

SUPERVISION CONTRACT

This is an agreement between (*Supervisee*) and Kelsey M. Krohner, MEd, CCTP, LPC for the purpose of LPC supervision as required by the Oklahoma State Board of Behavioral Health.

QUALIFICATIONS

In order for supervision to begin, the following must be completed:

1. The supervisee has completed all requirements per the Oklahoma LPC regulations.
2. The supervisee has received approval from the Oklahoma State Board of Behavioral Health for candidacy status and to begin supervision.
3. The supervisor has received all required documents as outlined below.
4. The supervisee and supervisor have completed and signed this supervision contract.

PURPOSE AND DEFINITIONS

1. Supervision will focus on the raw data from a supervisee's clinical practice, which is made available by the supervisee through a combination of direct observation, co-therapy, written clinical notes, verbal consultation, and audio and video recordings.
2. The supervision must be face-to-face and consist of 1 supervisee in individual supervision or 2 to 6 supervisees in group supervision.
3. The purpose of supervision includes all of the following:
 - a. Fulfill the regulatory requirements for a candidate to become a Licensed Professional Counselor in the State of Oklahoma;
 - b. Provide current practice and theory development;
 - c. Practice the use of ethical guidelines;
 - d. Create accountability; and
 - e. Ensure quality service to clients.

SUPERVISION REQUIREMENTS

The Oklahoma State Board of Behavioral Health has determined that LPC supervision should meet the following standards:

1. 3 years or 3000 clock hours of full-time, on-the-job experience;
2. A minimum of 350 direct client contact hours for each 1000 clock hours of full time, on-the-job experience;
3. Supervision should be scheduled weekly with no less than 45 minutes of supervision for every 20 hours of on-the-job experience;
4. Group supervision cannot account for more than ½ of the required supervision hours;
5. The Supervisor will complete at least 2 observations of the supervisee providing counseling services (tape or in-person) during each 6-month evaluation period;
6. The Supervisor will consult with the approved On-site Supervisor at least once during each 6-month evaluation period;
7. The supervision agreement between the supervisor and supervisee must be received by the LPC Board prior to the accrual of supervised hours;
8. The supervisor and supervisee shall sign and submit the Evaluation of Supervised Experience form every 6 months to the LPC Board;
9. Supervision experience requirements must be completed within 60 months of the date of approval of the first supervision agreement or the application shall be voided; and

10. The Supervisor will maintain supervision records for the Supervisee for at least 5 years beyond the termination or completion of the supervised experience.

RIGHTS AND RESPONSIBILITIES

Supervisee Rights:

- To the Supervisor's attention, ideas and guidance;
- To receive appropriate feedback;
- To uninterrupted time in a private venue;
- To set learning goals;
- To ask questions;
- To expect the Supervisor to fulfill any agreed action or provide an appropriate explanation within an agreed upon time frame;
- To have their development and training needs met; and
- To challenge ideas and guidance in a constructive way.

Supervisee Responsibilities:

- To become knowledgeable and adhere to the ethical standards of the ACA and the State Board of Behavioral Health;
- To comply with the ethics codes and applicable laws pertaining to confidentiality;
- To be open to feedback, change, or use of alternative methods of practice;
- To validate diagnoses, interventions, approaches, and techniques used;
- To consult with the Supervisor in cases of emergency, or any case that might be potentially liable or involve an ethical dilemma or violation;
- To maintain current professional liability insurance; and
- To maintain a commitment to the supervisory process and be prepared in advance of the supervisory sessions.

Supervisor's Rights:

- To bring concerns or issues about the Supervisee's work;
- To give the Supervisee constructive feedback on his/her work performance; and
- To observe the Supervisee's practice and initiate supportive and/or corrective action as needed.

Supervisor's Responsibilities:

- To uphold the terms of this Supervision Contract;
- To offer a reflective space for the Supervisee to learn and grow in practice development;
- To ensure best practices and ethical guidelines are upheld;
- To help the Supervisee identify strengths and areas of growth;
- To create learning opportunities that model effective therapeutic approaches;
- To ensure supervisory sessions occur as agreed and maintain documentation;
- To ensure the Supervisee understands his/her role and responsibilities;
- To create a supervision file with all required supervision records and to maintain this file for a minimum of 5 years;
- To monitor and assess the Supervisee's performance; and
- To complete all required documentation as required by the State of Oklahoma.

SUPERVISION LOGISTICS
