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SUPERVISION AGREEMENT

Introduction

This agreement has been created to address the legal, ethical, practical, and clinical issues of the supervision relationship. It can be added to or modified as the supervision process unfolds over time and across cases, and these addenda are indicated on the last page. This agreement is intended to articulate and clarify the complex mutual responsibilities of the parties involved, the procedures of the supervision, and the personal development needed to become a capable and responsible professional.

Supervision may be provided for one or more of the following purposes:

Graduate Student Supervision. Supervision provided to graduate counseling students completing practicum, internship, or other clinical training requirements established by their university or graduate program.

Play Therapy Supervision. Supervision provided toward play therapy credentialing and the development of competence in the practice of play therapy.

Child-Centered Play Therapy (CCPT) Supervision. Supervision specifically focused on the development of competence in Child-Centered Play Therapy and completion of supervision requirements associated with CCPT credentialing through the University of North Texas.

Illinois Supervision for Licensure. Clinical supervision provided toward completion of the supervision requirements for professional counselor licensure in Illinois.

Missouri Supervision for Licensure. Clinical supervision provided toward completion of the supervision requirements for professional counselor licensure in Missouri.

Integrated Supervision. Supervision that simultaneously addresses play therapy credentialing and professional counselor licensure requirements. When integrated supervision is provided, the requirements applicable to each credential or license being pursued remain applicable.

The type or types of supervision being provided under this agreement are:

- ☐ Graduate Student Supervision
- ☐ Play Therapy Supervision
- ☐ Child-Centered Play Therapy (CCPT) Supervision
- ☐ Illinois Supervision for Licensure
- ☐ Missouri Supervision for Licensure
- ☐ Integrated Supervision

Parties

We, _____, (hereinafter called the “supervisee”) and James Carroll, MA, LCPC (IL), LPC (MO), RPT-S (hereinafter called the “supervisor”), agree that the supervisor will provide professional supervision services as outlined below.

Meetings and Communication

Licensure supervision will take place on a weekly basis so that the supervisor may keep abreast of clients and issues with supervisee. It is the supervisee’s responsibility to initiate meetings as often as necessary to meet the goals of supervision, to meet his or her training needs, provide high levels of care to the clients involved, and to address other needs that may arise. Besides our face-to-face meetings, we may use postal mail, telephone, video, e-mail, or other means to communicate. If we use e-mail messages or wireless phones to discuss cases or other confidential information, they must be encrypted. Electronic recordings will require the written consent of the clients involved.

When the supervisor is unavailable due to vacation or other events, the supervisor will assure adequate availability of a substitute supervisor.

To cancel a supervision session, either the supervisor or supervisee must put the cancellation in writing (e.g., email or text) 24 hours prior to the supervision session.

Frequency and Financial Concerns

The supervisee agrees to pay for services provided, up until the time either of us informs the other, in person or by written means, of his or her plans to end the relationship.

___ The supervisee agrees to pay the fee of \$75 per session for individual supervision, starting on or about _____ and due at the time of supervision.

___ The supervisee agrees to pay \$40 per group supervision session.

All fees owed to supervisor must be paid in full prior to writing any endorsement for licensure and/or credentialing.

An administrative fee of \$40 a week will be applied if Supervisee has obtained licensure but is still billing under Supervisor.

Records and Confidentiality

1. We both agree to keep records of our meetings, which will document the following:

- The dates we met face to face or otherwise communicated.
- The cases involved by name or case number.
- Other relevant issues, such as ethical, legal, procedural, interpersonal, or organizational ones.
- The recommendations and assignments given by the supervisor and assumed by the supervisee.
- Discussion of the supervision process, procedures, and progress.

2. We will maintain these records in the same way as we maintain clinical case records as to confidentiality, availability, security, etc.

3. We are both aware that these records are not privileged.

Recording of Supervision

Supervisor receives supervision of supervision. Supervisee consents to the recording of supervision sessions.

