



Sena Moran, LMHC



SUPERVISION CONTRACT - FLORIDA CHAPTER 491

Supervisor:Name: Sena MoranLicense Number: MH 13067Contact Information: 4216 Leo Lane Riviera Beach, FL 33410Office: 561-316-8023

Cell: _____

Email: therapist@senamoran.com**Supervisee:**

Name: _____

Intern Number: _____

Phone: _____

Email: _____

Home Address: _____

(* If you move, please notify your supervisor and the board of your updated and corrected information within 10 business days)

Employer Information:

Company Name: _____

On-Site Supervisor's Name: _____ Supervisor's License Number: _____

Supervisor's Phone: _____ Supervisor's Email: _____

Employer's Address: _____

Additional Qualified Supervisor Information:

Name: _____ Supervisor's License Number: _____

Supervisor's Phone: _____ Supervisor's Email: _____

Electronic Supervision (64B4-2.002):

Effective 2/2016 the board now allows supervisors and supervisees to utilize electronic methods for supervision. We may utilize face-to-face electronic methods (not telephone only communication) to conduct the supervisory sessions; however, electronic video conference supervision can only be used for 50% of your supervision record. Electronic supervision is limited to individual supervision (1 to 2 interns at a time). Prior to utilizing any online or interactive methods for supervision, we shall have at least one in-person face-to-face meeting.

I can only promise to provide electronic supervision. There may be times that I am available to provide in person supervision, and when this is available she will let you know in advance and it will be your choice to

participate in in-person supervision.

Outline of Logistics:

We will meet by video conference at the scheduled time of supervision on wecounsel.com, the virtual office of the supervisor. You will be required to make an account with the website and register with your supervisor and add your payment information to the platform for billing purposes. You can change your payment information at any time. All scheduling will be done through [wecounsel](http://wecounsel.com).

We have agreed to hold supervision according to the following schedule:

- If you have less than 15 hours of experience a week, we can meet for one hour every other week.
- If you have more than 15 hours of experience a week, we can meet for one hour every week or 2 hours every other week.
- If you are going to split supervision between myself and another qualified supervisor, I will continue to see you so long as I can communicate with your other qualified supervisor and see by your supervision hour logs that you are seeing a qualified supervisor at least every other week.

Supervision appointments can be made either individually or together with 1 other supervisee. It is your responsibility to know when supervision is and attend. At times your supervisor may change the supervision schedule due to conflicting schedules. Changes in schedule will be communicated to you in advance. Regardless of schedule changes your supervisor will always schedule 4 hours of supervision every month unless there is something unforeseen where supervision can't be scheduled.

There may be times that I will be away on vacation or trainings. I will make every effort to hold "make up" supervision times, but I cannot guarantee that will always be possible. Supervision is a uniquely personal service; therefore, consultations may be briefly interrupted. I will attempt to give you adequate notice in advance. In the case where we are unable to meet for an extended period of time, we can discuss you attaining an additional Florida Approved Supervisor to provide supervision in my absence. (**Please remember that ANY supervisor always needs to be approved by the board prior to starting supervision, otherwise hours will not count.*) If I am unable to contact you directly due to circumstances out of my control, I may ask a colleague contact you to cancel or reschedule supervision.

Cancellations:

It is expected that you arrive on time to supervision, communicate planned absences with at least 24 hours advanced notice. In case of an emergency, please let me know as soon as you become aware you will not be able to attend supervision. Cancellation of supervision **MUST** be within 24 hours. If the supervisee cancels less than 24 hours, the supervisee will be responsible for the full fee of the canceled supervision time.

More than 2 unplanned absences in the course of our supervisee/supervisory relationship can result in immediate termination of the supervisee/supervisory contract. If the supervisee does not attend supervision consistently, the supervisor reserves the right to make a referral for another supervisor. It is in your best interest to be on time and show up for your schedule supervisory appointments.

Confidentiality:

1. Client – It is expected that you maintain client confidentiality except in the cases of child or elder abuse, imminent risk or harm to self or harm to others, and court subpoenas. If you must break client confidentiality it is expected that you follow the appropriate legal and ethical policies and procedures.
2. Supervisee – It is important to know that there are limits on confidentiality between supervisee and supervisor. Client care takes precedence to supervisee's confidentiality. During the course of supervision if there are concerns of the supervisee's ability to provide effective quality of care this will be addressed and a plan/course of action will be determined.
3. If you perform an act that is illegal or unethical as part of my duties as your supervisor you will be reported to the board immediately.

Consistency & Timeliness:

It is important to keep supervision consistent. At times, supervisees may stop, delay, or become inconsistent with supervision due to planned or unplanned events or circumstances such as loss of job, birth of a child, illness, etc. If a supervisee plans to be out of supervision more than 6 calendar weeks, there is a potential that supervision will terminate with this supervisor. Each situation will be handled on a case per case basis and a plan will be made in regards to each supervisee with a timeline of how long the supervisee will be out of supervision. I reserve the right to end the supervisory relationship at any time due to inconsistency.

As a professional, it is your responsibility to be at supervision on time. If you are more than 15 minutes late your hours will be tracked in 15 minute (1/4) increments and only count for the time you are there and you will be expected to pay the full fee for your supervision time.

Consultation & Collaboration:

To provide you with the best, supportive supervisory experience it is important to collaborate with your immediate supervisor. By signing this contract, you give permission that I will contact your supervisor to collaborate on your supervision.

