

FILING OF CLINICAL SUPERVISION TRAINING PLAN

To begin accruing hours toward the LCPC you must submit a training plan for 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 ksbsrb.ks.gov
- Your supervisor must be an LCPC and a board-approved supervisor.
- Attach an official job description with your training plan for any position where you intend to accrue hours towards the LCPC. If your work site is a private practice, you may write your own.
- You will receive approval, via email, from the Board. You may not count any supervision hours prior to your approval date. If approved, the approval date will be backdated to the date the training plan was received by the Board.
- You must be under supervision and accrue hours towards the LCPC for a minimum of 24 months.
- **Note:** An approved training plan is not required to see clients or provide clinical services. You must, however, **always** be under direction or supervision, until you are clinically independently licensed. (This information was provided when your LPC license was issued.) When a training plan is submitted, it may take up to 30-45 days for review and approval. If the training plan is approved, the approval date (the start date for accruing hours) will be as of the date it was received in the Board office. An approval will be emailed to you and any approved clinical supervisor(s).
- The Board must be notified in writing of any changes to the approved training plan **within 45 days of the change** or the hours accrued prior to notification will not be accepted.
- If you intend to use videoconferencing for a portion of your supervision you must provide written verification of the technological security measure implemented to protect confidentiality.
- Once all the supervision requirements have been completed you may apply for the LCPC and take the exam at any time. You are not required to apply for the LCPC or take the exam within a specified amount of time.
- Return the training plan to the BSRB by postal mail to the address above or by email to bsrb@ks.gov **Do not submit the training plan by fax.**



Clinical Supervision Training Plan Professional Counselors

No hours may be accrued toward the LCPC without an approved training plan. The training plan approval date will be backdated to the date the training was received in the Board office, provided the plan is approved.

The supervisee shall complete section 1 and 2.

The supervisee together with the supervisor(s) shall complete sections 3 and 6.

Each supervisor(s) with whom the supervisee will be accruing hours towards the LCPC shall complete sections 4 and 5.

1. Information regarding supervisee: [Completed by supervisee]

Name _____ Email _____

Home Phone _____ Cell Phone _____ (Optional)

Home Address _____

City, State, Zip _____

License number _____ Issue date _____ Expiration date _____

2. Information regarding the Supervision Setting: [Completed by supervisee]

Section 2 must be completed for each work site and position where you will be accruing hours toward the LCPC.

Work site where you will be accruing hours towards the LCPC.

Work site _____

Address _____

City, State, Zip _____

Phone _____ Your Title in this supervised setting _____

Attach an official position description for each position that will be used to accrue hours towards the LCPC

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

If the answer to any of these questions is no, provide an explanation on a separate page.

1. Diagnosis

a. Will the supervisee, under the supervision of the supervisor be diagnosing clients? Yes No

b. Will the supervisee be using the DSM-5 to diagnose clients? Yes No

2. Psychotherapy

Will the supervisee, under the supervision of the supervisor, provide psychotherapy to clients? Yes No

If no, the training plan cannot be approved.

3. Will the supervisee meet the minimum requirements in no fewer than two years? Yes No

4. Answer the following questions regarding supervision:

a. Will the supervisee meet for supervision at least twice a month, one of which must be individual supervision? Yes No

b. Will the supervisee meet for one hour of supervision for every 15 hours of direct client contact? Yes No

c. Will the supervisee accrue a minimum of 50 hours of individual supervision? Yes No

d. Will the supervisee participate in group supervision? Yes No

If yes, will there be six or fewer LPC supervisees? Yes No

e. Will the supervisee accrue a minimum of 100 hours of supervision? Yes No

f. Will any supervision occur via interactive televideo? Yes No

If yes, is the platform technologically secure? Yes No

Note: The format of supervision must be noted as part of the supervisor's attestation.

5. Will both the supervisee and the supervisor document the supervision meetings (to include date and length) in writing in a way that can be reviewed by the Board if requested? Yes No

6. Will the supervisee receive regular, and periodic evaluations? Yes No

7. Will the supervisee notify the clients in writing that the supervisee is practicing under supervision, the limits of confidentiality under supervision, and the name and contact information for the approved supervisor? Yes No

8. Will the supervisee notify the Board in writing of **any changes** to the approved training plan within 45 days of the change? Yes No

9. Is there a plan in place to remediate conflicts between the supervisee and the supervisor? Yes No

10. Will the supervisee be providing services to clients who are not physically located in the state of Kansas at the time services are provided? Yes No

11. If yes, is the supervisee licensed in the state where the client is located? Yes No

12. If yes, is the clinical supervisor clinically licensed in the state where the client is located? Yes no

Please provide answers to questions 13 -18 on a sperate sheet of paper:

13. Describe the schedule and format of supervision.

14. Clients

a. Describe the clients to whom the supervisee will be providing services.

b. What services will the supervisee be providing to clients?

15. Review the definition of clinical professional below (KAR 102-3-1a (c)) list the clinical supervision goals and briefly describe how the supervisee will attain those goals. Additional goals may be provided, however, goals based upon numbers 1 – 6 must be provided.

(c) "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.

16. Outline the supervisee's responsibilities in relation to these goals and objectives.

17. Outline the supervisor's responsibilities in relation to these goals and objectives.

18. Describe the contingency plans for missed supervision sessions, and supervision if the approved clinical supervisor is unavailable. **Name of emergency supervisor (required).**

An emergency supervisor is someone you would contact in an emergency or crisis if you could not contact your approved clinical supervisor. He/she can be anyone who is clinically licensed since the supervisee will not be accruing any supervision towards the LCPC with this person.

A back up supervisor is someone with whom the supervisee would meet for supervision if the approved clinical supervisor is unavailable, either because of an unplanned or extended absence. This person must be approved in writing by the Board.

Please note: Anyone whose name is provided in answering this question is NOT automatically approved to provide supervision. No hours accrued under this supervisor (or supervisors) may be used toward the required hours for the LCPC unless he/she is approved by completing section 4, 5 and 6 of the training plan or by submitting a training plan amendment after the training plan has been approved. Any supervisor with whom you wish to accrue hours towards the LCPC must be approved by the Board. Approval is provided by submitting the appropriate documentation to the Board.

Each clinical supervisor with whom you will be accruing hours towards the LCPC must complete section 4, 5, and 6.

4. 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 a BSRB approved clinical LCPC supervisor? Yes _____ No _____

If not, you are not eligible to be a clinical supervisor.

5. 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 A - E:

- 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 _____

6. 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 foregoing 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:
ksbsrb.ks.gov

Revised 08/31/2023