

**Texas State Board of Examiners of Professional Counselors**

*LPC Supervision Master Checklist (example)*

Name of Supervisor \_\_\_\_\_

Contact Info \_\_\_\_\_

Name of LPC Intern \_\_\_\_\_

Contact Info \_\_\_\_\_

\_\_\_\_\_ Supervisory Agreement Form Signed (copy in file)

\_\_\_\_\_ Copy of LPC-S Current License

\_\_\_\_\_ Copy of Site/Supervisor Approval Letter from LPC Board Office

\_\_\_\_\_ Online Confirmation of Supervisor/LPC Intern Status

\_\_\_\_\_ Confirmation of Supervisory Site(s) by Supervisor

\_\_\_\_\_ Copies of Site Change Form Sent to Board w/copy of return receipt (as needed)

\_\_\_\_\_ Copies of Supervision Logs initialed at each supervision session

\_\_\_\_\_ Notes of Content for Each Session Documented on Logs and in File

\_\_\_\_\_ Copies of Supervisor Approved LPC-Intern Advertising in File

\_\_\_\_\_ Notes of LPC Rules/Statutes Discussion Documented in Log (as per rules)

\_\_\_\_\_ Notes in File of Any Remediation Plans/Progress for Intern

\_\_\_\_\_ Copies of Any Address Changes of Supervisor or Intern (return receipt included)

\_\_\_\_\_ Receipts for any Supervision Payments/Copies of Financial Agreements in File

\_\_\_\_\_ Copies of Intern File/ Logs/Notes Sent to Board after 3000 Hrs (w/return receipt)

\_\_\_\_\_ Copy of Licensing Approval (wall certificate) or Deficiency Letter

We have reviewed this checklist together throughout the supervisory relationship and agree that the materials in the LPC Intern's file and actions toward licensure accurately reflect our professional experience.

Signature of LPC-S \_\_\_\_\_ Date \_\_\_\_\_

Signature of LPC Intern \_\_\_\_\_ Date \_\_\_\_\_