



ALABAMA BOARD OF EXAMINERS IN COUNSELING

400 South Union Street, Suite 245 · Montgomery, Alabama 36104
Post Office Box 305030 · Montgomery, Alabama 36130-5030

PROPOSED PLAN OF SUPERVISION (PPoS)

- New PPoS Change of LPC-S Change of clinical site Amended for corrections

▶ Applicant's Name (last/first/middle): _____

Address (street): _____

(city, state, zip, county): _____

Phone (incl. area code): _____ Email: _____

- ▶ List all of the site(s) where you will work as an ALC while accruing supervised experience. The addition of sites after the PPoS is approved by the Board, or a change in site, will require a revised PPoS to be completed, signed by the LPC-S, and submitted to the Board for approval. The approval of additional sites by the Board must be achieved before any hours from those sites can be counted.

1) Organization: _____

- This is a: Private Practice or For-Profit company Government Agency (local, municipal, state, or federal)
 Non-profit (public or private) Exempt employment per AL Code § 34-8A-3

If this is a new PPoS (for an initial ALC license application), and if you checked Government Agency, or Non-profit, or Exempt employer, then you must provide documentation of that status as defined by AL Code §34-8A-3

Address (street): _____

(city, state, zip): _____

Phone (incl. area code): _____ Email: _____

2) Organization: _____

- This is a: Private Practice or For-Profit company Government Agency (local, municipal, state, or federal)
 Non-profit (public or private) Exempt employment per AL Code § 34-8A-3

If this is a new PPoS (for an initial ALC license application), and if you checked Government Agency, or Non-profit, or Exempt employer, then you must provide documentation of that status as defined by AL Code §34-8A-3

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3) Organization: _____

This is a: Private Practice or For-Profit company Government Agency (local, municipal, state, or federal)
 Non-profit (public or private) Exempt employment per AL Code § 34-8A-3

If this is a new PPOS (for an initial ALC license application), and if you checked Government Agency, or Non-profit, or Exempt employer, then you must provide documentation of that status as defined by AL Code §34-8A-3

Address (street): _____

(city, state, zip): _____

Phone (incl. area code): _____ Email: _____

▶ Name of Supervising Counselor (LPC-S): _____

Counseling Practice/Place of Employment: _____

Address (street): _____

(city, state, zip, county): _____

Phone (incl. area code): _____ Email: _____

ABEC Supervising Counselor No.: _____

LPC License No.: _____ Expiration Date: _____

▶ Names of ALC's presently being supervised by the Supervising Counselor.

1) _____ 3) _____

2) _____ 4) _____

▶ Describe any previous personal and/or professional relationship between the Supervising Counselor and Applicant.



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- ▶ Outline the learning goals of the supervision plan.

- ▶ Outline strategies for accomplishing the proposed learning goals.

- ▶ Outline evaluation procedures to be utilized in accomplishing the learning goals and strategies.



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THE ADMINISTRATIVE CODE OF ABEC REQUIRES THE FOLLOWING:

Supervision of an ALC by a Supervising Counselor (SC) must include a minimum of 100 total hours annually. At least 50 of the 100 hours must be “direct” (one-to-one, face-to-face, in-person, individual) supervision devoted to oversight of care provided by the ALC to clients. In this supervision category, the SC and ALC must be physically present in the same location unless an exception is authorized in the approval of the PPOS.

The “other” category of supervision can be, at most, 50 of the 100 hours annually, but is not necessarily intended to duplicate the characteristics or purpose of one-to-one, face-to-face, in-person individual supervision. However, **no form of “other” supervision is allowed without the presence of an ALC’s approved SC.**

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.

Both the SC 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.

▶ List supervision methods/techniques and hours of supervision to be provided annually.

1. Direct (one-to-one, face-to-face, in-person) methods/techniques and hours of one-to-one supervision: (e.g., live observation, cocounseling/therapy, etc.)

DIRECT SUPERVISION METHOD/TECHNIQUE	Estimated No. of Hrs.

2. Other methods/techniques and hours of supervision: (e.g., group, administrative monitoring, etc.)

OTHER SUPERVISION METHOD/TECHNIQUE	Estimated No. of Hrs.

3. Estimated total hours of supervision to be provided annually (**must equal at least 100**): _____



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AFFIDAVIT

Must be signed by each party and notarized.

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

- 1) Associate Licensed Counselor (ALC) may not accrue supervised experience until the ALC license has been issued.
- 2) Supervision under this Plan may only be provided by the Supervising Counselor (SC) named in this Proposed Plan of Supervision (PPoS) (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 SC.
- 4) Supervisee shall accrue no supervised experience toward licensure during any period of licensure inactivation or discontinuous licensure by the ALC.
- 5) SC 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 SC must file a Final Supervision Progress Report.
- 7) The ABEC regulations require both parties identified in the PPoS 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.
- 8) **The ABEC will not arbitrate or resolve any disagreement concerning the content of supervision progress reports or evaluations.**
- 9) Failure to comply with the Code of Alabama, the ABEC Administrative Rules, and the ABEC Code of Ethics and Standards of Practice may affect both the ALC's and SC's licensure status with the ABEC.
- 10) We, the undersigned, state that we have thoroughly read and understand Chapter 255-X-3-.02 of the ABEC 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 (sign): _____ (print): _____

ALC Applicant (sign): _____ (print): _____

Sworn before me this _____ day of _____, 20_____.

Notary Public (sign): _____ (print): _____

My commission expires: _____