

LOUISIANA BOARD-APPROVED SUPERVISOR ORIENTATION AND RENEWAL



**Marriage and Family Therapy
Advisory Committee**

Presentation Objectives

- Introduce the LMFT Supervision Handbook
- Alert Supervisors & Supervisees to major rules that guide the supervision of PLMFTs and PLPCs
- Define roles and responsibilities of Supervisors & Supervisees

Louisiana Marriage & Family Therapy (LMFT) Supervision Handbook

- Handbook is written for the LMFT Approved Supervisor, but is applicable to all Approved Supervisors
- Available online – www.LPCboard.org
- Organized by topic, reduces "legalese, and provides some commentary
- Designed to be a "help reference," not an authoritative source. See rules.

Louisiana Marriage & Family Therapy Supervision Handbook

- Defines the LPC Board-Supervisor-Supervisee- Client "system"
- Highlights set of "interlocking" responsibilities in the protection of public

Responsibilities of the Louisiana Licensed Professional Counselors (LPC) Board of Examiners Marriage & the Family Therapy Advisory Committee

Responsibilities of the Louisiana Marriage & Family Therapy Advisory Committee of the LPC Board of Examiners

- Provide process by which applicants make formal application to the Board for licensure, registration, or certification.
- Review all applications to ensure minimum standards are met.
- Grant licensure, registration, or certification upon recommendation of MFTAC / LPC Board

Legal Authority of the Marriage & Family Therapy Advisory Committee (MFTAC)

- Created and empowered by Act 1195 of 2001 LA Legislature to provide for regulation of the use of the title Licensed Marriage and Family Therapist (LMFT).
- Legislatively mandated committee of the LPC Board of Examiners.
- Develops rules & regulations pursuant to the authority granted to & imposed upon it.

Legal Authority of the Marriage & Family Therapy Advisory Committee (MFTAC) (cont.)

- Board promulgates rules & regulations developed by MFTAC for regulation of the use of the title LMFT and PLMFT
- LPC Board approves applications for licensure-- revokes, suspends, & renews the licenses of PLMFT / PLPCs and LMFTs upon the recommendation of the MFTAC.

Responsibilities of the Marriage and Family Therapy Advisory Committee (MFTAC)

- Provide documentation for licensure, registration, or certifications.
- Aid Supervisees in locating Board-Approved Supervisors for PLMFTs or PLMFTs/PLPCs seeking dual licensure.
- Provide Supervisor Orientation Course to meet the requirement of rules.

Responsibilities of the Marriage and Family Therapy Advisory Committee (cont.)

- Assist supervisors & supervisees in settling disputes that may arise during the course of the supervised experience.
- The LPC Board Disciplinary Committee responds to complaints from the public regarding practice of all individuals licensed, registered or having certified training(s).

Responsibilities of the PLMFT / PLPC Supervisee

Responsibilities of the PLMFT /PLPC Supervisee:

- Register as a Provisional Licensed Marriage and Family Therapist / Provisional Licensed Professional Counselor to become an Approved Supervisee.
 - This must be completed before supervision can begin and before supervisee can begin counseling
- Supervisee will need to “login” to the LPC Board website/dashboard at www.lpcboard.org. to access forms and complete the process

Responsibilities of the Supervisee Registered PLMFTs / PLPCs (cont.)

- Meet the ethical & legal standards provided in the law & rules for PLMFTs / PLPCs.
- Meet the terms of his or her Plan of Supervision.
- Comply with directives of the law & rules of the Louisiana LPC Board
- Renew Provisional Licensure every 2 years.

Responsibilities of the Supervisee: Registered PLMFTs / PLPCs (cont.)

- Provide adequate case information to Approve Supervisor for monitoring & guidance.
- Immediately report to Approved Supervisor any suicidal and/or homicidal threats, abuse, or client self-harm.
- Collaborate with Approved Supervisor and onsite authority / administration to follow the directives of agreement in “The Plan of Supervision.”

Responsibilities of the Supervisee: Registered PLMFTs / PLPCs (cont.)

- Remain in supervision until fully licensed or supervisee status is revoked.
- Collaborate to create & maintain "Plan of Supervision."
 - You may not count group supervision unless it is provided by your Board Approved Supervisor. (You may have more than one Board Approved Supervisor.)
- Be aware of and adhere to policies of workplace--meet higher standard.

Responsibilities of the Supervisee: Registered PLMFTs / PLPCs (cont.)

- Report change of contact information, work site, or legal status to Board & Supervisor.
- Keep case records according to LPC Board rules and site policy.
- Keep accurate & verifiable supervision records.

Provisional Licensee Renewals

- PLMFTs / PLPCs are required to renew their provisional license by October 31 every 2 years.
- A PLMFT / PLPC must apply and be approved for licensure within 6 years from the date of approval or issuance of the provisional license.
- If after 6 years the PLMFT / PLPC has not been approved as a LMFT or LPC, then he/she will forfeit all supervised experience hours and must reapply for provisional licensure under current provisional licensure requirements.

PLMFT / PLPC Renewal Requirements

- PLMFT / PLPC Renewal Application & Online Renewal Fee of \$85.
 - Renewal fee is accepted as an online payment at the completion of the renewal application.
 - If payment cannot be made online, still enter CEHs and complete the renewal form
 - Renewal late fee for provisional license (submitted after October 31st) is \$60.
 - ALL late renewals require late fee and Criminal Records Check
<https://www.lpcboard.org/page/forms> to be completed at local police station, and audited by Board Staff prior to provisional license renewal.
- The renewal application will require a report of the direct, indirect, and face-to-face supervision hours accrued since the provisional licensee's last renewal date.
- Documentation on LPC Board Dashboard of the completion of 20 Continuing Education Clock Hours (CEHs):
 - 1 CEH equals 1 clock hour.
 - Only 10 of the 20 CEHs may entered as an online format.
 - For PLMFT, 1.5 CEHs must be specific to Marriage & Family Therapy ethics and 1.5 CEHs specific to diagnosis. PLMFT Board Rule Requirements Chapter 33 (3315) for CEHs <https://www.lpcboard.org/rules>

PLMFT / PLPC Renewal Requirements Cont.

- Continuing Education Hours MUST be entered properly and in accordance with Board Rules BEFORE PLMFT / PLPC may submit renewal materials. The online system calculating your CEH totals is not aware the Board will allow for all online CEHs this year due to the current health pandemic.
- Because of this, PLMFT / PLPC will still need to enter the type/format for at least half of your CEHs as something other than "online."
- Training which was completed synchronously (live/interactive/in real time) is considered "in person." Training which was completed online and was asynchronous/pre-written is considered "online." If any CEHs were originally intended to be "in person"/live, please enter the CEH information to reflect this.
- Once CEHs and verifying documentation are entered, navigate to the Forms Tab of your Dashboard and select Renewal Application.

PLMFT / PLPC Renewal Requirements Cont.

- Additionally, current PLPCs and PLMFTs renewing by October 31st are required to have an updated Declaration/Statement of Practices and Procedures (DOP/SOP) on file at the LPC Board office.
 - PLPCs and PLMFTs that have notified the board they currently are NOT practicing do not need a DOP/SOP.
 - Updated DOP/SOP, are submitted by mail, email, or fax to the Board Office.
- Please note when PLMFT / PLPC is selecting answer to "Are you currently practicing Telehealth?" it is currently REQUIRED that licensees/provisional licensees have received Teletherapy approval from LPC Board Staff in order to provide Teletherapy services.
 - If PLMFT / PLPC has not received Teletherapy approval and wish to be able to provide Teletherapy services, please see the Teletherapy FAQs
<https://www.lpcboard.org/page/frequently-asked-questions#TELETHERAPY>

PLMFT / PLPC Renewal Requirements Cont.

- For PMFTs / PLPCs a score report must be sent to LPC Board directly from AAMFTRB / NBCC indicating a passing score or a failed attempt to pass the MFT exam / NCE. An attempt must have been made every renewal period until passage of the exam.
- Please review the information on your Online Dashboard at <http://www.lpcboard.org/>. If current exam score is not reflected on Online Dashboard under Examination, the Board does NOT have exam score on file, and PLMFT / PLPC must reach out to the NBCC (PLPC) or AMFTRB (PLMFT) to request your current exam score be sent directly to the LPC Board.

PLMFT / PLPC Renewal Requirements Cont.

- Exam score MUST be on file with the Board BEFORE submitting renewal application. PLPCs must ensure the Board Office has a score report indicating passage or attempted passage (within this current renewal period) of the NCE or NCMHCE directly from the National Board of Certified Counselors (NBCC) in order to renew their provisional license.
- If official exam score has not been released yet from NBCC, PLPC should email a copy of exam printout (received at the testing center) to the LPC Board Office. Mail to: adminboard2@lpcboard.org
- PLMFTs / PLPCs MUST ensure that confirmation is received from Board Staff that submission is sufficient for exam score to be considered on file with the Board BEFORE proceeding to submit renewal application.

FAQ for PLMFT / PLPC Renewal Cont.

- What if I am approved for LPC or LMFT licensure before October 31st? Do I still have to renew or complete CEHs?
 - If you are approved for full licensure before your provisional licensure renewal date, you DO NOT have to renew your provisional license. *
- If I am a PLPC and PLMFT, do I have to renew both provisional licenses? Do I have to pay twice?
 - Yes, you will have to renew both provisional licensees and pay two renewal fees.
- I am not currently practicing and have notified the Board; do I need to renew my provisional license?
 - Yes, you must renew your provisional license even if you are not practicing and have been placed in a "stopped" status with the Board. You do not however, have to submit a Declaration/Statement of Practices and Procedures Statement if you are not practicing. Please be advised that you MUST notify the Board when you start and stop practicing mental health counseling and/or marriage and family therapy. Please contact the Board office for more information.
- Where can I complete the application?
 - Login to your account and complete the renewal application and payment at www.lpcboard.org<http://www.lpcboard.org/>

Policy Regarding Registration and Supervision for PLMFTs / PLPCs (Part 1)

- In order to supervise PLMFTs / PLPCs, one must be an Board-Approved LMFT-S / LPC-S **and** approved by the LPC Board as the designated Supervisor for that PLMFT / PLPC. This Board approved Supervisor is responsible for ensuring that the PLMFT / PLPC is properly registered by the LPC Board before beginning supervision.
- **Note!** You must seek a Board Approved Supervisor whose credentials match the provisional license you are seeking.
- Individuals practicing mental health counseling without registering as a PLMFT / PLPC will be issued a formal Cease and Desist order. Employers who hire such individuals to conduct mental health counseling will receive a Cease and Desist letter.

Policy regarding Registration and Supervision for PLMFTs / PLPCs (Part 2)

If an individual who registers and is approved as a PLMFT / PLPC is found to have practiced mental health counseling for a period of time prior to receiving a Provisional License, that individual will be subject to disciplinary action by the LPC Board, specifically a Consent Order.

- The Consent Order will be based upon the time that the PLMFT / PLPC was engaged in the unlawful practice of counseling**
- This will be a public reprimand.**
- Failure to agree or comply with the Consent Order will result in suspension of the applicant's status and denial of the PLMFT / PLPC credential until such time as the Board receives and approves documentation that all Board requirements have been completed.**

Policy regarding Registration and Supervision for PLMFTs / PLPCs (Part 3)

Supervisors and provisional licensees are held accountable for the Supervision of PLMFT / PLPCs

- **It is important that LPC / LMFT Supervisors receive official notification from the LPC Board regarding the approval of their Supervision of the PLPC / PLMFT.**
- **Supervisors who supervise PLMFT / PLPCs that have NOT received written Board approval designating them as the PLMFT / PLPC's supervisor will receive a formal sanction. This will be at a minimum a \$200 fine and a public reprimand.**
- **LPC-S / LMFT-S insures that PLMFT / PLPC maintain adequate records of their supervised experience.**

Policy regarding Registration and Supervision for PLMFTs / PLPCs) (Part 4)

- If a PLMFT / PLPC received supervision from a LPC-S / LMFT-S who is NOT approved by the LPC Board, they will not be able to count the accrued supervision hours and will receive a Letter of Reprimand which is a classified, informal Disciplinary action.
- This sanction will include Tiers according to the length of time of supervision has occurred.
- PLMFTs / PLPCs must remain in active supervision until they are formally approved for licensure and even if they have completed the 3000 hours of supervised experience.

Requirements & Responsibilities of the PLMFT / PLPC to become an LMFT / LPC

- PLMFT to LMFT – Found in Rules, Chapter 33
- PLPC to LPC - Found in Rules, Chapter 6

Requirements & Responsibilities of the PLMFT/ PLPC to become an LMFT / LPC

- Completion of PLMFT Documentation of Experience Form or PLPC Documentation of Experience Form
 - Both are found at www.lpcboard.org.
- Submit application fee.
- Submit Statement of Practice.
- Pass the MFT Exam.
- Have Supervisor complete and submit the Documentation of Experience form.

Requirements / Responsibilities of the PLMFT / PLPC to become a LMFT / LPC (cont.)

PLMFT to LMFT

(see Rules, Chapter 33 for details)

- Accrue 3000 hours of clinical services to individuals, couples, families, or groups, which includes:
- **Direct Hours.** 2000 direct client contact
 - Up to 500 hours of direct work experience received during the completion of a graduate program that is systemically oriented as determined by the advisory committee may be counted toward the required 2000 hours.
- **Indirect Hours.** The remaining 1,000 hours may be indirect work experience or other professional activities that may include qualified supervision, workshops, public relations, administrative tasks, consulting with referral sources, etc. as approved by the advisory committee.

PLPC to LPC

(see Rules, Chapter 6 for details)

- Accrue 3,000 hours of counseling / psychotherapeutic experience in the following manner:
- **Direct Hours.** A minimum of 1,900 hours in direct counseling / psychotherapeutic services involving individuals, couples, families, or groups:
 - (i). An applicant may utilize supervised direct hours earned in post-master's degree practicum and internship courses in counseling
- **Indirect Hours.** A minimum of 1,000 indirect hours in counseling-related activities (i.e., client contact, case notes, staffing, case consultation, or testing/assessment of clients) or education at the graduate level in the field of mental health counseling as defined in R.S. 37:1101-1123:

Requirements / Responsibilities of the PLMFT / PLPC to become a LMFT / LPC (cont.)

PLMFT / LMFT

(see Chapter 33 for details)

- Accrue 200 hours of face-to-face supervision, of which 100 of the 200 must be individual supervision. Applicants may use the 100 hours received during your graduate program towards the 200 as long as the supervision was systemic.
- From the graduate supervision hours, only 50 hours may be counted as individual supervision.

PLPC / LPC

(see Chapter 6 for details)

- Accrue a minimum of 100 hours of face-to-face supervision.
- A minimum of 50 of these 100 hours must be individual supervision.
- The remaining hours may be either individual supervision or group supervision.

Synchronous Supervision

PLMFT / LMFT

(see Rules, Chapter 33 for details)

PLPC / LPC

(see Rules, Chapter 605 for details)

100% of the supervision hours may be conducted synchronously via a HIPAA compliant platform.

