



## NORTH CAROLINA BOARD OF LICENSED PROFESSIONAL COUNSELORS

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### 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.
- Supervised hours cannot be accrued before the Supervision Contract is approved.
- Counseling experience must be gained at a rate of no more than forty (40) hours per week. There is no minimum rate; however it is prohibited to exceed the forty (40) hour maximum.
- LPCAs must cease and desist working as soon as they reach forty (40) hours of work if they have not had at least one (1) hour of individual or two (2) hours of group supervision with their Board approved supervisor. If an LPCA works less than forty (40) hours in a given week, this still applies if the LPCA has not received supervision after their fortieth hour. The license as an LPCA is contingent on the licensee receiving supervision a minimum of one (1) hour of individual or two (2) hours of group for every forty (40) hours of work. For example, completing two hours of individual supervision after 80 hours of work would be outside the scope of the law.
- All Supervision Contracts must be sent by mail.
- If not receiving supervision, it shall be the responsibility of the Licensed Professional Counselor Associate to report such to the Board.
- Supervision Contract approval (or denial) letters are sent to the Supervisor and Supervisee. Alternately, the licensee can check their online Application Status Report to see if the supervisor has been approved. Contracts are generally approved within two weeks of receipt.
- Quarterly Supervision Reports must either be mailed with the Supervisor's signature across the flap of the sealed envelope **OR** emailed directly from the supervisors email address on file. For Supervisors submitting the form electronically, typing your first and last name on the signature line will be considered to be your electronic signature that has the same legal effect and can be enforced in the same way as your written signature.
- 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)

- The Board no longer requires the submission of hours on Quarterly Reports. **All hours are to be reported to the Board on Final Supervision Reports.** Please note the Supervisor in collaboration with the Supervisee, must maintain a log of clinical supervision hours that includes the following:
  - (1) date
  - (2) supervision start and stop times
  - (3) modality of supervision to be provided, such as live observation, co-therapy, audio and video recordings, and live supervision, as defined by Rule .0208
  - (4) notes on recommendations or interventions used during the supervision.

The Supervisor must maintain copies of these logs for a minimum of seven (7) years beyond termination or completion of supervision and must provide copies to the Board for inspection upon request.
- “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 the Supervisor. LPCAs may use video but it must be real time and involve verbal and visual interaction.
- The Supervisor must be available for consultation with the Board or its committees regarding the Supervisee’s competence.
- LPCAs may meet more frequently with their Supervisor. The requirements of one (1) hour of individual or two (2) hours of group supervision are only minimums.
- 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, LPCAs may **APPLY** for the LPC license otherwise they may remain an LPC Associate. There is no maximum amount of time that person must complete their 3,000. However, an LPCA must continue to renew their license in order to practice.
- Final Supervision Report shall be submitted to the Board within two (2) weeks of termination of supervision and/or within two (2) weeks of a change in the conditions specified in the Supervision Contract form on file with the Board.
- LPCAs 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 **LPCA to LPC** application form, pay the \$238 fee (include \$38 Criminal Background Check fee), submit a new PDS using LPC requirements, and submit a Certificate of Completion for the LPC 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. LPCAs may have more than one Supervisor.

For questions regarding supervision please email us at [Supervision@ncblpc.org](mailto:Supervision@ncblpc.org).