

# Board of Licensed Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists

## LPC/MHSP Policy on Supervision for Licensure

*This policy is intended to provide guidance to applicants for licensure as Licensed Professional Counselors with a Mental Health Service Provider designation.*

1. **Temporary license:** Although the temporary license is not required for applicants pursuing their post- graduate hours, the temporary license is highly recommended for the following reasons, including but not limited to:
  - It lets the board know the applicant is working towards licensure.
  - It enhances the probability of securing an approved supervisor if the applicant has the temporary license or is working toward securing it.
  - It requires the applicant to identify their primary supervisor as an approved supervisor at the onset.
  - For applicants working in agencies, it may result in additional pay.
  - The temporary license allows the applicant to receive direct payment while working under supervision in a clinical setting.
2. **Supervisor-Supervisee Agreement:** Prior to the beginning of post-graduate supervision, supervisees are encouraged to obtain a Supervisor-Supervisee Agreement with any individual providing supervision toward licensure requirements.
  - The Supervisor-Supervisee Agreement should verify that **all clinical supervisors** meet the qualifications of an approved supervisor.
  - In workplace settings, Applicants should establish at the outset if the supervisor-supervisee relationship is for the purpose of clinical supervision for licensure, or for administrative purposes only.
3. **Request for Temporary License form:** When applying for a temporary license, the **Request for Temporary License** form requires a signature from the supervisee's **primary supervisor**.
4. **Primary supervisors/additional supervisors:** Supervisees must have one (1) approved **primary supervisor** and may have **additional approved supervisors**.
  - At the time of application for independent licensure, Supervisees must submit information to the board administrative office about all supervisors.
  - This information must include proof that all supervisors met the approved supervisor requirements when supervision occurred.
5. **Reporting requirements:**
  - The **primary supervisor** reports supervision hours, the time period over which these supervision hours were completed, and the **direct and indirect clinical hours of the supervisee**.
  - If the supervisee has **additional supervisors**, the supervisee must report this fact to the **primary supervisor**.
  - In cases where the **additional supervisor** is supervising direct and indirect hours of the supervisee not known by the **primary supervisor**, it is the responsibility of the **supervisee** to report these direct and indirect hours to the **primary supervisor** with supporting documentation from **additional supervisors**.
  - **Primary supervisors** assume responsibility to coordinate with any **additional supervisors**. The

**primary supervisor** is not responsible for the content or quality of the supervision provided to the supervisee by any **additional supervisors**.

6. **Additional supervisor requirements:** The responsibility of **additional supervisors** is to report the number of supervision hours, whether group or individual, that they have provided to the supervisee. **Additional supervisors never report clinical (direct or indirect) hours of the supervisee on the Verification of Supervised Post-Graduate Experience form.**
7. **Supervisor changes:** Supervisees working under a temporary license who change their **primary supervisor** must submit this information to the Board by filling out the **Request for Temporary License** form found on the board's website and may email the completed form to [Unit1HRB.health@TN.gov](mailto:Unit1HRB.health@TN.gov). If a supervisee finds it necessary to change **additional supervisor(s)**, the supervisee must notify their **primary supervisor** of this change in writing.
8. **Review of supervision logs:** It is recommended that supervisees and their **primary and/or additional supervisors** periodically review supervision logs and verify the total supervision and clinical (direct and indirect) hours completed to eliminate potential discrepancies. The Board reserves the right to deny hours that cannot be substantiated or verified.
9. **Supervision frequency:** Supervision should be provided over time at sufficient frequency to ensure adequate learning and guidance based upon actual client contact hours. Client contact hours are defined as a 50- minute period, pursuant to Rule 0450-01-01.
10. **Supervision purpose:** The supervision must be for the direct provision of mental health services by the supervisee to individuals or groups of clients, pursuant to 0450-01-02.
11. **Supervision hour:** A supervision hour is a 50 to 60-minute period that a supervisee and supervisor spend in supervision together. Supervision meetings that are less than 50 minutes or more than 1 hour are to be rounded to the nearest quarter hour when recorded and reported to the Board.

Approved by the Board of Licensed Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists the 22<sup>nd</sup> day of September, 2025.

*Kimberly D. Speakman*  
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President  
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