TEXAS STATE BOARD OF EXAMINERS OF MARRIAGE AND FAMILY THERAPISTS

SUPERVISORY AGREEMENT FORM INSTRUCTIONS

(for the requirements towards LMFT licensure by an LMFT Associate)

Instructions

This document is not a substitute for reading and following law and rules related to the Texas State Board of Examiners of Marriage and Family Therapists (board), which are located in Texas Occupations Code, Chapter 502, and Title 22, Texas Administrative Code, Chapter 801, respectively. These are available on the board's website at: www.dshs.state.tx.us/mft. These instructions are meant only to be a helpful tool. **You must sign and return the acknowledgement form found on the last page of this packet acknowledging that you have read these instructions. Please only mail the last 3 pages of this packet to the board.**

In order to most efficiently and effectively document and provide verification of minimum qualifications for licensure as an LMFT related to licensed supervised experience and supervision, the board recommends adherence to the following steps.

Step 1. The LMFT Associate, who is the potential Supervisee (henceforth referred to as "Supervisee"), initiates contact with one or more board-approved supervisor(s) related to engaging in board-approved supervision towards satisfaction of minimum requirements towards licensure as an LMFT. A list of board-approved supervisors is available on the board's website at: http://www.dshs.state.tx.us/mft/mft_rosters.shtm.

The potential Supervisee identifies a potential LMFT board-approved Supervisor (henceforth referred to as "Supervisor") who may be available to engage in professional growth supervision (as opposed to board-ordered, remediation or monitoring supervision) related to the Supervisee meeting the minimum requirements for supervised experience and supervision towards licensure as an LMFT.

Step 2. The potential Supervisor and Supervisee shall read/re-read "Licensure and Regulation of Marriage and Family Therapists" (the "rules"), which are located in Title 22, Texas Administrative Code (TAC), Chapter 801. In particular, the potential Supervisor and Supervisee should study "Subchapter G: Experience Requirements for Licensure." This is available on pp. 20-22 of the rules.

The rules are available on the board's website at: http://www.dshs.state.tx.us/mft/mft_rules.shtm . The board recommends that all licensees re-read the law and rules governing Marriage and Family Therapy practice in their entirety at least once per year and recommends that each licensee check the board's website at least once per quarter to stay abreast of new information, information about rule changes, and information about the board and its meetings.

Step 3. The potential Supervisor shall specifically review the law and rules relating to Marriage and Family Therapy practice, supervisor requirements, and associate license to determine if she/he is appropriate to provide the requested supervision. The Supervisor shall determine if she/he has met minimum requirements as a board-approved supervisor, if she/he has received

verification of board-approval of supervisor status, and if she/he has maintained the supervisor status through renewal of the license and status, if applicable.

It is the responsibility of both the Supervisor and the Supervisee to determine that the Supervisor is board-approved, and the supervisor status is current, prior to initiation of supervision. Individuals may check licensure and board-approved supervisor status on the board's website at: http://www.dshs.state.tx.us/socialwork/sw_search.shtm. A copy of the renewal card of the Supervisor is required as an attachment to the Supervisory Agreement Form.

Step 4. The potential Supervisor and Supervisee shall read and study "Licensing 101 for the Supervision Process."

Licensing 101 for the Supervision Process

The source document for the rules (and the official version, if there is a discrepancy between the version on the board's website and the version on the Secretary of State's website) is available on the Texas Secretary of State's website at: http://www.sos.state.tx.us/tac/. On the Secretary of State's webpage for the Texas Administrative Code (TAC), click on the link on the top right, under "Points of Interest" for "View the current *Texas Administrative Code*." On the webpage which opens following the click on "View the current *Texas Administrative Code*," click on "Title 22 Examining Boards." On that new page, scroll down the page, and click on "Part 35 Texas State Board of Examiners of Marriage and Family Therapists." Then click on "Chapter 801 Licensure and Regulation of Marriage and Family Therapists." This will reveal the relevant subchapters for easy navigation.

Questions about the rules governing the practice of Marriage and Family Therapy are an ideal topic for discussion between Supervisor and Supervisee. It is the responsibility of each licensee to be familiar with the law and rules governing practice and to practice within those requirements. Ignorance is not a valid defense for failing to meet minimum requirements.

