

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

_____ Online Confirmation of Supervisor/LPC Intern approval status

_____ 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

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

_____ Copies of Intern File/Correspondence Sent to Board

_____ 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 _____