GENERAL INSTRUCTIONS TO TRANSFER LPC INTERN OR LMFT INTERN LICENSE TO FULL LICENSURE STATUS

Upon completion of your supervision, a Confirmation of Clinical Supervision form should be completed by each supervisor to document the completion of the hours of required experience of his/her supervision of you. It must also include a log of hours to reflect a breakdown of the time spent in immediate supervision.

Note:
If your supervision was given by a Supervisor Candidate, you must have the form signed by both Supervisor AND Supervisor Candidate.

A log of hours for the supervised clinical experience (direct client contact) are not required by this Board however it is suggested that you maintain a log for your own records.

Checklist:
- Submit Confirmation of Clinical Supervision for each Supervisor; and,
- Attach a log of hours to the back of the Confirmation form.
- The log of hours MUST BE INITIALED OR SIGNED by the Supervisor FOR EACH ENTRY MADE.
- At least one of the Confirmation forms must reflect verification of all three sections on the back of this form:
  #1-confirm number of years of work experience and name of employer/s
  #2-confirm direct counseling client contact hours
  #3-confirm individual and/or group hours that were obtained with this specific Supervisor
  #4-signatures of Supervisor and/or Supervisor Candidate; form must be dated.
  #5-the Supervisor must check off one of the sections on the back page of the Confirmation form located at the bottom of the page: I recommend or I do not recommend. If this section is left blank, it will be returned to you. If the Supervisor does not recommend you for full licensure, the Board requires that the Supervisor send a separate letter directly to the Board office stating the reasons.
  #6-submit a Transfer Request Form which should be completed and signed.

The Board would prefer to receive the documentation at least one (1) or (2) weeks prior to the expiration of your Intern license. You should allow enough time for processing and the receipt of Board correspondence. DO NOT include any activation fees with your documentation. These fees are pro-rated based on your Board approval date. The Board will send you a letter reflecting the results of their review and it will include the appropriate fees to remit for activation of a LPC or LMFT license. It will also contain other useful information.