



**Board of Behavioral Sciences**  
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## RESPONSIBILITY STATEMENT FOR SUPERVISORS OF AN ASSOCIATE PROFESSIONAL CLINICAL COUNSELOR

Title 16, California Code of Regulations (16 CCR) section 1821 requires any qualified licensed mental health professional who assumes responsibility for providing supervision to an individual working toward licensure as a Licensed Professional Clinical Counselor (LPCC) to complete and sign, under penalty of perjury, the following statement prior to the commencement of any counseling or supervision, and to provide the Associate with the original.

Name of Associate: \_\_\_\_\_  
Last First Middle

APCC Number: \_\_\_\_\_ Name of Qualified Supervisor: \_\_\_\_\_

Supervisor's Daytime Telephone Number: \_\_\_\_\_

As the supervisor:

- 1) I am licensed in California and have been licensed in California or out-of-state for at least two years prior to commencing this supervision. (16 CCR § 1821(b)(1) and Business and Professions Code (BPC) § 4999.12(h))

A. The license I hold in California is:

Licensed Professional Clinical Counselor (LPCC)	License #: _____	Issue Date: _____
Licensed Marriage and Family Therapist	License #: _____	Issue Date: _____
Licensed Clinical Social Worker	License #: _____	Issue Date: _____
Licensed Educational Psychologist (LEP)	License #: _____	Issue Date: _____
Licensed Clinical Psychologist	License #: _____	Issue Date: _____
Licensed Physician and Surgeon certified in psychiatry by the American Board of Psychiatry and Neurology	License #: _____	Issue Date: _____

Are you using time licensed out-of-state to qualify?     Yes     No

- \*B. I have had sufficient experience, training, and education in professional clinical counseling to competently practice professional clinical counseling in California; or, if I am an LEP, I am only supervising the provision of educationally related mental health services that are consistent with the LEP scope of practice. (16 CCR § 1821(b)(2); BPC § 4999.12(h)(1)(A))
- C. I will keep myself informed about developments in professional clinical counseling and in California law governing the practice of professional clinical counseling. (16 CCR § 1821(b)(3))
- D. If I am an LPCC who is supervising an associate who is gaining experience to comply with section 4999.20(a)(3) of the Code, I have met the requirements of 16 CCR section 1820.7 and have provided the associate with a copy of my written confirmation from the Board. (16 CCR § 1820.7)

**\* Applies only to supervisors NOT licensed as an LPCC.**

Associate's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

- 2) I have and maintain a current and active license in good standing and will immediately notify any associate under my supervision of any disciplinary action taken against my license, including revocation or suspension, even if stayed, probation terms, inactive license status, or any lapse in licensure, that affects my ability or right to supervise.  
(16 CCR § 1821(b)(1) and (b)(4))
- 3) I have practiced psychotherapy, provided psychological counseling pursuant to subdivision (e) of BPC section 4989.14, or provided direct clinical supervision as described in 16 CCR section 1821(b)(5) for at least two (2) years within the five (5) year period immediately preceding this supervision. (16 CCR § 1821(b)(5))
- 4) I have had sufficient experience, training, and education in the area of clinical supervision to competently supervise associates. (16 CCR § 1821(b)(6))
- 5) I have completed six (6) hours of supervision training or coursework within the two-year period immediately preceding this supervision, and must complete such coursework in each renewal period while supervising. If I have not completed such training or coursework, I will complete a minimum of six (6) hours of supervision training or coursework within sixty (60) days of the commencement of this supervision, and in each renewal period while providing supervision.\*\*  
(16 CCR § 1821(b)(6)(A) and (B))
- 6) I know and understand the laws and regulations pertaining to both the supervision of associates and the experience required for licensure as a licensed professional clinical counselor. (16 CCR § 1821(b)(7))
- 7) I shall ensure that the extent, kind, and quality of counseling performed is consistent with the education, training, and experience of the associate. (16 CCR § 1821(b)(8))
- 8) I shall monitor and evaluate the extent, kind, and quality of counseling performed by the associate 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.  
(16 CCR § 1821(b)(9))
- 9) I shall address with the associate the manner in which emergencies will be handled.  
(16 CCR § 1821(b)(10))
- 10) I agree not to provide supervision to an associate unless the associate is a volunteer or employed 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 associate's work at the setting meets the experience and supervision requirements and is within the scope of practice for the profession as defined in BPC section 4999.20.  
(BPC § 4999.46.3)

**\*\* Licensed Clinical Psychologists and Physicians certified in psychiatry are not required to comply with #5.**

Associate's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

- 11) If I am to provide supervision on a voluntary basis in a setting which is not a private practice, a written agreement will be executed between myself and the organization in which the employer acknowledges that they are aware of the licensing requirements that must be met by the associate, they agree not to interfere with my legal and ethical obligations to ensure compliance with these requirements, and they agree to provide me with access to clinical records of the clients counseled by the associate. (16 CCR § 1820(e)(3))
- 12) I shall give at least (1) one week's prior written notice to an associate of my intent not to sign for any further hours of experience for such person. If I have not provided such notice, I shall sign for hours of experience obtained in good faith where I actually provided the required supervision. (16 CCR § 1821(d))
- 13) I shall obtain from each associate for whom supervision will be provided, the name, address, and telephone number of the associate's most recent supervisor and employer. (16 CCR § 1821(e))
- 14) In any setting that is not a private practice, I shall evaluate the site(s) where an associate will be gaining hours of experience toward licensure and shall determine that: (1) the site(s) provides experience which is within the scope of practice of a licensed professional clinical counselor; and (2) the experience is in compliance with the requirements set forth in 16 CCR section 1820 and sections 4999.46 through 4999.46.4 of the Code. (16 CCR § 1821(f))
- 15) Upon written request of the Board, I shall provide to the board any documentation which verifies my compliance with the requirements set forth in 16 CCR section 1821. (16 CCR § 1821(g))
- 16) I shall provide the associate with the original of this signed statement prior to the commencement of any counseling or supervision. (16 CCR § 1821(c))

***I declare under penalty of perjury under the laws of the State of California that I have read and understand the foregoing and that I meet all criteria stated herein and that the information submitted on this form is true and correct.***

Signature of Qualified Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: Number and Street: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**THE SUPERVISOR SHALL PROVIDE THE ASSOCIATE WITH THE ORIGINAL OF THIS SIGNED STATEMENT PRIOR TO THE COMMENCEMENT OF ANY COUNSELING OR SUPERVISION.**

**THE ASSOCIATE SHALL SUBMIT THIS FORM TO THE BOARD UPON APPLICATION FOR LICENSURE.**