ABEC Supervisor Checklist

**Recommended for Supervisee Files:**

* Signed contract with ALC
* Emergency contact form
* Unofficial supervisee transcript
* Copy of supervisee limited liability insurance
* Copy of licensure application
* Work site information
* Supervisor logs and notes
* Copies of CEs (annually)
* Supervisee evaluations (recommended 2x annually)

Year 1: Start date: End Date: Total # Supervision Hrs:

Year 2: Start date: End Date: Total # Supervision Hrs:

Year 3: Start date: End Date: Total # Supervision Hrs:

Year 4: Start date: End Date: Total # Supervision Hrs:

Year 5: Start date: End Date: Total # Supervision Hrs:

**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
4. Maintain supervision log and supervision notes
5. 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.
6. Complete Final Supervision Progress Report and submit Final Supervision Progress Reports
   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*).

Appendices:

Appendix A: ACA Code of Ethics

Appendix B: ABEC Code of Ethics

Appendix C: ALC Application

Appendix D: LPC Application

Appendix E: Code of Alabama

Appendix F: ABEC Policy Manual

Appendix G: Templates for LPC-S documentation

Appendix H: Supervisee Complaint Form