



## Supervision Agreement

(First-Time Supervisor must also complete – Supervisor Application)

### Applicant Information/LCT/LCT-C

Full Name: \_\_\_\_\_ LCT-C #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

*Note: The applicant and the proposed supervisor are required to complete this form with one another. The supervisory relationship between candidate and supervisor must be "at arm's length" from one another.*

### Parties to the Supervision Agreement

Between \_\_\_\_\_ and \_\_\_\_\_  
*Proposed Supervisor (Print) Applicant/LCT/LCT-C (Print)*

Duration \_\_\_\_\_ and \_\_\_\_\_  
*Start End*

*Copies of this contract must be held by the supervisor and the supervisee. This contract can change as necessary but only with prior consultation.*

### Rights and Responsibilities of Supervisor

Supervisee's Responsibilities	Supervisor's Responsibilities
<ul style="list-style-type: none"> <li>Attends sessions and comes prepared.</li> <li>Completes assigned work.</li> <li>Addresses questions to supervisor about issues and progress.</li> <li>Asks questions and is open to receive feedback.</li> <li>Challenges ideas in a constructive way.</li> <li>Expects supervisor to follow through with agreed upon actions or provides an explanation.</li> </ul>	<ul style="list-style-type: none"> <li>Monitors and ensures welfare of supervisee's clients and provides directives for clients-at-risk.</li> <li>Develops supervisory relationship and establishes emotional tone.</li> <li>Establishes informed consent for all aspects of supervision.</li> <li>Clearly distinguishes and maintains the line between supervision and therapy.</li> <li>Ensures understanding of legal and ethical standards.</li> <li>Ensures supervisee is clear about roles and responsibilities.</li> <li>Prepares for and attends all sessions.</li> <li>Meets developmental needs of supervisee.</li> <li>Addresses identified learning objectives.</li> <li>Manages the overall agenda.</li> <li>Teaches useful techniques and interventions.</li> <li>Challenges and problem-solves with supervisee</li> <li>Observes supervisee's practice and initiates supportive/correction action as needed.</li> <li>Provides feedback as per CCTNB requirements.</li> </ul>

### Common Responsibilities of Supervisor and Supervisee

Adhere to the Code of Ethics and Standards of Practice of CCTNB  
Ensure a high level of professionalism in all interactions  
Identify and build on supervisee's strengths  
Maintain liability insurance of at least 2 million dollars

## Goals of Supervision

To monitor and protect the welfare of clients seen by the supervisee  
 To develop supervisee's professional identity and competence  
 To fulfill requirements for supervisee registration and licensure  
 To fulfill CCTNB membership and supervision requirements

## Requirements for the Supervisor

Must be a LCT with CCTNB or a full member of the College of Psychologists of NB or the NB Association of Social Workers with at least 5 years of counselling experience.  
 Must take a supervision training acceptable to the Board.  
 Must have at least 2 million dollars in liability insurance.  
 Must submit an up-to-date resume detailing Counselling Work Experience in terms of number of hours/weeks/years to demonstrate 5 years of counseling practice.

### Other requirements:

Half of the supervision hours must be face-to-face supervision.  
 Supervision does not include peer supervision by a person of equivalent qualifications, status, and experience.  
 A supervisor may not be a current or former family member or others where the personal relationship interferes with or makes challenging the establishment of a professional relationship.  
 Supervisors in administrative relationships to the candidate, whose position involves evaluating job performance/assessing case management, are not suitable for evaluating the quality of therapy given to a client.  
 On-site or practicum supervisors from applicant's master's practicum placements are not eligible to provide supervision for applicant's candidacy.

## Choice of Supervision Route

Regular		Experienced Practitioners OR LCT/LCT-C Completing CEC	
Total counselling hours required	2 000 hours	Total counselling hours required	500 hours
Direct client contact	800 hours	Direct client contact	200 hours
Supervision hours	50 hours	Supervision hours	25 hours

- We will be following the regular supervision route.  
 We will be following the experienced practitioner route.  
 We will be following the LCT/LCT-C completing CEC supervision route.

## Professional Disclosure and Signature

We each have liability insurance in the amount of \$2 million dollars.

We are both members of the College of Licensed Counselling Therapists of New Brunswick (CCTNB) or the supervisee is a member of CCTNB, and the supervisor is a member of

\_\_\_\_\_  
*Name of Professional Body*

*We have read the supervision requirements and agree to conform to them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant/LCT/LCT-C*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Proposed Supervisor*

*Mail to: College of Counselling therapists of New Brunswick, 205-236 rue St. Georges Street, Moncton, NB E1C 1W1*