Core Competencies

Please review the separate attachment called “Marriage and Family Therapy Core Competencies”. Whether you are MFT, MHC, or CSW, this is a thorough guideline for assessment. From time to time, we will review it to discover both your strengths and areas of needed improvement. It will be utilized in supervision to develop and enhance skills in all areas.

Cost:

The cost for supervision is outlined as \$75/hour. Please note if you show up late for your supervision session you will be billed for the entire time, but hours towards licensure will only count for the time you were actually in supervision. For shared supervision, the cost is \$80/hour and split by the supervisees: each paying \$40/hour.

Supervision will be paid by cash or debit card through the wecounsel platform, the supervisor will charge your card at the time of supervision.

Disclosure:

If during the course of supervision you violate any of the laws, rules, and or ethics it is your duty to disclose the occurrence both to the board and me immediately.

Duration of Registered Intern Status:

Registered internship lasts up to five years, with a grandfathering provision for licenses issued before April 1, 2017. These intern registrations expire March 31, 2022, and may not be renewed or reissued. The internship may only be renewed if the registration is issued after April 1, 2017, and the intern has passed the theory and practice examination required for full licensure. A person who has held a provisional license from applying for an intern registration in the same profession.

Emergencies:

In the case of an emergency, supervisee will perform tasks according to the laws, rules, and ethics for which the situation calls. If you think you, a client, or another individual is in imminent danger, first call the Police Department and then follow the procedures. Supervisee will contact direct supervisor on site to notify him/her of the situation. Supervisee will also contact licensure supervisor to notify him/her. Supervisee agrees to adhere to the professional legal and ethical guidelines of our profession. If there is ever any question, please contact your on site supervisor and/or licensure supervisor on how to proceed.

Evaluation:

Evaluation will be based on core competencies, licensure requirements, ethical standards, and personal/professional goals supervisee wants to achieve during the course of supervision.

Licensure (64B4-3.008 Supervision Required Until Licensure):

The board states that you MUST remain under supervision until you are fully licensed. That being stated you must have all your face-to-face hours (minimum of 2000), supervision hours (minimum of 100 in no less than 100 weeks), pre-licensure courses (HIV/AIDS, Medical Errors, Domestic Violence & 8 Hours Laws and Rules), pass your exam, file your application and RECEIVE your license. Once you received your license, I will need a copy of your license to put into your file. If you do not receive your license, supervision will need to continue until you correct requests from the board and have your license in hand.

Logs:

You will log your supervision hours as well as face-to-face hours. You need to keep track of both hours. Email me your log documentation before each supervision session and I will electronically sign off on your hours and email it back to you. This will justify the hours that we have completed. You will need to submit a copy of your log to me on a quarterly basis at the 1st of the month: January, April, July, & October. This way we will be able to keep track of your progress towards licensure and assure you have all the needed requirements.

Records:

Please know that I will only keep records of our supervision after you become licensed for up to 5 years. If supervision is terminated for any reason before you are licensed, I will keep your records up to 5 years. It is

your responsibility to keep any and all records pertaining to your license.

Required documents to begin Supervision:

I will ask you to provide me a copy of:

- Your current registered intern status upon beginning supervision and at each biennium. It will be due on or before April 1st of every odd year. You MUST keep your status active.
- Your current liability insurance (if you have it)
- Past or additional supervisor's attestation form (if applicable)

Supervisor's Style:

It is important to know that during supervision we will cover many aspects. Supervision is provided from a collaborative and solution-oriented style. Supervision will include discussing cases through theoretical lenses, exploring experiences related to self-of-the-therapist, identifying and assessing utilization of therapeutic microskills, reviewing ethical guidelines, engaging in interactive discussions, and assignments with occasional reading or homework between supervision sessions. Reciprocal feedback will be invited during each session to ensure the supervisee is getting his or her needs met.

As a supervisor, I will teach you how to effectively use therapeutic approaches and how to legally and ethically solve common as well as rare issues that can come up in the therapeutic relationship and counseling process. I will also collaborate with you to find your own unique therapeutic approach, as long as it coincides with our ethical code for the therapeutic process and outcome. This means that I will take a directive and analytical role while maintaining elements of reflection and thoughtful exploration for the development of responsible decision making. I will provide substantial encouragement and constructive feedback and will capitalize on your strengths to help you find your confidence as a therapist. Together we will tune into the thoughts and feelings involved with the therapeutic process and we will practice therapeutic techniques together to understand the full experience of therapy from all sides.

The following are my specializations should you wish to learn more about any of them during the course of supervision: Acceptance and Commitment Therapy, mindfulness based approaches, message based therapy, video and telephone based counseling, and developing a private online practice.

We have identified the following goals of our work together:

- 1)
- 2)
- 3)
- 4)

* As a note of thanks, I want to thank-you for choosing me to guide you along this special journey in developing into great therapists! If you would like to share your supervision experience with others, please feel free to refer them.

* Your signature below indicates that you have read, reviewed, and understand what is listed in the “Supervisory Contract” and agree to abide by it.

Supervisee Signature: _____ Date: _____

Supervisee Printed Name: _____ Date: _____

Supervisor signature: _____ Date: _____

Supervisor printed name and credentials: Sena Moran, LMHC, CRC

First in person, face-to-face meeting date: _____