

Supervision Simplified

- Must be licensed as an LPC Associate in order to **work** in North Carolina to accrue supervision hours and **must** have a Board-approved supervision contract on file. **Exception:** if you work in an exempt setting (school, university, government agency) you may accrue supervision hours if you have a Board-approved supervision contract on file.
- LPCAs must cease and desist working as soon as they reach 40 hours of work if they have not had at least one hour of supervision with their Board approved supervisor. The license as an LPCA is contingent on the licensee receiving supervision a minimum of one hour for every 40 hours of work. For example, completing two hours of supervision after 80 hours of work would be outside the scope of the law.
- The Board no longer accepts faxed or emailed forms. All Supervision Contracts and Quarterly Supervision Reports must be sent by mail.
- Quarters are based on the calendar quarter system, i.e., January – March, April – June, July – September and October – December. Quarterly reports should be submitted no later than the end of the month after the quarter ends. (Example: January – March reports should be submitted no later than April 30)
- Supervision Contract approval (or denial) letters are sent to the supervisor. The licensee should check their online Application Status Report to see if the supervisor has been approved. Contracts are generally approved within two weeks of receipt.
- Please note that the maximum number of direct **and** indirect hours reportable per quarter are based on a 40 hour work week times the number of weeks in the quarter. (Example: a 12 week quarter = 480 hours total; a 13 week quarter = 520 hours total.)
- You must meet face-to-face with your supervisor one (1) hour for every 40 hours that you work. Individual hours would be reported as 12 or 13. Yes, you may meet more than one hour per week with your supervisor. On the Quarterly Report the minimum number of individual face-to-face hours must be 12 or 13 hours for full-time work.
- “Direct” hours = live contact with individuals, groups and families through counseling and/or appraisal activities. “Indirect” hours = counseling-related work such as phone calls and paper work. “Individual” = face-to-face meetings (live, interactive and visual) with your supervisor. You may use video but it must be real time and involve verbal and visual interaction.
- Supervisors must use one of the following forms of observation or a combination of one or more: direct/live observation, co-therapy, audio or video recording, or live supervision. Self reports and written materials may be used to supplement the supervision process but may not be used exclusively.
- Upon completion of the 3,000 hours of supervised experience, you may APPLY for the LPC license otherwise you may remain an LPC Associate. You may apply for the LPC license 60 days prior to completion of the supervision hours – be sure to check the NCBLPC site to see the total hours reported. To apply for LPC, complete the application form, pay the \$100 fee, submit a new PDS using LPC requirements and submit a Certificate of Completion for the appropriate Jurisprudence Exam completed within six (6) months of applying.
- Supervision must continue until the LPC license is issued.
- A separate supervision contract shall be filed for each separate work setting and each supervisor must be approved prior to beginning supervision.