LPC Supervision: *Supervisor*, LPC-S and *Supervisee*, ALC

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_

Setting (in-person/virtual): \_\_\_\_\_\_\_\_\_\_

Agenda:

Supervisor’s Items

* *Item 1*
* *Item 2*
* *Item 3*

Supervisee’s Items

* *Item 1*
* *Item 2*
* *Item 3*

Cases: admissions, discharges, safety concerns

Review Evaluation Areas

Areas for repeated review:

* Laws/Rules
* Diagnosing
* Ethics
* Documentation

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| --- | --- | --- |
| **Initials, Gender, Age, Admission Date** | **Safety?** | **Notes** |
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**Evaluation (for annual report)**

|  |  |  |
| --- | --- | --- |
| Area | Current Rating | Date Reviewed/Notes |
| **Ethical Practice** |  |  |
| Follows LPC ethical standards |  |  |
| Uses Professional Disclosure Statement |  |  |
| Keeps professional confidences |  |  |
| **Concern for Client Welfare** |  |  |
| **Receptiveness to Supervision** |  |  |
| **Professionalism** |  |  |
| Knowledge of LPC law and regulations |  |  |
| Knowledge of professional literature |  |  |
| Monitors own mental health |  |  |
| **Cooperativeness** |  |  |
| **Successful Peer Relationships** |  |  |
| **Motivation to Learn** |  |  |
| **Openness to Change** |  |  |
| **Organizational and Documentation Skills** |  |  |
| **Consultation Skills** |  |  |
| **Self-Awareness** |  |  |
| **Sensitivity to Diversity** |  |  |
| **Overall Counseling Skills:** |  |  |
| Adequate theoretical knowledge base |  |  |
| Diagnostic and conceptualization skills |  |  |
| Applied counseling techniques |  |  |
| \*\*Engagement/Alignment |  |  |
| **Supervision Plan Goals** |  |  |
| ***POS Goal 1:*** |  |  |
| ***POS Goal 2:*** |  |  |
| ***POS Goal 3:*** |  |  |

**Direct Supervision Hours Tracker**

|  |  |  |
| --- | --- | --- |
| Month/Year | Direct | Notes |
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| **TOTAL** |  |  |

**Helpful Info:**

* ALC issued on ***date ALC issued***
* Annual Supervision Progress Report/Final Supervision Report (due upon termination for any reason)
	+ Verify 100 hours of supervision for the year, 50 of them one-to-one, face-to-face, personal and individual
	+ Track how many are direct and how many are indirect
	+ Due no later than 30 days after expiration date of previous ALC license