**ABEC Supervision Toolkit**

A reference for licensed counseling supervisors (LPC-S)

Section 1: Reminders for supervision

Non-compliance with ABEC

The Board has a responsibility to immediately notify the supervisor upon receipt

of a written complaint against a supervisee (via ABEC Policy Manual, Re: 255-X-8-.03).

Responsibility to maintain accurate supervision records

Supervision hours may not be accrued before the ALC license has been issued

Clarification on Direct Service

Continuing education for ALCs (*via Chapter 255-X-7 Counseling*)

To renew one’s ALC there must be completion evidence during the term of

the current license satisfactory to the Board.

A minimum of ten (10) contact clock hours of relevant professional and continued education experience shall be required for renewal of an ALC license. These ten (10) CE hours required for ALC licensure renewal must have a minimum of two (2) clock hours of ethical concerns for practice, assessment, supervision, or research in counseling.

All CEs shall be approved in advance by the Board (please see accepted

continuing education guidance here), or be formal graduate academic

course work, excluding thesis or dissertation credit. Formal graduate

course work utilized as CEs for licensure renewal cannot also be utilized

as a substitute for supervised experience required to become an LPC. Graduate course work used as a substitution for supervised experience to become *an* LPC cannot also be utilized as continuing education for licensure renewal.

The ALC is responsible for maintaining documentation to verify completion

of CEs listed on the renewal application. This documentation must be

available for review by the Board upon request for a period of three (3)

years following the renewal period in which the continuing education

activities were used for licensure renewal.

Of the ten (10) formal contact clock hours required for renewal of ALC,

three (3) hours may be obtained by supplying documentation of one (1) of

the following activities:

1. Services as a presenter for a seminar, workshop, or training conference that is primarily counseling in nature.

2. Publication of peer reviewed material that is primarily counseling in nature

A minimum of 75% of the CE activities required for licensure renewal must consist of real-time participation in seminars, classes, workshops, presentations, training programs, or similar activities. This participation must involve licensee presence in the location of the activity as it occurs or use of interactive technology by the licensee for the activity as it occurs. Self-contained activities (e.g., recorded presentations, reading, online study) that do not feature opportunities for dialogue and interaction for the licensee as the activity occurs do not qualify as real-time participation in continuing education.

Completing supervision documentation (find a checklist here)

How a counselor license is granted in Alabama found in FAQ sheet here

ABEC Reduction of Supervised Experience Request found here

* It is the duty of the Executive Director and the Academic Reviewer to determine what is acceptable and related to the field of professional counseling for the purposes of Reduction of Supervised Experience Hours applications (per the ABEC Policy Manual, p. 8, under “Approval and Review of Reduction of Supervised Experience Hours Request Re: 255-X-3-.01(3)(b)2)

ABEC: Use of Electronic or Digital Medium for Counseling found here

ALC license lapse

An ALC who has allowed the ALC license to lapse must file and obtain approval of a new Proposed Plan of Supervision (PPoS) before the ALC license can be renewed. A new PPoS is required for renewal even though the ALC plans to continue supervision with the same Supervising Counselor who was providing supervision at the time the ALC license lapsed (via ABEC Policy Manual under File New Plan to Obtain ALC License Renewal Re:255-X-3-.02.)

No supervision of an Associate Licensed Counselor, provided by a Supervising Counselor, whose ALC license is inactive, lapsed, or invalid shall accrue toward the supervisory requirements for that Associate Licensed Counselor seeking status of a Licensed Professional Counselors.

Working beyond your scope of practice

Confidentiality vs. privileged

Avoiding liability resources (visit here)

Section 2: Ethical supervision practice

ABEC Code of Ethics (see ACA Code of Ethics here)

Mismanagement of current or previous supervisees

Dual relationships

Clear boundaries

Discrimination or imposition of beliefs

Complete a supervision contract with your ALC (template here)

ABEC Investigative Committee

Section 3: LPC-S To Do Checklist

1. Complete Proposed Plan of Supervision (PPOS) as part of the ALC application with supervisee
2. Once the supervisee has received their ALC, begin completing supervision of ALC direct and indirect hours
3. Following each supervision meeting, complete a supervision progress note and update your supervision log (templates found here)
4. Complete Annual Supervision Evaluation as part of the ALC Renewal Application
5. Maintain supervision log and supervision notes (see templates here)
6. Once supervised hours are completed, the supervisee will complete the LPC Initial License Application
   1. ALC’s who have applied for LPC licensure will be required to provide, at the time of their LPC application, documentation of continuing education for their time as an ALC since their last renewal (*via ABEC Policy Manual under Applicants Moving from ALC to LPC Licensure, Re: 255-X-3-.02*)
      1. The standard Continuing Education (CE) hourly requirement for ALCs shall be prorated to account for the time since the ALC’s last renewal. ALCs must submit documentation to show that they have accrued 0.83 continuing education contact hours for each month, or part thereof, of their ALC since their last renewal. This number will be rounded up to the nearest whole number.
      2. The hours of continuing education required for LPC application must contain a minimum of two (2) CE clock hours of continuing education devoted to ethical concerns for practice, assessment, supervision, or research in counseling. In the event the applicant only needs one (1) or two (2) CE hours, then those hours must be in ethics.
7. Complete Final Supervision Progress Report and submit Final Supervision Progress Reports (see template for supervision progress note here).
   1. These serve as compliance reports concerning the minimum supervision requirements for reported direct and indirect client service hours accrued during the inclusive dates of the report (*per ABEC Policy Manual, Re: 255-X-3-.02*).

Section 4: Resources

* Ethical decision-making model
* Clinical scenarios
* Clinical skills inventory
* What not-to-do (a decision tree)