

## FILING OF CLINICAL SUPERVISION TRAINING PLAN

To begin accruing hours and working toward the LCPC you must submit a training plan for pre-approval to the Board.

- There is no fee to file a Clinical Supervision Training Plan.
- The Clinical Supervision Training Plan must be completed by you and your supervisor(s).
- You and your supervisor(s) need to read the statutes and regulations prior to completing the training plan. Please see K.A.R. 102-3-7a, for the supervision requirements for a clinical license. All statutes and regulations may be found on our website [www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov)
- **You must attach an official job description with your training plan.**
- You must receive approval, in writing, from the Board before you may begin accruing supervision hours.
- You must be under supervision and accrue hours towards the LCPC for a minimum of 24 months.
- You will be notified in writing by the Board office within 30 days regarding approval of your training plan. If you have not received notification within 30 days, please contact the board office.
- Once the training plan has been approved you must keep the Board up to date with any changes. Any changes to the approved training plan must be submitted **within 45 days of the change** or the hours accrued during that time period will not be counted.

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David B. Fye, JD, Executive Director

Laura Kelly, Governor

## Clinical Supervision Training Plan Professional Counselors

You must be fully licensed (not temporarily licensed) as an LPC to be eligible to submit a clinical training plan.

The form needs to be filled out completely, and legibly.

The supervisee shall complete section I and II.

The supervisor(s) shall complete sections III and IV.

The supervisee together with the supervisor(s) shall complete sections V and VI.

### **I. Information regarding supervisee: [Completed by supervisee]**

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ (Optional)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

License number \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

### **II. Information regarding the Supervision Setting: [Completed by supervisee]**

Work site and address where you will be participating in the supervised work experience.

Work site \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Your Title in this supervised setting? \_\_\_\_\_

**You are required to attach a copy of your official position description to your training plan.**

### III. Information regarding Supervision Training Plan: [Completed by supervisee and supervisor(s) together]

*Answer to questions 1 through 17 on a separate sheet of paper:*

1. Will you be using the DSM-5 in diagnosing clients?
2. Please list some specific diagnoses you expect to treat.
3. What are the anticipated types of clients to whom you will be providing services?
4. What services will you be providing to clients?
5. What are some theories of psychotherapy you plan to use in treating clients?
6. What dates are expected to be covered with the Supervision Training Plan?

***(Training plan must be approved by the board before post graduate hours can begin to be accrued.)***

7. Review the definition of clinical professional counselor practice below (KAR 102-3-1a (e)). List your clinical supervision goals and briefly describe how you will attain those goals. You may include additional goals if you wish, but you must provide goals based on 1- 6.

(e) "Clinical professional counselor practice" means the professional application of professional counseling theory and methods to the treatment and prevention of psychosocial dysfunction, disability, or impairment, including behavioral, emotional, and mental disorders. Clinical professional counseling shall include the following:

- (1) Assessment;
- (2) diagnosis of mental disorders;
- (3) planning and treatment, which may include psychotherapy and counseling;
- (4) treatment intervention directed to interpersonal interactions, intrapsychic dynamics, and life management issues;
- (5) consultation; and
- (6) evaluation, referral, and collaboration.

8. Outline your supervisor's responsibilities in relation to these goals and objectives.
9. Outline your responsibilities in relation to these goals and objectives.
10. Describe your plan and your supervisor's plan for the documentation of the date, length, method, content, and format of each supervisory meeting and your progress toward the learning goals.
11. Answer the following questions regarding your supervision:
  - a. Describe the schedule for supervision.
  - b. What is the required ratio of supervision to direct client contact?
  - c. How many supervision hours must be individual?
  - d. Will you receive group supervision? If so, how many supervision hours will be done in group? Also, how many supervisees will be in the group?
  - e. What is the total number of supervision hours required per regulation?
12. Describe the plan for documenting your progress toward meeting the required 3000 hours of supervised clinical experience, to include the required 1500 hours of direct face to face client contact providing psychotherapy and assessment.
13. Describe the plan for evaluating your progress in supervision. Periodic written evaluations are encouraged.
14. Describe the plan for notifying the clients that you are practicing under supervision, the limits of confidentiality under supervision, and the name and contact information for your supervisor.
15. Describe the process for renegotiating this plan if warranted, including the need to submit all changes to the board office **within 45 days of the change**.
16. Describe the process for remediating conflicts between yourself and your supervisor.
17. Describe the contingency plans for emergency supervision, missed supervision sessions, and supervision while your supervisor is unavailable. Be sure to include a backup supervisor.

The supervisor(s) shall complete sections IV, V, and VI.  
[If there is more than one supervisor each supervisor must complete all three sections.]

