

## **Instructions for Applying for Licensed Professional Counselor – Supervisor**

1. Verify that you have met the pre-application requirements:
  - Maintained ACTIVE Status LPC in Mississippi
  - Provided mental health counseling for at least five (5) years, with at least two (2) years as an LPC
  - Completed 45 hours of Supervision training (Graduate Level Academic Training, Professional Training referenced in Rule 6.2, or hold an Approved Supervisor credential from NBCC).
  - Documented membership in a professional counseling organization
  - Received no disciplinary sanctions against your LPC license
2. Login to your LPC Profile
3. Go to the bottom right corner of the General Registration Tab
4. Click on the New LPC-S Application to begin
5. Prepare the following documents to upload to the application:
  - a. Certificate/proof of 45- hour Supervision training
  - b. Current Resume/Vitae
  - c. Organizational membership certificate(s)
  - d. Supervisor Contract (See Appendix A)
6. Pay the \$50 Application for Licensed Professional Counselor Supervisor fee

When you pay your fee, your application will be initially reviewed in the Board office for completeness. If complete, the Board may consider your application at its next scheduled meeting.

# Appendix A

**Submit a [supervision contract](#) that includes:**

- Policy when the LPC-S is out of the office or unavailable, including a back-up LPC-S to the P-LPC when you are out of office and the contact information
- Informed Consent that discloses process of supervision:
  - Brief philosophy on supervision
  - Expectations of supervisee
  - Responsibilities of supervisee and supervisor
- Terms of supervision (i.e. Supervision meetings should occur at a frequency based upon these ratios: one (1) supervision hour to forty (40) hours of services provided OR one (1) hour of supervision to twenty-five (25) hours of Direct Services. For persons working part-time, supervision should occur no less frequently than every other week.)
- Fees
- Signature of both supervisee and supervisor
- If LPC-S will be utilizing distance supervision sessions, the sessions must be provided by secure means of synchronous video conferencing only. Supervision by telephone, email, chat, or other forms of communication must be reserved to only emergency communications. The Supervision Contract submitted to the Board must include information explaining the use and limits of distance supervision, specify the qualifications of the LPC-S to provide distance supervision, and establish procedures for managing the failure of the video communication system.