

**MONTANA BOARD OF BEHAVIORAL HEALTH  
TRAINING AND SUPERVISION PLAN**

The Montana Board of Behavioral Health application for all credentials requires completion & submission of a Training and Supervision Plan. Please submit this form along with the candidate application. Mailed to the Board of Behavioral Health at 301 South Park, 4<sup>th</sup> Floor, P.O. Box 200513, Helena, MT 59620-0513 or it may be submitted via the on-line application at <https://ebiz.mt.gov/pol/default.aspx> and click on Register now.

Applicant Name:	Supervisor Name:
	Licensure status:
Applicant eligibility date: (date of education completion)	Supervisor eligibility date:
Projected start date:	
Location:	Location:

**Employee is seeking licensure as:**    LCPC     LCSW     LMFT     LAC

1.     **Individual is pursuing an addiction licensure candidate position.**  
       Supervision will be provided by a Licensed Addiction Counselor.

Supervisor's Name: \_\_\_\_\_  
 Supervision Frequency: \_\_\_\_\_  
 Supervision Location(s): \_\_\_\_\_

2.     **Employee is pursuing a licensure candidate position.**  
       Licensed supervision required for earning the specified clinical will be:  
       Licensed Employee Name: \_\_\_\_\_  
       Licensure: \_\_\_\_\_ *(attach copy of licensure)*  
       Supervision Frequency: \_\_\_\_\_  
       Supervision Location: \_\_\_\_\_

**A Supervisor must meet the minimum qualifications set forth in A.R.M. 24.219.421 as documented below.**

- Supervisor is a licensed clinical social worker, licensed clinical professional counselor, licensed marriage and family therapist, licensed psychologist or licensed and board-certified psychiatrist. *(Copy of licensure **must** be attached to this document.)*
- Verification that any and all licenses held by the supervisors in all jurisdictions are unrestricted with no pending discipline.
- Supervisor must hold an active and current license in good standing, which was issued by the licensing board or other officially recognized licensing body of the state where supervision occurs.

- Supervisor must have three (3) years of post-licensure experience **or** board-approved training in clinical supervision. Board-approved training in supervision shall consist of a minimum of one (1) semester credit, 15 hours of board-approved graduate education or 20 clock hours of board-approved training in clinical supervision. (*Proof of one or both of these requirements **must** be attached to this document.*)

**Licensure candidates and Supervisors must meet the supervision guidelines as outlined below.**

(1) Supervision guidelines are as follows:

(a) A supervisor must be a qualified supervisor.

(b) A supervision agreement shall be in writing and in a format approved by the board.

The agreement shall include, but not be limited to:

- (i) the applicant's or licensure candidate's and supervisor's names, signatures, and dates;
- (ii) terms of the agreement including the duties of the applicant or candidate and supervisor, the obligations of the applicant or candidate and supervisor under this rule, frequency and method of supervision, duration and termination provisions; and
- (iii) a statement of compliance with applicable patient privacy laws and the supervisor's qualifications.

(c) The supervisor's relationship with the applicant or licensure candidate shall not constitute a conflict of interest, such as, but not limited to, being in a cohabitation or financially dependent relationship with the applicant or licensure candidate, or being the applicant's or licensure candidate's parent, child, spouse, or sibling.

(d) A record of supervision must be maintained by the applicant or licensure candidate. A sample log is posted on the website. The record of supervision must include:

- (i) date and length of supervision in increments not less than 15 minutes;
- (ii) names of applicant or licensure candidate, supervisor (including type of license and number), and signatures of both;
- (iii) content summary (excluding confidential information);
- (iv) evidence of the applicant's or licensure candidate's minimal competencies in the areas of an identified theory base, application of a differential diagnosis, establishing and monitoring a treatment plan, development and appropriate use of the professional relationship, assessing the client for risk of imminent danger, and implementing a professional and ethical relationship with clients and colleagues;
- (v) content demonstrating the applicant's or licensure candidate's developing competence; and
- (vi) attestation of the record of supervision by the supervisor. Falsification or misrepresentation of the record of supervision shall be considered unprofessional conduct and may result in discipline of the supervisor's license.

(e) The supervisor must attest to the above under penalty of law. Falsification or misrepresentation of any of the above may be considered misrepresentation and a violation of professional ethics, which may result in discipline of the supervisor's license.

(3) All reports and/or assessment interpretations and results sent to other public or private agencies that affect the current status of a client must be reviewed by and contain the approval

and signature of the supervisor. These reports shall identify the supervisee's nonlicensed status or identify that the supervisee is a marriage and family therapist licensure candidate.

(4) All therapeutic interventions and the assessment results and interpretations used in the planning and/or implementation of those therapeutic interventions shall be reviewed and preapproved by the supervisor on a continual and ongoing basis.

(5) All professional communications, both private and public, including advertisements, shall clearly indicate the supervisee's nonlicensed status or indicate that the supervisee is a marriage and family therapist licensure candidate.

(6) Licensure candidate must provide an update to the board within 10 business days if there is a substantial change in the candidate's training and supervision (b) prior to commencing supervised work experience under a new supervisor.

(7) An updated training and supervision plan or change in supervisor does not require additional board approval unless there is reason to believe the update does not conform to the board's training and supervision requirements.

(8) The licensure candidate and supervisors are responsible for ensuring that the licensure candidate and supervisors comply with the requirements, statutes, rules, and standards pertaining to their practice at all times.

(9) The licensure candidate must maintain the record of supervision and may be requested by the board at any time.

(10) Individuals shall register annually as a licensure candidate on or before December 31. An individual may register for up to five years from the date the candidate's original candidate license was issued. Candidates licensed after October 1 in any calendar year will not be required to register again until December 31 of the following calendar year. After the fifth registration, a professional counselor licensure candidate must request permission for an additional registration, which the board may grant on a case-by-case basis.

I have read, understand and acknowledge the requirements of supervisor qualifications, the supervision guidelines and I have reviewed all documents included with the Training and Supervision Plan and approve of the plan.

Signature of Licensure candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Licensed Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments:**

- Copy of Supervisor's Licensure
- Copy of Supervisor's Education Requirements or Proof of Three (3) Years of Post-Licensure Experience