**IV. Information regarding supervisor: [Completed by supervisor(s)]**

Name \_\_\_\_\_  
Business \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
License Type \_\_\_\_\_ License Number \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_  
Were you licensed at the clinical independent level in a state prior to Kansas? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, state of licensure \_\_\_\_\_ License type \_\_\_\_\_  
Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

Have you practiced independent, clinical professional counseling for a minimum of two years? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If no, you are not eligible to be a clinical supervisor.**

Are you currently under disciplinary investigation, sanction, or practice limitation or any other adverse action imposed by a state credentialing board or professional organization? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, please explain fully in an attached, signed statement.**

Are you an Approved Clinical Supervisor with the BSRB? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If not, you are not eligible to be a clinical supervisor.**

**V. Information regarding the supervisory relationship: [Completed by supervisor(s)]**

**Please read K.A.R. 102-3-7a prior to answering the following questions.**

1. Per K.A.R. 102-3-7a(d)(1) – Do you have professional authority and responsibility for the supervisee’s clinical functioning in the practice of clinical professional counseling? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you have a dual relationship with the supervisee? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Do you have knowledge of and experience with the supervisee’s client population? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do you have knowledge of and experience with the methods of practice that the supervisee will employ? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Do you have an understanding of the organization and administrative policies and procedures of the supervisee’s practice setting? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are you a staff member of the practice setting? Yes \_\_\_\_\_ No \_\_\_\_\_

**If not, please answer the following five questions:**

A. Do you have a solid understanding of the practice setting's mission, policies, and procedures? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Is the extent of your responsibility for the supervisee clearly defined in terms of client cases to be supervised, role in personnel evaluation within the practice setting, and other aspects of the clinical supervision training plan? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Is the responsibility for payment of supervision clearly defined? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Is the supervisee paying the supervisor directly for supervision? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Do you maintain responsibility to the client and the practice setting? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Will you perform the following?

A. Provide oversight, guidance, and direction of the supervisee's clinical practice of clinical professional counseling by assessing and evaluating the supervisee's performance? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Conduct supervision as a process distinct from personal therapy, didactic instruction, or professional counseling consultation? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Provide documentation of supervisory qualifications to the supervisee? Yes \_\_\_\_\_ No \_\_\_\_\_

D. Periodically evaluate the supervisee's clinical functioning? Yes \_\_\_\_\_ No \_\_\_\_\_

E. Provide supervision in accordance with the clinical supervision training plan? Yes \_\_\_\_\_ No \_\_\_\_\_

F. Maintain documentation of supervision in accordance with the clinical supervision training plan? Yes \_\_\_\_\_ No \_\_\_\_\_

G. Provide the documentation required by the board when a supervisee completes the postgraduate supervised professional experience? Yes \_\_\_\_\_ No \_\_\_\_\_

H. Provide a level of supervision that is commensurate with the education, training, experience, and ability of both the supervisor and supervisee. Yes \_\_\_\_\_ No \_\_\_\_\_

I. Ensure that each client knows that the supervisee is practicing clinical professional counseling under supervision? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Do you have a thorough knowledge and understanding of BSRB statutes and regulations regarding the requirements of post graduate supervision for the supervisee's profession? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Will the supervisee be involved in the process of diagnosing clients? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\* If your answer is yes, please describe how.\*\***

10. Will the supervisee, under your direction, be providing psychotherapy to the clients?  
\*\* If your answer is yes, please describe how.\*\* Yes \_\_\_\_\_ No \_\_\_\_\_

**VI. Supervisor’s and Supervisee’s Attestation:**

We, the undersigned supervisee and supervisor, acknowledge that we have both read and agree to all aspects of this plan, and have read and understand the post graduate supervised work experience requirements set forth in regulations. We attest, to the best of our knowledge, that this plan meets the training requirements as outlined in statute and regulation, including the requirements for the provision of psychotherapy and assessment as well as the required supervision. We also attest that the forgoing information constitutes an accurate and honest description of the duties to be performed by the supervisee.

Additionally, the supervisee hereby gives consent to the supervisor to discuss supervision or performance issues with the supervisee’s clients, other professionals in the practice setting, the Board, or any other individual to whom either is professionally accountable.

\_\_\_\_\_  
Signature of Supervisee                      Date

\_\_\_\_\_  
Signature of Supervisor                      Date

**You should receive a written response regarding your clinical training plan from the board office within 30 days. If you have not received a response within 30 days from submission, please contact the board office.**

**Attention supervisors, for additional information regarding clinical supervision, please see the website at:**  
[www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov)