



## **Clinical Supervision toward Counseling Licensure Information and Requirements**

Thank you for your interest in supervision services. I have enclosed four documents for your review including:

1. A copy of my supervision agreement, informed consent, and policies & procedures form. Please review it prior to our introductory meeting so that we can discuss any questions you might have.
2. A Supervisee Profile
3. A "Self Rating of Counselor Competencies and Professional Development Plan Form"

Below you will find a checklist of items that I need from you and other requirements for us to begin a supervisory relationship:

\_\_\_\_\_ A copy of your graduate transcript in the field that permits you to pursue clinical licensure.

\_\_\_\_\_ A copy of your diploma.

\_\_\_\_\_ A copy of your malpractice insurance verification or certificate.

Please call me to schedule an individual introductory meeting to determine "goodness of fit," it is important that you identify a Supervisor who is a good match for you and your supervision needs. If it is determined that I am not, then I will provide consultation to assist you with referrals to a more appropriate supervisor. Other items to be handled during this meeting include:

- Reviewing and signing the supervision agreement
- Reviewing the evaluation format
- Provision of disclosure information or guidance for your clients regarding supervision
- Case presentation format
- Consent forms for audio/video recording of clients
- Format for submitting new client information

I look forward to working with you. Please call me as soon as possible to schedule an introductory meeting.

Sincerely,

Jacqueline Cohen, NCC, LPC, CPCS, NBCCH