

## **LICENSED ADDICTION COUNSELOR SUPERVISOR CANDIDATE PROCEDURES**

Licensed Addiction Counselors (LAC) of this Board who are seeking licensure as a LAC Supervisor (LAC/S) are known as LAC Supervisor Candidates and are training under the licensure and supervision of a LAC Supervisor of this Board. The LAC who is being trained should identify themselves as a “Addiction Counselor Supervisor Candidate”. These candidates are not tracked by the Board.

To qualify for the LAC Supervisor Candidate training process, you must:

- (1) hold a current, active and unrestricted SC Licensed Addiction Counselor license.

Note:

- (1) The three (3) years of continuous clinical experience begins on the official date/issue date that the LAC license is awarded.
- (2) Two (2) years of the three (3) years of clinical experience, under the supervision of a LAC Supervisor, a LAC must begin the process of providing two years of clinical supervision for at least two LAC Interns.
  - Select and coordinate with a Licensed Addiction Counselor Supervisor (LAC/S) to obtain thirty-six (36) hours of individual supervision of the candidate’s supervision.
  - A list of Licensed Addiction Counselor Supervisors can be obtained from the website at <https://www.llr.sc.gov/cou/pub.aspx>. The “List of Supervisors” can be used to identify and verify the Board’s current list of active LAC Supervisor licensees.
  - A “Candidate Log Control Sheet” is also available and should be used to record the hours obtained during each supervisor session with the LAC Associates. The LAC Supervisor or Supervisor Candidate is required to initial this form. A log control sheet should be maintained and must be completed for each LAC Associate that will be supervised. This log control sheet must be submitted (along with all of the other required documentation) when the Supervisor Candidate has completed all of the licensing requirements and is ready to submit an application for licensure as a LAC Supervisor.
  - The LAC Supervisor application, application fee and/or documentation should not be sent to the Board office until all of the licensing requirements have been completed.
  - A three (3) semester hour graduate level course oriented in “supervision” is also one of the requirements for a LAC Supervisor license. This course may have been taken during your master’s program. You may need to furnish a course description at the time of application, if the Board needs more description of this course. An official transcript is required.

Notes of Interest:

- The LAC Supervisor Candidate AND the LAC Supervisor must sign the Plan of Clinical Supervision form for the Associate.
- The LAC Associate’s license should be verified before the supervision training begins. State law requires a license to practice counseling in SC. The LAC Supervisor Candidate or the LAC Supervisor should always obtain a copy of the

LAC Associate license card to verify licensure and it should be kept in your professional files before the supervision training begins.

- A Confirmation of Clinical Supervision must be completed by the LAC Supervisor Candidate AND the LAC Supervisor upon completion of the supervised hours. This should be provided to the LAC Associate upon completion of the supervision.
- When the LAC Associate completes the requirements and is ready to request a transfer of licensure from Associate status to full licensure, they must submit a Confirmation of Clinical Supervision form from each different LAC Supervisor/LAC Supervisor Candidate that was used during their two (2) year Associate licensure period and they should also remit a log of hours to reflect a breakdown of the totals that are reflected on the Confirmation form. If the Board determines that supervision began BEFORE the “issue date” of the LAC Associate’s license, these hours will not be honored or accepted by the Board. Again, it is very important to verify that a LAC Associate license has been issued before you begin supervision training.
- Only one Confirmation of Clinical Supervision form is required between the LAC Supervisor Candidate and the LAC Supervisor. Both of you must sign the Confirmation of Clinical Supervision form.
- The Code of Ethics for All Supervisors can be obtained from the website under “Laws/Policies”. Select “Code of Regulations and Code of Ethics, Chapter 36”. Scroll down to Section 36-26 for the Code of Ethics for All Supervisors.
- Board Standards for Supervision can be obtained under “Laws/Policies” in the Code of Regulations, Section 36-27.
- The Policy Statement for Supervision of Licensed Addiction Counselor Associates can be obtained from the website under “Applications/Forms”. Scroll down to the “Addiction Counselor (LAC) Supervisor” topic and these guidelines are listed under that topic. The Policy Statement for Supervision is also given to newly licensed LAC Associates to be used as a guide for their supervision.