

## WVBEC-Instructions for Completing the LPC Quarterly Supervision Log Sheet

1. Use the Excel quarterly report on our website.
2. Print the name of the supervisee and the supervisor on the form.
3. Circle the quarter for which you are submitting the hours.
4. The first 4 categories are considered Direct Service to the client(s): Individual, Group, Family and Crisis Intervention. **Remember, 50% of total hours are to be in direct service to clients.**
5. After a discussion with your ALPS, if you both believe there is **Direct** service activity in either the **Consultation** or **Other** categories, please explain by attaching a separate sheet with each quarterly log. Under the **Consultation** category, log what type of consultation and with what type of person, i.e., professional, parent, etc. Under the **Other** category, be specific as to the activity you and your ALPS are of the opinion is direct service.
6. Signatures of the supervisee and supervisor are required.
7. **Reports are to be mailed within 15 days of the end of each quarter to the WVBEC office.**  
Please do not fax or email logs to the board. Hard copies with the original signatures are needed for the file. (e.g. 1<sup>st</sup> quarter log covering Jan. 1 through March 30 is due by April 15<sup>th</sup>.)

Individual Counseling: Providing face to face counseling treatment for individuals.

Group Counseling: Providing face to face counseling treatment for a group of individuals.

Family Counseling: Providing face to face counseling treatment for a family unit.

Crisis Intervention: Time spent handling crisis.

Guidance Counseling for School Counselors ONLY:

Consultation: Providing or seeking professional advice regarding clients.

OTHER (activities include):

- 1) Counseling Related: Direct counseling work not covered in any other category.
- 2) Screening/Assessment: Hours administering, scoring, or conducting psychological tests, interviews, mental status examinations, etc.
- 3) Intake/Diagnostic: Time spent researching diagnostic materials; intake reports, discharge reports, etc.
- 4) Case Mgt.: Time spent writing letters and notes; telephoning and/or meeting with others to schedule; corresponding with others about clients via mail, fax, and/or email; completing insurance forms and writing letters to insurance companies; etc.

ALPS Supervision: The number of hours spent in individual supervision with an approved Licensed Professional Supervisor discussing the 'counseling activity' recorded on the logs. The minimum requirement is 20/1. **For every twenty hours spent in counseling and counseling related activities, one hour is to be spent in supervision with an ALPS.**