANCE APPRAISALS: Supervisors and educators provide supervisees with periodic performance appraisals and evaluative feedback throughout the supervisory relationship and identify and address the limitations of supervisees and students that might impede their performance.</p> <p>4.9 BUSINESS PRACTICES: Supervisors follow lawful business practices and employer policies when employing and/or supervising interns, trainees, applicants, and associates .</p> <p>4.10 PERFORMANCE ASSISTANCE: Supervisors and educators guide supervisees and students in securing assistance when needed for the supervisee to maintain or improve performance, such as personal psychotherapy, additional education, training, or consultation.</p> <p>4.11 DISMISSAL: Supervisors shall document their decisions to dismiss supervisees.</p> <p>4.12 REVIEW OF TRAINEE AGREEMENTS: Supervisors are aware of and review any trainee agreements with qualified educational institutions.</p> <p>4.13 PATIENTS ARE PATIENTS OF EMPLOYER: Supervisees understand that the patients seen by them are the patients of their employers.</p> <p>4.14 KNOWLEDGE OF LAWS AND REGULATIONS: Supervisees have a responsibility to be knowledgeable about relevant laws and regulations pertaining to the license and practice of marriage and family therapy.</p> <p>4.15 MAINTAIN REGISTRATIONS: Supervisees maintain registrations when required by law and/or regulation and function within this limited role as permitted by the licensing law and/or regulations.</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<i>Licensed Professional Clinical Counselor</i>		
American Counseling Association (ACA)	NONE	<p style="text-align: center;"><u><i>CODE OF ETHICS PERTAINING TO SUPERVISION</i></u></p> <p>F.1.a. Client Welfare. A primary obligation of counseling supervisors is to monitor the services provided by other counselors or counselors-in-training. Counseling supervisors monitor client welfare and supervisee clinical performance and professional development. To fulfill these obligations, supervisors meet regularly with supervisees to review case notes, samples of clinical work, or live observations. Supervisees have a responsibility to understand and follow the <i>ACA Code of Ethics</i>.</p> <p>F.1.b. Counselor Credentials. Counseling supervisors work to ensure that clients are aware of the qualifications of the supervisees who render services to the clients.</p> <p>F.1.c. Informed Consent and Client Rights. Supervisors make supervisees aware of client rights including the protection of client privacy and confidentiality in the counseling relationship. Supervisees provide clients with professional disclosure information and inform them of how the supervision process influences the limits of confidentiality. Supervisees make clients aware of who will have access to records of the counseling relationship and how these records will be used.</p> <p>F.2.a. Supervisor Preparation. Prior to offering clinical supervision services, counselors are trained in supervision methods and techniques. Counselors who offer clinical supervision services regularly pursue continuing education activities including both counseling and supervision topics and skills.</p> <p>F.2.b. Multicultural Issues/Diversity in Supervision. Counseling supervisors are aware of and address the role of multiculturalism/diversity in the supervisory relationship.</p> <p>F.3.a. Relationship Boundaries With Supervisees. Counseling supervisors clearly define and maintain ethical professional, personal, and social relationships with their supervisees. Counseling supervisors avoid nonprofessional relationships with current supervisees. If supervisors must assume other professional roles (e.g., clinical and administrative supervisor, instructor) with supervisees, they work to minimize potential conflicts and explain to supervisees the expectations and responsibilities associated with each role. They do not engage in any form of nonprofessional interaction that may compromise the supervisory relationship.</p> <p>F.3.b. Sexual Relationships. Sexual or romantic interactions or relationships with current supervisees are prohibited. F.3.c. Sexual Harassment. Counseling supervisors do not condone or subject supervisees to sexual harassment. F.3.d. Close Relatives and Friends. Counseling supervisors avoid accepting close relatives, romantic partners, or friends as supervisees.</p> <p>F.3.e. Potentially Beneficial Relationships. Counseling supervisors are aware of the power differential in their relationships with supervisees. If they believe nonprofessional relationships with a supervisee may be potentially beneficial to the supervisee, they take precautions similar to those taken by counselors when working with clients. Examples of potentially beneficial interactions or relationships include attending a formal ceremony; hospital visits; providing support during a stressful event; or mutual membership in a professional association, organization, or community. Counseling supervisors engage in open discussions with supervisees when they consider entering into relationships with them outside of their roles as clinical and/or administrative supervisors. Before engaging in nonprofessional relationships, supervisors discuss with supervisees and document the</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<p>ACA</p> <p>(CONTINUED)</p>		<p>rationale for such interactions, potential benefits or drawbacks, and anticipated consequences for the supervisee. Supervisors clarify the specific nature and limitations of the additional role(s) they will have with the supervisee.</p> <p>F.4.a. Informed Consent for Supervision. Supervisors are responsible for incorporating into their supervision the principles of informed consent and participation. Supervisors inform supervisees of the policies and procedures to which they are to adhere and the mechanisms for due process appeal of individual supervisory actions.</p> <p>F.4.b. Emergencies and Absences. Supervisors establish and communicate to supervisees procedures for contacting them or, in their absence, alternative on-call supervisors to assist in handling crises.</p> <p>F.4.c. Standards for Supervisees. Supervisors make their supervisees aware of professional and ethical standards and legal responsibilities. Supervisors of postdegree counselors encourage these counselors to adhere to professional standards of practice.