



*** These rules were adopted on June 11, 2025, and revised on December 10, 2025. This version supersedes any previous versions of the Supervision Rules.***

Section 3.01 – Definitions

(a) Clinical Supervision

Clinical Supervision is a formal, contractual relationship between a supervisee and one or more approved clinical supervisors. Its purpose is to ensure safe, ethical, and effective counselling practice. Through regular dialogue, supervision enhances professional development, supports the supervisee's therapeutic use of self, and safeguards client welfare.

- **Formats of Clinical Supervision:**
 - **Individual:** One supervisor with one supervisee.
 - **Dyadic:** One supervisor with two supervisees.
 - **Group:** One supervisor with a maximum of six supervisees.
- **Goals of Clinical Supervision:**
 1. Protect client welfare
 2. Foster professional growth of the supervisee
 3. Review the direction of therapy
 4. Provide supportive, constructive discussion of clinical work
 5. Enhance clinical knowledge and skill
 6. Improve client outcomes
 7. Promote adherence to best practices

(b) Clinical Supervisor

A Clinical Supervisor is a fully licensed practitioner in good standing with a regulatory body overseeing counselling therapy or psychotherapy. They must have:

- At least five years of extensive clinical experience, and
- Completed directed training in clinical supervision.

They are responsible for overseeing all aspects of a supervisee's professional practice.

(c) Counselling Hours

Counselling hours encompass a range of professional activities relevant to counselling therapy. These are divided into **Direct Client Contact (DCC)** and **Indirect Hours**.

- **Direct Client Contact (DCC)** includes:
 - Individual, couple, family, or group therapy conducted face-to-face, via phone, video, or secure messaging.
 - Interviews, formal assessments, or test administration as part of clinical interaction.
 - Co-facilitated or facilitated therapeutic sessions.
 - A standard 50-minute session counts as one DCC hour.



- Up to 20% of DCC hours may be obtained through volunteer counselling at a registered/licensed agency, with appropriate documentation.
- **Indirect Counselling Hours** include:
 - Observing sessions without participation or immediate client follow-up.
 - Recordkeeping, report writing, and administrative duties.
 - Assessments involving scoring and interpretation without substantial client interaction.
 - Receiving or providing supervision.
 - Case consultation, treatment planning, training delivery, case management, staff meetings, and relevant professional development.

(d) Experienced Practitioner

An Experienced Practitioner is an applicant with at least 2,000 hours of counselling experience (800 of which must be DCC) within the five years prior to application. Upon admission, they must complete:

- 500 additional counselling hours, including
- 200 DCC hours under
- 25 hours of clinical supervision,
- Completed over 1 to 3 years.

Note: This route is discontinued as of January 1, 2026. This definition applies only to individuals admitted before that date.

(e) Full-Time Counselling Work Experience

Defined as a minimum of 15 DCC hours per week. Session duration determines the hours counted, whether conducted individually or in a group format.

(f) Licensed Counselling Therapist (LCT)

An LCT is a fully licensed member authorized to practice counselling therapy independently.

(g) Licensed Counselling Therapist – Candidate (LCT-C)

An LCT-C is a licensed member who practices counselling therapy under the supervision of a CCTNB-approved Clinical Supervisor while completing licensure requirements.

(h) Regular Practitioner

A Regular Practitioner is an applicant with less than 2,000 hours of counselling experience (at least 800 DCC hours) within the three years prior to application. Upon admission, they must complete:

- 2,000 counselling hours, including
- 800 DCC hours under
- 50 hours of clinical supervision,
- Completed over 2 to 5 years.



Section 3.02 – Rationale

The Clinical Supervision Rules of CCTNB are established to guide supervision practices, support the development of competent counselling professionals, and ensure adherence to the CCTNB Code of Ethics and Standards of Practice. Supervision is foundational to ethical and effective client care and must reflect the following principles:

