

APPLICATION CHECKLIST

Please maintain a copy of all application documentation for your records.

- Application:** completed and indicating training option selected.
- Current Resume/Vita:** Hard Copy Electronically On file in Board office
- Clinical Experience:** at least five (5) years post degree experience in a clinical setting and at least two (2) years post licensure.
- Proof of liability insurance**
- Supervisor Contract:** This requirement* provides for disclosing to the supervisee the process of supervision. Please include:
 - Informed Consent:
 - Brief philosophy of supervision (one to two paragraphs);
 - Expectations of supervisee; and
 - Responsibilities of supervisee and supervisor.
 - Policy on client back-up when out of the office;
 - Terms of supervision;
 - Fees for supervision; and
 - Signatures of both supervisee and supervisor.

*These requirements are adapted from the American Association of State Counseling Board's (AASCB) Approved Supervisor Model (http://www.aascb.org/aws/AASCB/asset_manager/get_file/37297).

Once approved as a Mississippi Board Qualified Supervisor (LPC-S), all supervisors shall submit a signed copy of the Supervisor Agreement Form **and** the contract for every active supervisee **prior** to beginning supervision. A Supervision Reporting Log example is available at this website.

- Membership:** proof of current professional organization membership.
- Background Check:** (when requested)
- Appropriate Documentation** for selected option:
 - Option 1 – Graduate Level Academic Training**
 - Official Transcript delineating course in supervision
 - Official Transcript and course description indicating supervision training if “supervision” is not in the title of the course
 - Option 2 – Professional Training**
 - Certificate/Proof indicating completion of Training which included at least 30 direct contact hours with trainers.
 - Option 3 – NBCC Approved Clinical Supervisor**
 - Copy of Approved Clinical Supervisor Certificate
- Application for Board Qualified Supervisor Fee:** \$50.00 (check or money order made payable to MS LPC Board)