A licensee is expected to seek formal professional consultation, as appropriate, when she/he has a question about a practice issue, a particular practice area, or an ethical dilemma. Board staff and board members may, as a courtesy, provide some direction about where to find particular content in the law and rules, but neither the board staff nor the individual board members can provide formal professional consultation, unless the issue is specifically addressed in law, rule, or board policy, or unless the opinion is the official opinion of the board and/or of its committees, as evidenced by a majority vote. [A board staff or member, *separate from her/his role as a board or staff member*, may provide professional consultation if it is appropriate within the individual's professional competency. The individual seeking professional consultation should not assume that the staff or board member is acting as an agent of the board in providing the consultation.]

A licensee or applicant for licensure should seek professional consultation for issues which are not directly addressed in the law, rules, and policy from such sources as an expert in the particular practice or ethical area, evidence-based research on the subject, marriage and family therapy educational resources, a professional association, legal counsel, and/or another appropriate source. The board's staff members and individual board members, separate from the formal work of the board in its meetings and committee meetings, do not and cannot provide legal advice to licensees. Legal counsel for the board serves to facilitate the work of the board rather than the work of individual licensees.

Individual licensees should seek legal counsel through an attorney of their choosing. The board, as an agency of the State of Texas, cannot recommend an appropriate attorney. Licensees should seek professional consultation to locate an appropriate attorney, if required. Accessing legal consultation when appropriate should be considered a regular part of a licensee's cost of doing business.

Individual board-approved supervisors are required to engage in a supervision process which is in compliance with the law, rules, and policies of the board, as well as which is consistent with the current, generally accepted standards of practice in marriage and family therapy supervision. As a result of the requirement for current knowledge and skills in supervision theory, methods, and practices, board-approved supervisors are required to engage in a minimum of three hours of continuing education directly related to supervision for each biennial licensure renewal.

Frequently, marriage and family therapy educational institutions do not include comprehensive training of students on the law and rules governing marriage and family therapy practice or on supervision and the supervision process towards licensure as a part of required curricula for graduation with a degree in marriage and family therapy. Marriage and family therapy educational institutions must meet the minimum requirements of the appropriate accreditation bodies. These minimum requirements do not generally require a demonstration of competency by the student in the licensing laws and rules as required by each state or jurisdiction's licensing board in order to confer a degree in marriage and family therapy. Marriage and family therapy licensing and marriage and family therapy education are two very different disciplines with very different requirements.

The law and rules governing marriage and family therapy practice are different from jurisdiction to jurisdiction, so anyone who practices outside of the jurisdiction of her/his licensure or who practices with clients who are located outside of the jurisdiction of the license, should be familiar with and comply with the requirements of each relevant jurisdiction. Every licensee is required to practice within the relevant law and rules governing her/his practice, regardless of whether her/his formal marriage and family therapy education included comprehensive training on licensing requirements. The law and rules governing the practice of marriage and family therapy are ideal subjects for discussion between Supervisor and Supervisee.

An LMFT Associate who intends to engage or who is engaging in board-approved supervision towards fulfillment of minimum requirements for licensure as an LMFT *should not rely solely* on the knowledge gained in a marriage and family therapy educational institution to teach the law and rules governing practice and governing the licensing process. The board is the entity designated by the Texas Legislature to establish and enforce licensing requirements, and licensees generally must engage in self-study, completely independent of formal marriage and family therapy education, of the law and rules throughout their marriage and family therapy career to become knowledgeable about licensing and practice accordingly.

For clarification, some LMFT Associates believe that they will obtain LMFT licensure within 24 months of engaging in board-approved supervision under a board-approved supervision process and make mental or logistical plans related to practice based on this assumption. In fact, it is *impossible* for an LMFT Associate to obtain an LMFT license within 24 months following commencement of supervision because there is processing time required by board staff related to applications for licensure. An LMFT Associate should expect the process to obtain an LMFT license to be a minimum of four to six weeks following completion of and submission to the board office of all LMFT licensure fees and requirements. For LMFT Associates who submit an application form, fee, and all other appropriate attachments for licensure as an LMFT, who are then determined by the board office to not have met minimum requirements for

LMFT licensure, the process will be longer, depending on the nature of the application deficiency. Individuals will be informed in writing of application deficiencies.

Finally, the board office generally and primarily communicates with licensees and applicants via US mail; there are some exceptions. For this reason, it is *imperative* that the licensee at all times has her/his correct mailing address, contact information, and employment information on file with the board. An individual may check the mailing address which the board has on file by conducting an online verification of her/his licensure, which is available here: http://www.dshs.state.tx.us/mft/mft_search.shtm . A written notification to the board of a change of address or other information should be submitted to the board office within 30 days of the change. An individual licensee is required to know about and comply with all reporting requirements of the board, which are available in the board's rules and on the board's website.

An LMFT Associate who is practicing under a board-approved Supervisory Agreement Form *is required to submit* a Licensed Supervised Experience Verification Form (Form V) for each Supervisory Agreement Form at the end of their supervision. The board will notify an LMFT Associate *in writing*, generally within six to eight weeks, of its approval or of a deficiency, when a Supervisory Agreement Form has been received by the board for consideration for approval.

The board generally recommends that Supervisory Agreement Forms be submitted via certified US mail to provide the Supervisee with verification of timely submission, in case the agreement form fails to reach its appropriate destination at the board office. Individuals should take care to indicate the complete and correct address of the board, *including the mail code*, when submitting information to the board. Also, due to the volume of materials submitted by thousands of licensees, as well as applicants for licensure and a wide variety of others, sometimes materials are accidentally misplaced. It is the responsibility of the LMFT Associate who submits the Supervisory Agreement Form to the board to follow-up with the board office if a written notification of approval or of deficiency is not received within eight weeks. If a written notification of approval, indicating the board-approved supervisor, the board-approved location of practice, and the board-approved start date of supervision, is not sent by the board, the agreement form is not approved.

To clarify: The Supervisory Agreement Form *is specific* to the supervisor, the location of practice listed, and it has a board-approved start date which is indicated on the written verification from the board of approval. Many individuals have more than one board-approved Supervisory Agreement Form on file with the board office because they practice in multiple locations. Ignorance of the law and rules is not a valid defense to the board. The board generally will not waive minimum requirements for licensure because the individual was not aware, through self-study of the law and rules, of the requirements, even upon appeal.

All licensees must comply with the minimum requirements as specified by the board. While all board-approved supervisors are legally required to know and abide by the law and rules, a Supervisee should not rely solely on a Supervisor to teach them about the minimum requirements for licensure. All professionals who are recognized by the State of Texas as having met minimum requirements toward professional licensure or certification are expected to engage in self-study of the law and rules, to demonstrate compliance with minimum requirements, and to seek professional consultation when appropriate.

If a Supervisee believes that her/his supervisor has failed to provide supervision consistent with the board's law or rules, the Supervisee may file an Ethics Complaint against the Supervisor. Additional information is available on the board's website at: http://www.dshs.state.tx.us/mft/mft_complaint.shtm .

Any licensee may have an Ethics Complaint filed against her/him at any time. This is considered to be a regular cost of doing business as a licensed professional who is recognized by the state. The primary purpose of the board is to *protect the public from harm* related to inappropriate or unethical practice of marriage and family therapy in the State of Texas.

Step 5. The potential Supervisor and Supervisee shall review the job description(s) of the experience of the Supervisee to be supervised to determine if the Supervisee is practicing within the board's authorized scope of practice and whether the Supervisor is qualified to provide the supervision

Step 6. The potential Supervisee and Supervisor shall formally discuss the creation of a formal supervision relationship, including but not limited to such things as:

- confirmation of the Supervisor's board-approved supervisor status, of which the most timely is to use the "Find a Licensee" function on the board's website at http://www.dshs.state.tx.us/mft/default.shtm . Follow links to "Live Online Search," "Verification," and "Public License Search;" A copy of the Supervisor's current renewal card shall be submitted as an attachment to the Supervisory Agreement Form.
- an evaluation of each person's knowledge and understanding of the laws and rules governing the professional practice of marriage and family therapy, especially as it relates to the minimum requirements for licensure as an LMFT and the supervision process;
- if the Supervisee provides services for payment or reimbursement, evaluation of all conditions of exchange with the clients served by the Supervisee, to determine whether the conditions of exchange are appropriate as well as to determine whether the Supervisee clearly identifies her/his licensure category and the fact that the Supervisee is under supervision in all billing documents to clients or third parties for payment;
- a discussion of potential contemporary, multi-modality supervision formats and methods, as well as supervision goals;
- a discussion of client confidentiality as it relates to the supervision process;
- a determination of whether both parties consent to engage in a formal supervision process towards licensure as an LMFT; and
- the development of a well-conceptualized supervision plan, including an ongoing process to regularly review and update the supervision process and Supervisory Agreement Form, particularly whenever there is a change in the Supervisee's agency of employment or practice; job function; goals for supervision; method by which supervision is provided; or supervisor.

Step 7. The Supervisor is responsible to create and implement an appropriate supervision process based on contemporary knowledge and skills related to marriage and family therapy supervision. Supervision towards licensure as an LMFT shall comply with the minimum requirements in relevant law and rule, including but not limited to 22 TAC §801.141 - 801.143.

Step 8. The Supervisee, in conjunction with the Supervisor, submits Form III "Supervisory Agreement Form" with all relevant attachments to the board for consideration for approval. The Supervisee may (but is not required to) submit the Supervisory Agreement Form via certified US mail to provide evidence of timely submission if an error in delivery or processing occurs.

Step 9. Within four weeks of receipt of the Supervisory Agreement Form, the board office will review the documents submitted and send a *written* confirmation of approval of the Supervisory

Agreement Form, including all the specific board-approved details contained in that plan, including location of practice and start date, or alternately, will send a written notice of deficiency, to the address on file for the Supervisee.

The Supervisor and Supervisee may wish to establish a timeline by which the Supervisee will contact the board office if written notification of approval or deficiency of the Supervisory Agreement Form(s) is/are not received by the Supervisee within four to eight weeks of submission. Ultimately, the Supervisee is responsible to follow-up with board staff on the status of the submitted Supervisory Agreement Form if written notification of board-approval or deficiency is not received within eight weeks.

Step 10: The Supervisor and Supervisee engage in supervised experience and supervision under a board-approved Supervisory Agreement Form. Both the Supervisor and the Supervisee shall appropriately document each supervision session, including but not limited to the date, duration, and topic. Both shall maintain these records.

Both the Supervisor and Supervisee shall ensure that the supervised experience and supervision are consistent with the board rules. Both shall follow the law and rules governing practice. The Supervisor shall ensure that the Supervisee knows and adheres to the Guidelines for Professional Therapeutic Services and Code of Ethics in board's rules.

All licensees, within 30 days of a change of mailing address, contact information, or employment, shall make a written report to the board of the change.

The Supervisor and the Supervisee shall seek formal professional consultation as needed. The board recommends that each access the board's website on at least a quarterly basis to stay abreast of critical information, including changes to the board's rules.

Step 11. During the course of board-approved supervision, the Supervisor and Supervisee shall review the Supervisory Agreement Form periodically to make sure the Supervisory Agreement Form is up-to-date and continues to be appropriate. In the case where there is a change after board-approval of a Supervisory Agreement Form in such things as the practice description or location, or the supervision process or goals, the Supervisee shall submit a new Supervisory Agreement Form for board approval which reflects the changes to the original, board-approved plan. When a Licensed Supervised Experience Verification Form, which should relate to *one and only one* specific Supervisory Agreement Form, is submitted to and received by the board office, the Supervisory Agreement Form related to work at that location of practice with that start date is closed by the board office.

Continued supervised experience and supervision may only be considered acceptable to the board towards minimum requirements for licensure after a Supervisory Agreement Form has been closed under certain circumstances. The Supervisee and Supervisor should not assume that continued work will be acceptable to the board. Acceptance generally requires formal approval of the appropriate committee of the board.

Step 12: When all minimum requirements have been met related to supervised experience and supervision, the Supervisee, in conjunction with the Supervisor, shall submit a Licensed Supervised Experience Verification Form to the board for approval at the end of the supervision process. The board may require submission of additional documentation related to

supervised experience and supervision to accompany the verification form. The board will notify the Supervisee in writing when additional documentation is required.

The board generally recommends that the Supervisee and Supervisor consider continuing the supervision process until board acceptance of all the minimum requirements have been confirmed, in case it is determined that not all minimum requirements have been met, and documentation of additional hours is required.

To help determine if all minimum requirements related to supervised experience and supervision have been met, review the law and rules, and the following questions may provide a guide (this is *not* comprehensive of all requirements):

(1) Did I submit a Supervisory Agreement Form within 60 days of commencing supervised experience and supervision?
(2) Did I receive a letter of approval for the Supervisory Agreement Form, specifying the location of practice, the supervisor, and the board-approved start date within eight weeks of submitting the agreement form to the board?
(3) Did my supervision sessions last a minimum of 50 minutes each?
(4) When I am calculating minimum requirements, am I only counting whole months (at least 30 days) of supervision and supervised experience? (Partial months will not be accepted).
(5) Have I engaged in a minimum one supervision session every two weeks?
(6) Do I have documentation of a minimum of 3,000 hours of supervised experience which meets the minimum requirements of the board? A minimum of 1,500 direct practice experience? A minimum of 750 of the 1,500 direct practice experience hours to couples and families? Not more than 500 hours not conducted face-to-face?
(7) Did my supervision sessions occur throughout the course of the minimum of 3,000 hours of supervised clinical experience (or was it disproportionately distributed across the experience)?
(8) Have I engaged in supervision and supervised experience for a minimum of 24 months under one or more board-approved Supervisory Agreement Form(s), regardless of the number of supervised experience hours accrued?
(9) Have I engaged in and met all minimum requirements related to supervision and supervised experience in no more than 72 months of licensure as an LMFT Associate?
(10) Do I have documentation of a minimum of 200 hours of supervision both in my graduate program and post-graduate while licensed as an LMFT Associate with my board-approved supervisor which meets the minimum requirements of the board?
(11) Of the 200 hours of supervision, are at least 100 individual?
(12) Of the 200 hours of supervision, are there more than 50 which were not conducted face-to-face?
(13) Did I have more than two supervisors at any time?
(14) Was my licensure active and in good standing throughout the course of supervision?
(15) Was my Supervisor's license and board-approved supervisor status active and in good standing throughout the course of the supervision?
(16) Did my Supervisor have a formal disciplinary action taken against her/him by the board during the period of supervision?
(17) Have I confirmed that my name, contact information, and employment information are current with the board now and have been throughout the period of supervision?
(18) Have I confirmed that my supervised experience and supervision was consistent with what was described in the board-approved Supervisory Agreement Form? If not, did I

submit a new Supervisory Agreement Form within 60 days of the change(s)?

(19) Have I submitted a separate Licensed Supervised Experience Verification form for each Supervisory Agreement Form and location of practice?

(20) Have both I and my Supervisor maintained documentation of supervised experience and supervision, in case additional information is requested by the board?

(21) Did my Supervisor maintain documentation of each session which includes the number of licensed supervised experience and supervision hours accumulated up to the date of each session?

Step 13: Once all minimum requirements have been met, the Supervisee may submit an application for licensure as an LMFT with all appropriate documentation and fees. Board approval of the application or identification of a deficiency will occur in writing. Once the application has been approved as meeting all minimum requirements for licensure, the license certificate will be issued and mailed for delivery generally within approximately two weeks.

Required for issuance of Associate license as well as any subsequent change to location of practice, supervisor, or other logistics related to supervised experience and supervision

TEXAS STATE BOARD OF EXAMINERS OF MARRIAGE AND FAMILY THERAPISTS

SUPERVISORY AGREEMENT FORM

Complete all 3 Pages & only mail these last 3 pages to the Board

THIS IS NOT A CONTRACT BETWEEN SUPERVISEE AND SUPERVISOR

Mail this correspondence (no fees enclosed) to:
Texas State Board of Examiners of Marriage and Family Therapists
Mail Code 1982
P.O. Box 149347
Austin, Texas 78714-9347
Phone**:** 1-512-834-6628 Fax: 1-512-834-6677

PLEASE NOTE:

- **THIS FORM AND PLAN ARE LOCATION AND DETAIL SPECIFIC.**
- **A SEPARATE AGREEMENT FORM MUST BE ON FILE WITH THE BOARD AND APPROVED BY THE BOARD FOR EACH LOCATION OF PRACTICE IN WHICH THE LMFT ASSOCIATE WILL PROVIDE SERVICES, EVEN IF THE SAME SUPERVISOR SUPERVISES THE WORK.**
- **DURING THE COURSE OF ACCUMULATING SUPERVISED PROFESSIONAL EXPERIENCE, IF THERE IS ANY CHANGE IN SERVICE LOCATION OR ANY OTHER DETAILS OF THE BOARD-APPROVED SUPERVISORY AGREEMENT FORM, A NEW AGREEMENT FORM MUST BE FILED WITH THE BOARD WITHIN 60 DAYS OF THE CHANGE.**
- **THE BOARD WILL NOTIFY THE SUPERVISEE IN WRITING IF THE NEW PLAN IS APPROVED BY THE BOARD.**
- **A SEPARATE VERFICATION FORM IS REQUIRED FOR EACH SUPERVISORY AGREEMENT FORM.**
- **YOU MUST SUBMIT A PHOTOCOPY OF YOUR SUPERVISOR'S LICENSE AND LICENSURE CARD.**

I. Supervisee Information

Name: _____ Associate License Number: _____

Where will the marriage and family therapy services be provided?
Name/address/phone number of agency: _____
_____
_____

Type of setting: ___ Private practice ___ Hospital ___School ___Governmental agency _____Inpatient Treatment Facility
___ Non-profit _____ Other *(please specify)*

Work schedule: ☐ Full time (30hrs/wk) or more ☐ Part time (Hours per week _____)

II. Supervisor Information (supervisor must meet the board's criteria)

Name: _____ License Number: _____
Business Name: _____
Business Address: _____
Business Phone: _____
Are you a board-approved supervisor? ☐ Yes ☐ No Are you an AAMFT approved supervisor? ☐ Yes ☐ No

III. Clinical Supervision Schedule

Beginning Date of Supervision at this Specific Location of Practice: _____

Supervision Format: ☐Individual ☐Group ☐Combination

Supervision Sessions per Month: _____Hours Individual + _____Hours Group = _____Total Hours/Month

IV. Attachment

For board-approval of the Supervisory Agreement Form, a copy of the license certificate and renewal card of the supervisor is *required to be attached* to this form to verify that the individual is a board-approved supervisor and that the license is current.

V. Affidavit of Understanding and Signatures

I, as applicant, affirm that all information provided by me on this form is true and accurate and I affirm the following:

- That I have read the board rules relating to supervised experience and that all supervised experience will be completed in accordance with the section of the board rules relating to supervised experience.
- That I will meet with my supervisor for a minimum of one hour of supervision every two weeks.
- That I will abide by all rules of the board including ethics requirements.
- That I understand the associate license does give me the authority to engage in the independent practice of marriage and family therapy under supervision.
- That I understand the professional responsibility for the service of the supervisee shall be a joint responsibility of the supervisor and supervisee.
- That I understand the supervisory arrangement must be reflected on all billing documents.
- That I will notify the board if the supervisory arrangement is terminated.

_____ _____

Printed Name of Notary Signature of Applicant

_____ _____

Signature of Notary Date

(SEAL)

I, as supervisor of the above named applicant's experience, affirm that all information provided by me on this form is true and accurate and I affirm the following:

- That all supervised experience will be completed in accordance with the section of the board rules relating to supervised experience and all subsequent board rules.
- That I will meet with the supervisee for a minimum of one hour of supervision every two weeks.
- That I understand the professional responsibility for the services of the supervisee shall be a joint responsibility of the supervisor and the supervisee.
- That I understand the supervisee can engage in the independent practice of marriage and family therapy under supervision until he or she obtains a regular license as a licensed marriage and family therapist.
- That I understand the supervisory arrangement must be reflected on all billing documents.
- That I will notify the board if the supervisory arrangement is terminated.

_____ _____

Printed Name of Notary Signature of Supervisor

_____ _____

Signature of Notary Date

(SEAL)

TEXAS STATE BOARD OF EXAMINERS OF MARRIAGE AND FAMILY THERAPISTS

SUPERVISORY AGREEMENT FORM INSTRUCTIONS

Acknowledgement Form

By signing this form, I am acknowledging that I have read and understood the instructions for the Supervisory Agreement Form.

_____	_____
Signature of Applicant	**Signature of Supervisor**
_____	_____
Date	**Date**