- 1. Client Welfare and Professional Development:**
The supervisor's primary responsibility is to protect the welfare of the supervisee's clients and to support the supervisee's professional competence and ethical development.
- 2. Comprehensive Competency Oversight:**
Supervisors must address a full range of foundational competencies relevant to safe and effective counselling therapy.
- 3. Ethical Congruence:**
Both supervisors and supervisees must practice in alignment with the CCTNB Code of Ethics and Standards of Practice.
- 4. Documentation Requirements:**
Supervisors must prepare written summaries following each supervision session. While these do not need to be submitted with supervision reports, they must be securely retained by the supervisor for seven (7) years following the last session.
- 5. Evaluation and Accountability:**
Though supervision takes place after a graduate degree, it includes evaluative and gatekeeping responsibilities. Supervisors should adopt a collaborative and supportive approach but remain responsible for maintaining accurate, appropriate, and complete supervision records.
- 6. Due Process Awareness:**
Supervisors and CCTNB must remain aware of relevant policies and procedural safeguards applicable to supervision and licensure processes.
- 7. Timely Supervision Reporting:**
Supervision reports must be submitted according to the prescribed timelines. These reports serve as an early warning system for identifying concerns in a supervisee's progress or performance.
- 8. Remediation as Ethical Imperative:**
If a supervisee demonstrates deficiencies in one or more competencies, the supervisor must initiate a formal remediation plan. Remediation is considered both an ethical duty and a required step under these rules.

Section 3.03 – General Rules

- 1. Face-to-Face Supervision Requirements:**
Supervision hours must occur face-to-face, which may be in-person or through secure video.



2. Supervision Report Requirements:

Each Supervision Report must include a minimum of the following direct observation methods (video, audio, or live session review) as outlined in Section 3.07.

3. Exemptions:

Requests for exemption from the above formats must be submitted in writing to the Supervision Committee as soon as the need becomes apparent. The Committee will review and determine eligibility for exemption based on reasonable justification.

4. Prohibited Supervision Types:

Peer supervision—defined as supervision by an individual with equivalent qualifications, status, and experience—is not considered acceptable under these rules.

5. Remediation Trigger:

If any rating of “1” (i.e., below expected competency) is recorded on the second or subsequent Supervision Reports, a formal Remediation Plan must be developed and implemented.

6. Supervision Frequency and Duration:

- Supervision must occur **a minimum of 1 hour every 5 weeks**. Supervisors may increase the frequency of supervision in proportion to the supervisee’s direct client contact hours, up to a **maximum of 1 hour for every 15 direct client contact hours**. This permits weekly supervision when a supervisee maintains a substantial caseload.
- The overall supervision period must span **at least 2 years and no more than 5 years (at least 1 and no more than 3 years for those following the *Experienced Practitioner Route*)**.
- Supervisees who fall outside these parameters may not continue to provide client services.
- Requests for extended supervision timelines due to illness, parental leave, financial hardship, or similar reasons must be submitted jointly by the supervisee and supervisor to the Supervision Committee for approval.

Section 3.031 – Transitional Provisions

1. Experienced Practitioners:

- a. **The Experienced Practitioner route will end on January 1, 2026.**
- b. Individuals who began supervision under this route prior to June 11, 2025 shall follow the supervision rules in effect prior to that date.
- c. Individuals who begin supervision under this route between June 11 and December 31, 2025 shall follow the supervision rules adopted on June 11, 2025, as amended.

2. Regular Practitioners:

- a. Individuals who began supervision prior to June 11, 2025, will follow the supervision rules in effect prior to that date.



- b. Individuals who began supervision after June 11, 2025, will follow the supervision rules adopted on June 11, 2025, as amended.

Section 3.04 – CCTNB Clinical Supervisors

To be approved by CCTNB, a Clinical Supervisor must meet the following qualifications and ongoing obligations:

Eligibility Criteria:

1. Licensure and Membership:

Must be:

- A Licensed Counselling Therapist (LCT) with CCTNB, **or**
- A full member in good standing of the College of Psychologists of New Brunswick or the New Brunswick Association of Social Workers, at the master's level with adequate training in counselling therapy plus work experience, **or**
- Canadian Certified Supervisor (CCS) designations from CCPA may also be accepted when accompanied by documentation of prior supervision experience.

Experience Requirements:

- Minimum of five (5) years of full-time counselling experience, with at least three (3) years accrued in the five years prior to application.
- If previously supervised, at least two (2) years of the required 5 years of full-time counselling experience must have occurred after supervision was completed. This requirement is waived if the Supervisor Applicant has the CCS designation from CCPA.

2. Exceptions:

The Supervision Committee may approve supervisors from outside the above regulatory bodies if they demonstrate substantial supervisory experience and equivalent qualifications.

