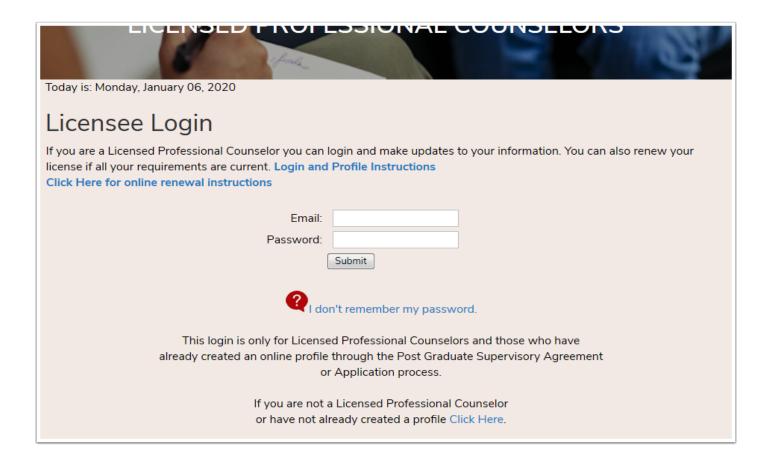# Reporting Supervised Experience Hours - Step 1

Go to https://www.lpc.ms.gov/secure/login.asp and enter your login information.
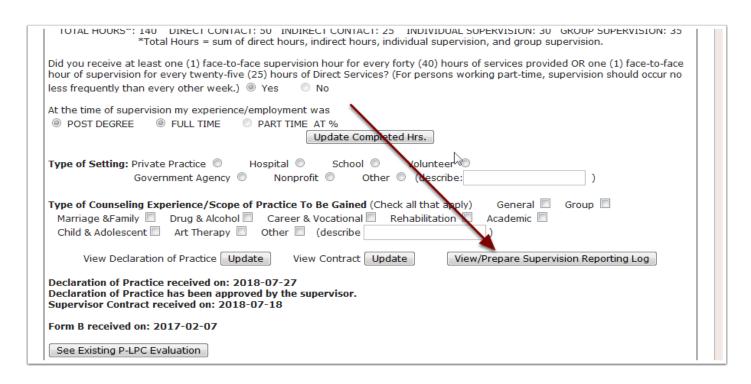

Reporting Supervised Experience Hours - Step 2

Once you have logged into your profile, click the App Info tab and scroll down to PART III - SUPERVISED EXPERIENCE. Locate the work experience associated with the hours you wish to report.

Reporting Supervised Experience Hours - Step 3

Click the View/Prepare Supervision Reporting Log button.

Reporting Supervised Experience Hours - Step 4

1. At the top of the screen is the input form to add a new week of hours. Enter the first day of the week and the hours for that week. Click the Add button and the information will be added to the list at the bottom of the form.

2. The hours must be approved by your supervisor. Weeks shown in white have been approved. The total of your approved hours is shown at the bottom of the list.

SUPERVISION REPORTING LOG

Face to Face (individual, family, couple, and group counseling) and Other Services

Supervisor: Kevin James Atest1	Supervisee: Lisa Jones aaJones-test

Site of Clinical Hours: Home grown Ideas

Direct Clinical Hours include: Face to Face With Client (individual, family, couple, and group counseling)
Indirect hours are entered in Other Services.

Report in Hours e.g. 1, 2, 3.75, etc
Enter weeks in chronological order with earliest date first.

①

Enter the date of the first day of the week (Sunday or Monday)	Direct Services/Face to Face Counseling				Indrect Services/ Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)
	Individual	Couples/ Family	Group	Testing/ Assess		Individual Supervision Hours (With Supervisor)	Group Supervision Hours (with Supervisor)	
[ ]🗓	0	0	0	0	0	0	0	[ ]

If you have any questions please contact the board office.
[Add]   [Return to Profile]

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Reports from Previous Weeks

Date of the first day of the week (Sunday or Monday)	Direct Services/Face to Face Counseling				Indrect Services/ Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)	
	Indvidual	Couples/ Family	Group	Testing/ Assess		Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)		
2019-01-13	5	5	5	5	5	5	5	35	
2018-12-02 Approval Needed	10	5	3	7	3	5	5	38	Delete Edit
2018-09-23 Approval Needed	6	6	6	6	7	5	4	40	Delete Edit
Total Hours	5.00	5.00	5.00	5.00	5.00	5.00	5	35	