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Supervising PLMFT with Out-of-State Hours Endorsed by the LPC Board

- An out of state applicant may transfer up to 2100 supervised experience hours if these hours meet the requirements.
- Endorsement refers to out-of-state hours approved by the LPC Board.
- These hours may be endorsed according to the following limits:
 - a. a maximum of 1200 direct client contact hours
 - b. a maximum of 815 indirect hours
 - c. a maximum of 85 supervision hours
- Supervisor should refer to the Licensure Approval Letter for number of hours endorsed.

The MFT Registered Supervisor Candidate

MFT Registered Supervisor Candidates (only applies to MFT Supervision)

- This is a required experience in order to become a Board Approved LMFT Supervisor, and requires approval of the application and plan of supervision of supervision by the MFTAC
- Requires 36 hours of supervision of supervision from a LMFT-S over a 3 year period.
- Must take the LMFT Supervisor Orientation within 1 year of the date of certification.
- Requires a minimum of 2 PLMFT / MFT students supervised for a minimum of 9 months each.
- Requires at least 90 hours of Supervision with 2 PLMFT / MFT students in no less than 1 year and no more than 3 years.

The LMFT Supervisor/ Supervisor Candidate Relationship

Rights of the Supervisor Candidate:

- Professional, ethical treatment as determined by the law & rules
- Free from any "duality" in relationship with Supervisor that is exploitive or hinders supervision process.
- Clear, objective, timely feedback about clinical skills & professionalism.

Rights of the MFT Supervisor Candidate (cont.)

- A confidential environment in which to share information.
- Best practices from Supervisor of Supervision about the supervision process that is accurate & up to date.
- Timely completion of all administrative tasks related to qualification for approval as an MFT Board Approved Supervisor

Approved Supervisor and Registered Supervisor Candidate

Responsibilities of the Approved Supervisor of Supervision

- Board notification of Supervisor Candidate approval
- Supervisor of Supervision in good standing for at least two years.
- Approve and sign official Application Form & Plan of Supervision.

Responsibilities of the Approved LMFT Supervisor Candidate

- Candidate submits application and receives letter of approval
- Complete Supervisor Orientation Workshop complete and pass Supervisor Orientation Workshop Examination within the first year after approval.
 - <https://www.lpcboard.org/page/frequently-asked-questions>
- Required coursework of either a one semester graduate course or a 30 hour didactic and interactive supervision course. (Required before Board approval)
- May use the title, "LMFT-SC" to indicate status.

Responsibilities of the MFT Approved Supervisor Candidate:

- If already an AAMFT Approved Supervisor, formal application and approval from the LPC Board is still required.
- Must submit Plan of Supervision-of-Supervision.

Responsibilities of the Approved MFT Supervisor and Supervisor Candidate

Supervision-of-Supervision

- At least 2 PLMFT / PLPCs -- minimum of 9 months each.
- At least a total of 90 clock hours.
- No less than 1 year, and no more than 3 years.

Responsibilities of the LMFT Approved Supervisor Certification:

- Four year renewal cycle.
- Maintain an active LMFT license.
- Complete 6 hours supervision Continuing Education every 4 years.
- All Supervision CE hours should be recorded in the 3rd and 4th of the renewal period. Hours accrued through all four years will be accepted.
- Note: LMFT License is renewed every two years

Responsibilities of the LMFT Approved Supervisor/ Supervisor Candidate

Responsibilities of LMFT Approved Supervisor/Supervisor Candidate

- Complete Supervisor Orientation Workshop; complete and pass Supervisor Orientation Workshop Examination
- Submit an updated Supervision Statement of Practice.
 - Facilitates professional development & clinical work of the Supervisor Candidate
 - Describes expectations and responsibilities of Supervisor or Supervisor Candidate.
 - Defines how the Supervisor Candidate will complete required one-semester graduate supervision course or an equivalent course of study.
 - Includes construction & submission of a Supervisor Candidate's Statement of Practice.
 - Supervisor creates a learning experience for the Supervisor Candidate ensuring that the quality, duration & frequency of contact are adequate to provide support, continuity, and nurturance.

Questions