

Requirements, Responsibilities and Qualifications for Supervisors of Associate Professional Clinical Counselors

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Who needs supervision?

There are many conditions under which a therapist must receive supervision for the services s/he provides. The most common reason for a clinician to be supervised is to fulfill the requirements for licensure as a Licensed Professional Clinical Counselor. Both MFT and LCSW clinicians can seek licensure as an LPCC. Additionally, there are Masters level clinicians from states other than California (whose licenses may be other than the MFT or LCSW) who can apply for licensure in California as an LPCC.

When is supervision required?

Supervision is required for professional experience accrued during the accumulation of post-graduate experience.

What are the conditions that apply to supervision?

Appropriate for services being provided

Associate Professional Clinical Counselors (APCC's) must be under immediate supervision for the type, extent, and quality of clinical services provided during the course of their supervised experience. Group supervisors should ensure the extent and quality of supervision is fitting for each supervisee ([AB 93](#)).

In accordance with law and with California's Board of Behavioral Sciences' Statutes and Regulations Relating to the Practice of Professional Clinical Counseling, Marriage and Family Therapy, Educational Psychology and Clinical Social Work:

All applicants and associates shall be at all times under the supervision of a supervisor who shall be responsible for ensuring that the extent, kind, and quality of counseling

performed is consistent with the training and experience of the person being supervised, and who shall be responsible to the board for compliance with all laws, rules, and regulations governing the practice of professional clinical counseling. 4999.46(e)

Consistent with the skills and competencies of the supervisor

The limited services provided by the associate must be in concert with the competencies and skills of the supervisor at all times. For example, if a supervisee desires supervision of couples counseling, s/he must be supervised by a person adequately educated and trained in the treatment of couples.

Who can supervise an LPCC Associate?

Only licensed mental health professionals can supervise associates. Licensed mental health professionals include licensed professional clinical counselors, licensed marriage and family therapists, licensed clinical social workers, licensed psychologists, and licensed physicians and surgeons certified in psychiatry by the American Board of Psychiatry and Neurology.

What are the qualifications for serving as a Clinical Supervisor?

Qualifications for supervisors of APCC's are described below:

- The supervisor must maintain a current valid California license.
- The supervisor must have held that license for at least two (2) years and practiced psychotherapy or directly supervised supervisees, APCC's, or associate clinical social workers that perform psychotherapy as part of their clinical practice for at least two years within the last five-year period immediately preceding supervision.
- Supervisors of associates must complete a minimum of six (6) hours of supervision training or coursework within two years immediately preceding supervision (or within 60 days of commencement of supervision) and every renewal period thereafter.

Psychologists and physicians certified in psychiatry are exempt from supervision training.

(Statutes and Regulations cited: B&P Code Section 4999.12; CCR Section 1821)

Additional qualifications of all clinicians supervising APCC's and licensed LPCCs receiving supervision following Board Action:

- The Board requires 3,000 hours of post degree supervised professional experience over a period of at least two years (104 weeks) to qualify for LPCC licensure. Of the 104 supervised weeks required, 52 weeks must be weeks in which the applicant received at least one hour of one-on-one, individual, face-to-face supervision. A supervised week is any week in which an associate meets with an individual supervisor for one hour or a group supervisor for two hours.
- The supervisor must provide at least one “unit” of supervision during each week in each setting in which experience is gained; AND the supervisor must provide an additional “unit” of supervision during any week in which more than 10 hours of face-to-face psychotherapy is provided to clients in each work setting (*Statutes and Regulations cited: B&P Code Section 4999.46*). No more than five hours of supervision, whether individual or group, shall be credited as work experience during a single week (*Statutes and Regulations cited: CCR Section 1820*).
 - A two-hour supervision group (with 8 or less supervisees) counts as one hour of direct supervision contact.
 - Group supervision can be broken into one-hour increments, as long as both increments (full two hours) are provided in the same week as the experience being claimed (*Statutes and Regulations cited: B&P Code Section 4999.46*).
 - Supervisors may provide group supervision, but may not provide such supervision to more than eight supervisees or associates in the same group.
- Only in a private practice setting does a supervisor need to be employed by, and practice at, the same site as the applicant’s employer. In a setting that is not a private practice, the supervisor may be employed by the registrant’s employer on either a paid or voluntary basis. An off-site supervisor must sign a letter of agreement with the agency employing the applicant. (*Statutes and Regulations cited: CCR Section 1820*)
- A PCC associate working for a governmental entity; school, college, or university; or an institution that is both nonprofit and charitable may obtain supervision via live two-way

videoconferencing. The supervisor is responsible for ensuring that the client confidentiality is preserved. (*Statutes and Regulations cited: B&P Code Section 4999.46*)

What are the additional responsibilities of a Clinical Supervisor?