</p> <p>F.4.d. Termination of the Supervisory Relationship. Supervisors or supervisees have the right to terminate the supervisory relationship with adequate notice. Reasons for withdrawal are provided to the other party. When cultural, clinical, or professional issues are crucial to the viability of the supervisory relationship, both parties make efforts to resolve differences. When termination is warranted, supervisors make appropriate referrals to possible alternative supervisors.</p> <p>F.5.a. Evaluation. Supervisors document and provide supervisees with ongoing performance appraisal and evaluation feedback and schedule periodic formal evaluative sessions throughout the supervisory relationship.</p> <p>F.5.b. Limitations. Through ongoing evaluation and appraisal, supervisors are aware of the limitations of supervisees that might impede performance. Supervisors assist supervisees in securing remedial assistance when needed. They recommend dismissal from training programs, applied counseling settings, or state or voluntary professional credentialing processes when those supervisees are unable to provide competent professional services. Supervisors seek consultation and document their decisions to dismiss or refer supervisees for assistance. They ensure that supervisees are aware of options available to them to address such decisions.</p> <p>F.5.c. Counseling for Supervisees. If supervisees request counseling, supervisors provide them with acceptable referrals. Counselors do not provide counseling services to supervisees. Supervisors address interpersonal competencies in terms of the impact of these issues on clients, the supervisory relationship, and professional functioning.</p> <p>F.5.d. Endorsement. Supervisors endorse supervisees for certification, licensure, employment, or completion of an academic or training program only when they believe supervisees are qualified for the endorsement. Regardless of qualifications, supervisors do not endorse supervisees whom they believe to be impaired in any way that would interfere with the performance of the duties associated with the endorsement.</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<p>American Association of State Counseling Boards (AASCB)</p>	<p>Model Supervisor Requirements</p> <ul style="list-style-type: none"> • Currently licensed with 3 years clinical post licensure experience. • 45-hour graduate-level academic course in counseling supervision OR • A 30-hour training program in supervision OR • 25 hours of “supervision of supervision” • 3 hours per year of supervision-related CE. 	<p><u><i>MODEL SUPERVISOR GUIDELINES</i></u></p> <p>May not be a relative of the counselor intern or have any other dual relationship. Maximum 5 supervisees.</p> <p>The supervisor shall present to the supervisee a statement of informed consent stating:</p> <ul style="list-style-type: none"> • The supervisor’s philosophy of supervision • Expectations for the supervisee • What the supervisee can expect from the supervisor • Responsibilities of the supervisee in establishing informed consent to the client which will include: <ul style="list-style-type: none"> ○ Inform clients of the supervision of the supervisee and what process that includes ○ Inform clients how they can contact the supervisee and the supervisor <p>Establish a contract with the supervisee including:</p> <ul style="list-style-type: none"> • Terms of supervision • One hour of supervision for every 20-25 work hours or at least 50% of the hours in diagnosis and treatment. • Some type of actual counseling session reviewed on a regular basis (i.e. video taped session)
<p>National Board of Certified Counselors (NBCC)</p>	<p>Approved Clinical Supervisor Certification</p> <ul style="list-style-type: none"> • Currently licensed • 3 years of postmaster’s experience in mental health services that includes at least 1,500 hours of direct service with clients • 100 hours of clinical supervision of individuals providing mental health services. • Graduate course OR 30 hours of workshops in clinical supervision. • Endorsement from a mental health professional attesting to clinical supervision capabilities. • 18 hours of CE to recertify 	<p><u><i>SUPERVISOR GUIDELINES</i></u></p> <p>Counselors who act as counselor educators, field placement or clinical supervisors shall not engage in sexual or romantic intimacy with current students or supervisees. They shall not engage in any form of sexual or romantic intimacy with former students or supervisees for two years from the date of last supervision contact.</p> <p>Counselors who provide clinical supervision services shall keep accurate records of supervision goals and progress and consider all information gained in supervision as confidential except to prevent clear, imminent danger to the client or others or when legally required to do so by a court or government agency order. In cases in which the supervisor receives a court or governmental agency order requiring the production of supervision records, the counselor shall make reasonable attempts to promptly notify the supervisee. In cases in which the supervisee is a student of a counselor education program, the supervisor shall release supervision records consistent with the terms of the arrangement with the counselor education program.</p> <p>Counselors who provide clinical supervision services shall intervene in situations where supervisees are impaired or incompetent and thus place client(s) at risk.</p> <p>Counselors who provide clinical supervision services shall not have multiple relationships with supervisees that may interfere with supervisors’ professional judgment or exploit supervisees. Supervisors shall not supervise relatives.</p> <p>Counselors who provide supervision services to supervisees who have more than one supervisor shall exchange contact information and communicate regularly about the shared supervisee’s performance.</p> <p>Counselors who act as university, field placement or clinical supervisors shall ensure that supervisees provide accurate information to clients about the supervisee’s professional status and provide the supervising counselor’s name, credentials and contact information to the supervisee’s clients.</p>

