



4. Outline the learning goals of the supervision plan.

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5. Outline strategies for accomplishing the proposed goals outlined in Item 4.

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6. Outline evaluation procedures to be utilized in accomplishing the goals and strategies identified in Items 4 & 5 of the supervision plan.

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**The Supervising Counselor must file a Final Supervision Progress Report immediately upon the termination of the supervisory relationship.**

**The Administrative Code requires the following:**

1. The Supervising Counselor must personally provide to the ALC a minimum of one hundred (100) total hours of supervision annually to include a minimum of fifty (50) hours of one-to-one, face-to-face, personal individual supervision. Supervision provided for a period of time less than a full year must be a minimum weekly average of two (2) hours which must include at least fifty percent (50%) of one-to-one, face-to-face personal individual supervision.
2. The Associate Licensed Counselor must accrue 3000 hours of supervised experience (2250 hours of direct counseling service to clients and 750 hours of indirect service).
3. Both the Supervising Counselor and the ALC have responsibility for maintaining records of supervision sessions and records of direct and indirect counseling service. These records may be examined, on request, by the Board.

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Regulations specify a minimum of one hundred (100) total hours of supervision annually to include a minimum of fifty (50) hours of one-to-one, face-to-face, personal individual supervision. If supervision is provided for a period of time less than a full year, supervision must be a minimum weekly average of two (2) hours which must include at least fifty percent (50%) of one-to-one, face-to-face, personal individual supervision.

List methods/techniques and hours of one-to-one supervision to be provided annually: (e.g., live observation, co-counseling/therapy, etc.)

ONE-TO-ONE/FACE-TO-FACE

**Method/Technique**

**Estimated Number of Hours:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List other methods/techniques and hours of supervision to be provided annually: (e.g., group, administrative monitoring, etc.)

**Method/Technique**

**Estimated Number of Hours:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated total hours of supervision to be provided annually:** \_\_\_\_\_

We, the undersigned, confirm our understanding of the following:

1. Associate Licensed Counselor may not accrue supervised experience until the ALC license has been issued. Supervision must begin when the ALC license has been issued,
2. Supervision under this Plan may only be provided by the Supervising Counselor named on Page 1-Item 2 (i.e., supervision and/or experience supervised by any other supervisor may not accrue toward licensure requirements),
3. Supervisee shall accrue no supervised experience toward licensure during any period of licensure inactivation or discontinuous licensure by the Supervising Counselor,
4. Supervisee shall accrue no supervised experience toward licensure during any period of licensure inactivation or discontinuous licensure by the ALC,
5. Supervising Counselor will file an annual supervision progress report (on the anniversary of the issue date of the ALC license),
6. Immediately upon termination of the supervisory relationship, the Supervising Counselor must file a Final Supervision Progress Report.
7. ABEC regulations require both parties identified in the Proposed Plan of Supervision to maintain logs to document the supervised practice of the ALC by the SC. These logs are to be available for review by both parties to verify data contained in supervision reports. Any disputes concerning the content of supervision progress reports must be resolved by the ALC and SC *before the submission of the report to the ABEC*. The ABEC **will not** arbitrate or resolve any disagreement concerning the content of supervision progress reports.

We, the undersigned, state that we have thoroughly read and understand Chapter 255-X-3-.02 of the Administrative Code, and we agree that we will abide by these regulations and faithfully follow them during the period of implementation of the supervisory plan described and outlined herein. We swear/affirm that the statements made herein are true in every respect.

\_\_\_\_\_  
Supervising Counselor

\_\_\_\_\_  
Associate Licensed Counselor Applicant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_.