

JAMES B. CARROLL, MA, LCPC (IL), LPC (MO), RPT-S
131 Lincoln Place Court, Suite 406
Belleville, IL 62221
c. (618) 631-2683
f. (618) 595-1127
jamie@counselor.hush.com

AGREEMENT FOR PLAY THERAPY SUPERVISION

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. As this process is more consultation, the supervisor accepts no responsibility for the clinical work of the supervisee.

Additionally, this agreement does not guarantee a recommendation or letter of reference for RPT status with the Association for Play Therapy.

Parties

We, _____, (hereinafter called the “supervisee”) and James Carroll, 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

Play therapy supervision will take place on a minimum of a monthly basis. 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 for the clients involved, and to address other needs that may arise. Supervision can be face-to-face or virtually. If we are meeting virtually, use e-mail messages, or wireless phones to discuss cases or other confidential information, the meetings and messages must use a HIPAA compliant platform. Electronic recordings will require the written consent of the clients involved.

We may use postal mail, telephone, video, e-mail, or other means to communicate.

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 writing) 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.

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 supervision sessions from time to time.

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 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 Association of Play Therapy's (APT) "Best Practice" and APT's "Paper on Touch."

- 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 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 decides that the supervisee can benefit from psychotherapy, he 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 will abide by the APT's "Best Practice" and APT's "Paper on Touch."
- 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 evaluation(s), the supervisor will provide evaluations, letters of recommendation, and similar documents about the supervision and supervisee as requested by the supervisee.

5. Evaluation

- The supervisor will review video recordings. At a minimum, supervisee will record 26 sessions. The supervisor will complete Section 1 of the "Play Therapy Practice and Skills Evaluation" to provide supervisee with feedback.
- The supervisor will complete the "Play Therapy Practice and Skills Evaluation" every 10 sessions. Supervisee will need to score "2" or above in all applicable areas to move to the next phase of play therapy supervision and to receive a recommendation for credentialing.
- The supervisee will need to utilize a standardized assessment with their clients and demonstrate client improvement in treatment with three clients.
- If supervisee has received supervision previously from another supervisor, supervisee will need to complete 20 hours of supervision with supervisor (at a minimum) and receive a score of "2" and above on all applicable criteria/areas on the "Play Therapy Practice and Skills Evaluation."
- 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, 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 Signature

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.

Supervisor Signature

Date

Effective Date: 06/01/25