- Supervisors must collaborate with their associates to maintain a Weekly Supervised Experience Log. The form currently in use is available at:
https://www.bbs.ca.gov/pdf/forms/lpc/lpcc_wkylog_37a-638_option1.pdf
- A basic Supervisory Plan must be completed and signed by both supervisor and associate prior to the onset of supervision. The plan identifies basic demographic information about the parties involved in the supervision, the setting where supervision takes place and the goals and objectives of the supervision. This form is available at:
<http://www.bbs.ca.gov/pdf/forms/lcs/supplan.pdf>
- Supervisors are required to complete a Supervisory Responsibility Statement prior to the onset of any supervisory experience. This Statement verifies the supervisor's education, training, and ability to competently provide supervision that is appropriate for the associate's needs and educational status. It also affirms the supervisor's understanding of the Laws and Regulations that pertain not only to the practice of Professional Clinical Counseling but to the provision of supervision. Further, it identifies the supervisor's commitment to monitoring the associate's training and progress.
- Supervisors must address with their associates the ways in which emergencies will be managed.
- Supervisors identify to their associates the methods that will be used to monitor and evaluate the services being performed by the associate.
- Supervisors agree to obtain from each associate for whom supervision will be provided, the name, address, and telephone number of the associate's most recent supervisor and employer.
- The supervisor must provide in writing, at least one week prior, any intent NOT to sign for hours of supervised experience.

How does one begin supervision?

Supervisors are available through a variety of means. Many clinicians provide supervision regularly and repeatedly, so former students and colleagues may recommend supervisors with

whom they have worked in the past. Additionally, graduate programs and professional organizations may also have information about clinicians who are available to provide supervision.

Once a prospective supervisor has been identified and the associate has filed for and received an associate registration number, then the supervisory dyad must complete the Supervisory Plan. The Supervisor must also complete and sign the Supervisor Responsibility Statement. Only after these activities are conducted may the dyad begin supervision.

Updates or Additional Information Regarding Supervised Experience

January 1, 2016: The Board of Behavioral Science revised the options which are available for accruing Supervised Experience. The portion of the document at <https://www.bbs.ca.gov/applicants/lpcc.html> which pertains to Licensed Professional Clinical Counseling is provided here verbatim:

LPCC OPTION 1 (new streamlined categories)

A new streamlined option for the categories of supervised experience that can be claimed will be available effective January 1, 2016* for LMFT and LPCC applicants. Hours gained after January 1, 2010 can now qualify under either Option 1 (new streamlined categories) or Option 2 (pre-existing multiple categories) as described below. Applicants must fully qualify under Option 1 OR Option 2. There is no “mixing and matching” between the two categories. Individuals who wish to qualify under Option 2 must submit an Application for Licensure and Examination postmarked no later than December 31, 2020. Otherwise the applicant must qualify under Option 1.

*Per Senate Bill 620, Chapter 262, Statutes of 2015

Under the new option, the supervised work experience categories break down into just two overall types:

- Direct counseling experience (Minimum 1,750 hours)
 - Must include minimum of 150 hours of clinical experience in a hospital or community mental health setting
- Non-clinical experience (Maximum 1,250 hours)
 - May consist of direct supervisor contact, administering and evaluating psychological tests, writing clinical reports, writing progress or process notes, client centered advocacy, and workshops, seminars, training sessions, or conferences

LPCC OPTION 2 (pre-existing multiple categories)

- a. Direct Counseling with Individuals, Groups, Couples or Families
(Minimum 1,750 hours)
- b. Group Therapy or Counseling
(Maximum 500 hours)
- c. Telehealth Counseling
(Maximum 375 hours)
- d. Maximum 1,250 hours that include all of the following:
 - Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling (Maximum 250 hours)
 - Administering and evaluating psychological tests of counselees, writing clinical reports and progress or process notes (Maximum 250 hours)
 - Client-Centered Advocacy
 - Direct Supervisor Contact

Changes Specific to LPCC's in 2019:

There are two major changes regarding LPCC education requirements ([AB 2296](#)):

- Applicants with in-state or out-of-state degrees no longer must complete a half-quarter unit requirement for each core content area (prior req was 3 semester units/ 4.5 quarter units). The new requirement is completion of 3 semester units or 4 quarter units per core content area.
- For a limited time, some in-state degree applicants *only* may remediate the “assessment” and “diagnosis” core content areas. Those who may qualify are:
 - o Applicants with an in-state degree whose licensure application is received by the BBS on or before August 31, 2020.
 - o Applicants with an in-state degree whose registration application is received by the BBS on or before August 31, 2020, and the board in turn issues a registration.
 - o *No other applicant types are eligible for this exception*
- Prior licensure and/ or registration applicants who may now qualify in consideration of the above changes, must submit a new application and fingerprints to the BBS. If they applied prior to 2016, education transcripts must also be provided.

