

ALABAMA BOARD OF EXAMINERS IN COUNSELING  
ANNUAL SUPERVISION PROGRESS REPORT  
Instructions For Use

The *Annual Supervision Progress Report* is to be filed on the anniversary of the issue date of the ALC's license. **Failure to file this report could result in an interruption in the licensure process for the ALC or denial of future Plans of Supervision filed by the Supervising Counselor/Supervising Associate.**

On Page 1:

Complete the information and the evaluation.

On Page 2:

- (a) enter the beginning date of the report;
- (b) enter the ending date of the report. Keep in mind that reports are due on the anniversary of the **issue date** of the ALC's license;
- (c) enter the number of hours of one-to-one, face-to-face supervision hours provided by the Supervising Counselor during the report period;
- (d) enter the number of hours of other supervision hours provided by the Supervising Counselor during the report period;
- (e) enter the number of direct counseling service hours provided by the ALC during the report period;
- (f) enter the number of indirect counseling service hours provided by the ALC during the report period.

Read and sign the Affidavit on page 2. Your signatures **must** be notarized. Submit notarized form to: Alabama Board of Examiners in Counseling, 950 22<sup>nd</sup> Street North, Suite 765, Birmingham, Alabama 35203. Call the Board office with any questions (205) 458-8716 or 800 822-3307.

**IMPORTANT-The Supervising Counselor is to notify the Board immediately and in writing of any change in the status of the ALC's supervision. If supervision is provided by Supervising Associate; the ALC, Supervising Associate, and Supervising Counselor must contact the Board immediately and in writing upon any disruption of supervision.**

The Supervising Counselor and ALC are required by the Administrative Code to maintain ongoing records of supervision hours and direct and indirect counseling service hours.