Supervisee's Responsibilities

1. Presentations to clients and informed consent.

- The supervisee agrees to not misrepresent or advertise himself or herself in any way that might imply a competence or credential he or she does not have.
- The supervisee agrees to explain to clients his or her professional achievements, status, or title, and to make it clear that he or she is being supervised. The supervisee will explain the supervision process and the supervisor's activities, profession, and credentials.
- The supervisee will obtain informed consent of clients to the information and record sharing involved in this supervision

2. Risk management.

- The supervisee will inform the supervisor of any problems, such as hospitalization, medication non-compliance, treatment non-compliance, self-harm, etc., with any clients or cases as soon as possible. Any interactions with a client that raise any level of concern about risk, including threats of suicide, threats of harm to others, and suspected abuse, to the client, family, peers, or others must be discussed with the supervisor immediately.
- The supervisee will abide by the appropriate national code of ethics for his or her profession, i.e., NBCC and CCE, and its guidelines and other similar materials, as appropriate to the kinds of services being rendered to clients and the characteristics of those clients.
- The supervisee will abide by the current rules and regulations of this state's professional licensing board.
- The supervisee will adhere to the policies and procedures of the employers of the supervisor and supervisee.
- The supervisee will obtain and maintain his or her own professional liability insurance coverage.

3. Supervisee's education.

- The supervisee recognizes that a major value of supervision is the learning of professional roles and associated behaviors.
- The supervisee agrees to use his or her best abilities to remain responsive to suggestions and recommendations.
- The supervisee agrees to bring to the attention of the supervisor any deficits the supervisee recognizes in his or her ability to perform the clinical functions involved in therapy or other clinical activities with clients.
- The supervisee agrees to complete readings and other educational assignments made by the supervisor. The supervisee may be asked to summarize or in other ways demonstrate the learning of the contents of these materials.

4. Clinical procedures.

- The supervisee agrees to meet with clients and perform psychotherapeutic or other clinical functions in a professional, reliable, and responsible manner.

- The supervisee agrees to implement to the best of his or her ability the recommendations made by the supervisor for the handling of each case.
- The supervisee agrees to develop adequate, appropriate, and current written treatment plans.
- Unless discussed with supervisor, supervisee agrees to practice within the scope of the supervisor's competencies as provided on the "Professional Disclosure Statement."

Supervisor's Responsibilities

1. Sensitivity, responsiveness, and flexibility.

- The supervisor agrees to try always to bear in mind issues of diversity, particularly their many dimensions and influences, and to be sensitive and respectful of all differences among the client(s), the supervisee, and himself or herself.
- The supervisor agrees to attend to the boundaries, balances, and potential multiple relationships between the supervisor and supervisee. In all cases, the interests of the supervisee will be held primary.
- The supervisor agrees to maintain awareness of the sometimes fine line between doing supervision and providing psychotherapy. If the supervisor should decide that the supervisee can benefit from psychotherapy, he or she will make referrals.

2. Monitoring and risk management.

- The supervisor agrees to abide by the appropriate national code of ethics for his or her profession and its guidelines and other similar materials as appropriate to the kinds of services being rendered to clients and the characteristics of those clients.
- The supervisor agrees to abide by the current rules and regulations of this state's professional licensing board.
- The supervisor will maintain current professional insurance coverage and include the supervisee as required by law, regulation, or the insurer.

3. Supervisor's education.

- The supervisor agrees to continue to learn about supervision.
- The supervisor agrees to remain current in the model(s) and methods of assessment, therapy, legal and ethical issues, and similar clinical concerns.

4. Administrative responsibilities.

- The supervisor will maintain appropriate and necessary records of the experiences and services provided to and by the supervisee for licensure or certification and will ensure that the criteria are met. The supervisor will maintain supervision records for five (5) years after the last supervision session.
- Provided that supervisee obtains satisfactory assessment(s), the supervisor will provide assessments, letters of recommendation, and similar documents about the supervision and supervisee as requested by the supervisee.

5. Assessment

Assessment requirements will depend upon the type of supervision being provided.

- Graduate Student Supervision: Graduate students will be assessed using the assessment forms, competency measures, evaluation forms, or other paperwork supplied by the

supervisee's school or graduate program. The supervisee is responsible for providing the supervisor with required school documentation and applicable deadlines.

- **Play Therapy Supervision:** Play Therapy Supervision requires 35 hours of supervision. At least one-half of the supervision hours required for the supervisee's play therapy credential must be completed with the supervisor.