3. Documentation Requirements:

Applicants must submit:

- A completed Supervisor Application Form
- A current résumé outlining clinical and supervision experience
- L-Psych and RMSW must provide documentation showing counselling therapy training and years of practical experience.
- Proof of professional liability insurance (minimum \$2 million coverage)

Training and Professional Development:

1. Supervision Training:

Supervisors must complete training approved or directed by the Supervision Committee. Acceptable forms of training include:



- Coursework
 - Supervised supervisory practice
 - Individual, peer, or group learning
 - Independent study with structured readings
2. **Continuing Education:**
Supervisors must complete a minimum of **3 CEUs in supervision-specific content every three years.**
3. **Onboarding and Support: (to be created in 2026)**
- A structured onboarding toolkit is provided and includes guidance documents, forms, tutorials, and access to mentoring.
 - Supervisors are encouraged to participate in monthly or quarterly peer supervision groups, such as those through the Canadian Counselling and Psychotherapy Association (CCPA).
 - A designated Supervision Lead is available to answer questions at: **Supervision@cctnb.ca**. This email may also be used by LCT-Cs who have concerns about their supervision experience.

Ethical Considerations and Restrictions:

1. **Supervisory Relationship Limitations:**
A supervisor **may not**:
- Be a current or former family member of the supervisee
 - Have a romantic or exploitative relationship with supervisees
 - Hold an administrative role over the supervisee (e.g., managing caseloads, conducting performance evaluations, assigning clients)
 - Have served as the supervisee's **on-site practicum supervisor** during their graduate training
 - **Exception:** This individual may act as a supervisor for up to 20 supervision hours or until the second supervision report, provided they are also a CCTNB approved supervisor.
2. **Supervision Fees:**
Supervisors must conduct themselves with fairness and professionalism in all financial arrangements. While it is recognized that supervision is a billable professional service, supervisors must be mindful that supervisees are typically recent graduates with substantial debt. Supervisors are encouraged to:
- Charge no more than their standard hourly client rate for supervision,
 - Adjust fees accordingly for dyadic and group supervision formats to distribute the cost among participants,
 - Structure fees in a way that promotes regular access to supervision and supports public safety.
3. **Regulatory Compliance:**
- Supervisors must adhere to all current CCTNB Supervision Rules and directives.



- Supervisors must retain copies of all completed Supervision Reports for a minimum of seven (7) years.

Section 3.05 – Supervision Application and Agreement

A completed **CCTNB Supervision Agreement Form** must be submitted to the Supervision Committee once the applicant has attained membership status. This agreement formalizes the supervision relationship and must be signed by both the supervisee and the approved supervisor.

Section 3.06 – Supervision Plan

1. At the first supervision session, the supervisor and supervisee must review and agree on a Supervision Plan. This plan shall include:
 - Start and end dates
 - Frequency and duration of supervision sessions
 - Roles and responsibilities of each party
 - Fee structure
 - Emergency contact protocols
 - Evaluation criteria and methods
2. The plan should reflect the supervisee's caseload and ensure that the supervisor is adequately informed about all clients under the supervisee's care. Larger caseloads may require more frequent supervision sessions.

Section 3.07 – Supervision Sessions

1. **Observation and Format Requirements:**

Supervision hours must occur face-to-face (in person or via secure video). Each Supervision Report must include a minimum of the following direct observation methods (video, audio, or live session review):

 - Report 1: 2 observations
 - Report 2: 2 observations
 - Report 3: 3 observations
 - Final Report: 3 observations

Experienced Practitioner Route:

 - Report 1: 2 observations
 - Report 2: 1 observation
 - Report 3: 2 observations- Exemptions:
 - Requests for exemption from the above must be submitted in writing to the Supervision Committee as soon as the need becomes apparent. The Committee will review and determine eligibility for exemption based on reasonable justification.



2. **Requirements:**
 - *Supervisees* must complete 2000 counselling hours (including 800 DCC hours) under 50 hours of supervision within 2 to 5 years.
 - *Supervisees following the Experienced Practitioner Route* must complete 500 counselling hours (including 200 DCC hours) under 25 hours of supervision within 1-3 years.
3. **Session Frequency:**
 - Supervision sessions must not exceed 2 hours in length
 - Supervision sessions must occur as outlined in Section 3.03.
 - Exceptions require approval by the Supervision Committee.
4. **Continued Supervision:** Supervision continues beyond the minimum hour requirements if necessary. A supervisee must demonstrate competency (no “1” ratings) and receive a positive recommendation before supervision concludes.
5. **Group Supervision Limits:** No more than 40% of total supervision hours may be completed in group settings.
6. **Preparation:**
 - Supervisors must be familiar with the Counselling Therapy Act, CCTNB Bylaws, and Supervision Rules.
 - Supervisees must read these materials before beginning supervision.
7. **Ethics Component:** A minimum of 10% of supervision content must focus on counselling ethics, including review of the Code of Ethics, case discussion, and clinical standards.

Section 3.08 – Evaluation

Supervision should use multiple evaluation methods to ensure a comprehensive understanding of the supervisee’s skills. Reliance solely on self-reporting is insufficient; methods must include direct observation, case conceptualization, and review of clinical materials.

Section 3.09 – LCT-C Supervision in Agency or EAP Settings

1. **Responsibility:** LCT-Cs remain professionally responsible for their client care even when working for an employer. Supervisors are vicariously liable for their supervisee’s clients.
2. **Disclosure:** Supervisees must inform both their employer and clients that they are practicing under supervision. Any change in supervisor must also be disclosed.
3. **Consent:** Service agreements must include the supervisor’s name and contact information and explicitly allow the sharing of case information with the supervisor. An official informed consent template is provided by CCTNB and must be used.
4. **Verification:** CCTNB can provide a formal letter verifying the supervisor’s status and supervision requirements, if needed.



Section 3.10 – Supervisor Access to Information

To fulfill their supervisory responsibility, supervisors must have access to all relevant client and practice information. This includes:

- Client consent forms
- Disclosure of supervisory relationship
- Supervisor’s contact details included in documentation

Section 3.11 – Consent for Recording or Viewing Sessions

1. Supervisees must obtain a signed client consent form for each session that will be viewed, recorded, or reviewed.
2. Consent and recording procedures must be customized to the supervision context and jointly developed by supervisor and supervisee.

Section 3.12 – Supervision Report

(a) Reporting Schedule

Reports must be submitted electronically to the CCTNB Supervision Committee following the prescribed timeline.

Membership status	Minimum required counselling hours	Minimum required Direct Client Contact Hrs.	Required # Hours of Supervision	Report to be completed at:	Min./Max. # of years for completion of candidacy
Regular Practitioner (LCT-C)	2000	800	50	@ 10 hours @ 20 hours @ 35 hours @ 50 hours (completion)	2 minimum/ 5 maximum
Experienced Practitioner (LCT-C)	500	200	25	@ 10 hours @ 15 hours @ 25 hours (completion)	1 minimum/ 3 maximum



(b) Report Content

Each report must include:

1. **Identification:** Full names and contact information of supervisor and supervisee.
2. **Session Log:** Dates, formats, and durations of supervision sessions.
3. **Content Summary:** Topics covered, and methods used (to be recorded promptly after each session).
4. **Observation Records:**
 - Report 1: 2 direct observations
 - Report 2: 2 observations
 - Report 3: 3 observations
 - Final Report: 3 observations
 - Experienced Practitioner Route:
 - Report 1: 2 direct observations
 - Report 2: 1 direct observation
 - Report 3: 2 direct observations
5. **Competency Ratings:** Ratings and comments for each competency area. At least 50% of ratings must include narrative comments. “N/A” may be used when justified.
6. **Hours Summary:** Total accrued hours including:
 - Total counselling hours (direct + indirect)
 - DCC hours
 - Supervision hours
7. **Competency Summary:** Final report must include an overall assessment of progress.
8. **Attestation:** Supervisor and supervisee signatures verifying that the report content has been reviewed and agreed upon.
9. **Final Recommendation:** The final report must include a statement on whether the supervisee is recommended for LCT licensure.

Section 3.13 – Competencies Requiring Extra Attention

1. One or more “1” ratings on the first report are acceptable.
2. If any “1” ratings appear on the second report, the supervisor must contact the Supervision Committee to discuss additional support or remediation.

Section 3.14 – Remediation Plan

1. A written Remediation Plan must be developed and signed by both parties when competency issues arise.
2. The plan must:



- Identify specific growth areas
 - Outline targeted actions
 - Establish timelines, goals, and evaluation methods
3. The plan must be implemented by the next supervision session following submission of the second report.

Section 3.15 – Termination of Supervision (Prior to Completion)

1. If supervision ends before completion (for any reason), the supervisor must submit a final report covering all sessions up to the termination date.
2. When a new supervisor is appointed, the report must be shared with them.
3. *Supervisees* are not permitted to see clients while not under supervision.

Section 3.16 – Missing Practicum Hours

At the discretion of the Supervision Committee, missing practicum hours at time of application may be addressed as follows:

1. Direct client hours may be made up at a 1:1 ratio.
2. One hour of additional supervision is required for every 5 missing practicum hours.
3. Supervision reports must be submitted at the following intervals: after 5, 10, 20, 35, and 50 supervision hours.
4. Supervision must occur every two weeks during the first three months, and no less frequently than every four weeks thereafter.
5. A reference letter from the practicum supervisor is required, outlining developmental level and competencies observed.