Entity	Supervisor Requirements	Code of Ethics and/or Supervisor Guidelines
<i>Licensed Educational Psychologist</i>		
<p>National Association for School Psychologists (NASP)</p>	<p style="text-align: center;">Recommended Qualifications</p> <ul style="list-style-type: none"> • Hold the Nationally Certified School Psychologist credential or the school psychology credential for the state OR • Be a school psychological service provider or school psychology specialist • 3 years' experience as a school psychologist • Training and/or experience in the supervision of school personnel • Be an employee of the same school district as a supervisee if possible 	<p style="text-align: center;"><u><i>SUPERVISOR GUIDELINES</i></u></p> <p>Professional supervision techniques vary based on the supervisor's ability to intervene and assist the supervisee or client, the reliance on technology, the amount of the supervisor's time required, the level of supervisee skill required, and the intrusion on the client.</p> <p>Supervisory techniques may include didactic instruction and assigned readings; modeling; role-playing; direct observation; collaborative counseling, assessment, and consultation; reviewing audiotapes along with a typed transcript and analysis; reviewing audiotapes of sessions without transcripts; reviewing of psychological reports and protocols; and reviewing case process notes.</p> <p>Supervisory techniques may be used within the traditional one-on-one supervisory relationship. Most of them can also be used in alternative supervisory relationships, including peer mentoring, peer coaching, peer supervision, video conferencing, and telephone contact.</p> <p>Because proximity and knowledge of school district personnel and policies are substantial advantages in providing supervision, it is most desirable for a supervisor to be an employee of the same school district as a supervisee. However, not all service units have access to fulltime school psychologist supervisors. Alternative models can provide satisfactory professional supervision, such as part-time supervisors; shared supervisors (collaboration among school districts or between districts and community agencies); peer supervision networks across and within districts; online supervision, etc.</p> <p style="text-align: center;"><u><i>ETHICS CODE RELATING TO SUPERVISION</i></u></p> <p>Standard IV.4.1. School psychologists who serve as directors of graduate education programs provide current and prospective graduate students with accurate information regarding program accreditation, goals and objectives, graduate program policies and requirements, and likely outcomes and benefits.</p> <p>Standard IV.4.2. School psychologists who supervise practicum students and interns are responsible for all professional practices of the supervisees. They ensure that practicum students and interns are adequately supervised as outlined in the NASP Graduate Preparation Standards for School Psychologists. Interns and graduate students are identified as such, and their work is cosigned by the supervising school psychologist.</p> <p>Standard IV.4.3. School psychologists who employ, supervise, or train professionals provide appropriate working conditions, fair and timely evaluation, constructive supervision, and continuing professional development opportunities.</p> <p>Standard IV.4.4. School psychologists who are faculty members at universities or who supervise graduate education field experiences apply these ethical principles in all work with school psychology graduate students. In addition, they promote the ethical practice of graduate students by providing specific and comprehensive instruction, feedback, and mentoring.</p> <p>Standard II.2.4. When supervising graduate students' field experiences or internships, school psychologists are responsible for the work of their supervisees.</p>

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To: Supervision Committee

From: Steve Sodergren
Assistant Executive Officer

Date: March 19, 2014

Telephone: (916) 574-7847

Subject: Discussion Regarding Possible Supervision Survey

Staff is requesting the committee hold an open discussion regarding the possibility of conducting a supervision survey. Discussion should focus on:

- Whether the committee believes staff should conduct a supervision survey;
- What components of supervision should be addressed in the survey;
- Who should be included in the survey population;
- How should the survey be distributed; and
- Possible deadlines for compiling and reporting survey results.

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