A significant practice change for this licensure group is that LPCC's are now permitted to act as child custody evaluators.

Lastly, coinciding with earlier LMFT and LCSW law, [AB 93](#) prohibits PCC associates, and applicants from expenditures related to rent/ leasing, furnishing, or the cost of equipment and supplies. These costs are designated as the responsibility of the employer.

Changes for LMFT, LCSW, and LPCC in 2019:

The BBS is now authorized to and may audit clinical supervisors to ensure compliance with the above detailed qualifications. An audit may occur at any time during supervision or for 7 years thereafter. Thus, supervisors must maintain records for each supervisee for 7 years following termination ([AB 93](#)).

Supervised Experience ([AB 93](#))

- The 15 supervisee per corporation limit was removed
 - *No change to the 3-supervisee per supervisor limit*
- Triadic supervision is now permitted, which is face-to-face supervision by one supervisor to two supervisees. This form of supervision may go toward to the 52-week supervision requirement. These hours may now be completed via individual or triadic supervision, or a combination thereof. Prior supervision categories were limited to individual and group.
- It was elucidated that consultation and peer-to-peer encounters do not count as supervision
- It was elucidated that upon completion of required supervisory hours and prior to licensure, a supervisee must continue to engage in an hour of weekly supervision in each setting direct clinical work is facilitated. This is not required for non-clinical work.
- At minimum, supervisees must be provided with an hour of supervision for every 5 hours of direct clinical contact per week
- Supervisors may arrange supervision coverage in the instance of vacation or sick leave as long as such coverage aligns with supervision laws.

Change Effective January 1, 2020:

For all applicants of the 90-day rule (ASW, AMFT, and APCC) whose graduate degree completion is after January 1, 2020, there will be a change—they must prove Live Scan fingerprinting was administered by the employer prior to experience hours being claimed. Proof thereof must be submitted with application ([AB 456](#)).

Changes Effective July 1, 2020:

In regards to criminal convictions among applicants, a license may only be denied on the basis of this conviction/ discipline if one of the below criteria are met ([AB 2138](#)):

- The conviction occurred within 7 years of application and correlates with the “qualifications, functions, or duties of the profession.” This 7-year rule does not pertain to serious felony convictions (Penal Code §1192.7) or registered sex offenses (Penal Code §290(d)(2) or (3)).
- The applicant was formally disciplined by a licensing board in the previous 7 years for misconduct “substantially related” to the professional role and which would have resulted

in disciplinary action by the Board. *This does not include previously dismissed or expunged convictions.*

Changes Effective January 1, 2021:

Professional Clinical Counselor applicants must complete 6 hours of coursework or supervised experience on suicide risk assessment and intervention ([AB 1436](#)). This can be obtained via:

- A degree program; the applicant must provide the board with written certification from the school's registrar or training director if experience is gained through academic programming.
- Clinically supervised experience; the applicant must provide the board with written certification by the clinical supervisor if experience is gained through supervision.
- Completion of a qualifying continuing education course; a certificate of completion must be provided to the board.

Existing licensees must sign (under penalty of perjury) a statement of compliance with the above coursework requirement upon renewal (or reinstatement/ reactivation of licensure). Note, existing licensees will not be required to provide written verification of coursework to the board, but should maintain this verification in the instance of a board audit.

Forms & Publications for LPCC Applicants, Associates and Supervisors

- [Answers to Most Frequently Asked Questions Relating to PCC Associates](#)
- [A Guide to Supervision for PCC Associates](#)
- [PCCI Application for Registration](#)
- [LPCC In-State Examination Eligibility Application Option 1](#)
- [LPCC In-State Experience Verification Option 2](#)
- [LPCC Out-of-State Examination Eligibility Application](#)
- [LPCC Out-of-State Experience Verification](#)
- [Supervisory Plan](#)
- [LPCC Supervisor Responsibility Statement](#)
- [LPCC Verification of Licensure in Another State Form](#)
- [Sample Letter of Agreement – Volunteer Supervision](#)
- [Sample Verification of Employment as a Volunteer](#)