Twenty-seven (27) hours of supervision, or 75%, will include video recordings of the supervisee's clinical work.

The "Play Therapy Practice and Skills Evaluation" will be used to assess the supervisee's play therapy work. Section 1 of the instrument will be used to provide feedback regarding video recordings of the supervisee's clinical work.

A complete "Play Therapy Practice and Skills Evaluation" will be completed after every 10 hours of supervision.

For recommendation for play therapy credentialing, the supervisee must obtain a score of "2" or higher on each applicable item of the "Play Therapy Practice and Skills Evaluation."

In addition, the supervisee will select and use a standardized assessment instrument to evaluate client progress. At least 50% of the supervisee's clients included in outcome monitoring must demonstrate improvement for the supervisor to recommend the supervisee for play therapy credentialing.

- **Child-Centered Play Therapy Supervision:** CCPT supervision for credentialing through the University of North Texas requires 20 hours of supervision. All 20 hours of required CCPT supervision must be completed with the supervisor.

Fifteen (15) hours of supervision will include review of video recordings of the supervisee's clinical work.

The "Play Therapy Skills Checklist – Micropracticum Feedback Form" will be used to assess the supervisee's work and provide feedback regarding the supervisee's development of Child-Centered Play Therapy skills.

- **Illinois and Missouri Supervision for Licensure:** At least one-half of the supervision hours required for licensure must be completed with the supervisor for the supervisor to provide a recommendation for licensure.

Fifty (50) hours of supervision, or 50%, will include video recordings of the supervisee's clinical work.

The Counselor Competencies Scale-Revised (CCS-R) will be used to assess the supervisee's clinical work and professional development.

Part I of the CCS-R will be used to assess video recordings of the supervisee's clinical work and provide ongoing feedback regarding counseling skills.

A complete CCS-R, including Part I and Part II, will be completed every 25 hours of supervision.

For recommendation for licensure, the supervisee must obtain a score of "4" or above on each applicable item of the CCS-R.

In addition, the supervisee will select and use a standardized assessment instrument to evaluate client progress. At least 50% of the supervisee's clients included in outcome monitoring must demonstrate improvement for the supervisor to recommend the supervisee for licensure.

- Integrated Supervision: Integrated Supervision is intended for supervisees simultaneously pursuing play therapy credentialing and professional counselor licensure.

The "Play Therapy Practice and Skills Evaluation" will be used to assess the supervisee's play therapy work. Section 1 will be completed in connection with review of video recordings of the supervisee's clinical work.

A complete "Play Therapy Practice and Skills Evaluation" will be completed every 25 hours of supervision.

For recommendation for play therapy credentialing and/or licensure when the "Play Therapy Practice and Skills Evaluation" is applicable, the supervisee must obtain a score of "2" or higher on each applicable item.

The supervisee will select and use a standardized assessment instrument to evaluate client progress. At least 50% of the supervisee's clients included in outcome monitoring must demonstrate improvement for the supervisor to recommend the supervisee for play therapy credentialing and/or licensure.

At any given time, if I determine that you are unable to fully participate in supervision through lack of preparation, response to feedback, compliance with legal or ethical guidelines, or payment, I will notify you of my concerns. Such concerns may lead to termination of the supervision relationship and possible report to your licensing or certification boards.

At any given time, if you determine that you are not receiving appropriate or helpful supervision, you have the right to terminate supervision. Termination of supervision should be documented in writing through email or formal letter.

Modifications to this agreement can be made with the consent of both parties and shall be in writing.

I, the supervisee, have read this agreement and have been given the opportunity to ask and have answered any relevant questions regarding this agreement and the supervision process with James

Carroll, MA, LCPC (IL), LPC (MO), RPT-S. I agree to act according to everything stated there, as shown by my signature below. I understand that this agreement can be terminated if either party does not live up to his or her responsibilities as outlined above. I agree to adhere to the contents of this agreement, until otherwise negotiated and formalized as addenda to this agreement.

Supervisee

Date

I, the supervisor, have discussed the issues above with the supervisee. I hereby agree to adhere to the contents of this agreement, until otherwise negotiated and formalized as addenda to this agreement.

Supervisee

Date

Effective Date: 09-01-26