

## *Acknowledgement of Training Form*

I \_\_\_\_\_ have met with Angela Wiley and have discussed and reviewed the following. All questions have been answered to my satisfaction and I feel able to problem solve/practice with the following areas under Angela's continued supervision.

Initial and date next to each completed

- I have stated what license I am working towards and made contact with that board(s)
- I have had an initial meeting with Angela going over goals and expectations
- I have completed the supervision information form
- I have developed of 2-3 goals for supervision
- I have given Angela a current copy of your disclosure statement and will give her updates as needed
- I have a signed board contract with the LPC board
- I have a signed board contract with any other boards
- I have reviewed, agreed and signed Angela's LPCS contract
- I have given Angela a signed permission to contact site and other supervisors
- I know Angela will seek verification of license LPC, LCAS or other license
- I gave Angela a copy of my current liability insurance and have discussed adding Angela to the policy
- I have a supervision approval letter from board(s)
- I have had a discussion/training on video chat use
- I have had a discussion/training on meeting contact requirement
- I have completed the training acknowledgement form
- I have read and understand and agree to everything in the LPC supervision simplified sheet
- I have read and reviewed the current 2014 ACA and NAADAC code of Ethics
- I have read and reviewed the confidentially policy's of the ACA and the NAADAC
- I know the difference between indirect and direct hrs and how to track them  
(Direct=any interaction with a client, family member or where you are acting as a advocate for the client or family with other professionals, Indirect= paper work, trainings, driving, planning, etc).
- I have developed a permission to record a session form and will use it and keep it with client files
- I have reviewed confidentially and how to store my samples and records with double lock
- I know what steps to take if confidentially must be breached (first thing call Angela)
- I have reviewed Angela's what to do if ... sheets
- I have reviewed and have a sample safety/no harm contract
- I know how to conduct supervision and counseling in a private location  
(A private location is someplace where non participants will not come or go and do not have the opportunity to interrupt the session. It is out of hearing distance of other non participants)
- I will reach Angela for informal questions and emergencies (336 698-6723) I must state it is an emergency
- I know and understand/agree to Angela's policy on video supervision  
(I will be ready phone/computer charged in private stationary location that is free of distractions and has a reliable internet/telephone signal. I agree to test out any new programs prior to the supervision session to make sure I know how to use it and it works. I agree to have a telephone/laptop charged and ready as a back up that also can assess the video feed.)
- I acknowledge that the LPC requires 1 hr of supervision for every 40 hrs worked and I must keep this ratio
- I have reviewed Angela's evaluation form and know either of us can use it for both any reason
- I have developed or will use Angela's no harm contract and will keep copies with me when I am working

SupervisEE: \_\_\_\_\_ Date: \_\_\_\_\_

SupervisOR: \_\_\_\_\_ Date: \_\_\_\_\_