

SD BOARD of EXAMINERS for COUNSELORS and MARRIAGE & FAMILY THERAPISTS  
PO Box 340, Pierre, SD 57501

**PLAN OF SUPERVISION FOR LICENSED PROFESSIONAL COUNSELOR**

Reference ARSD 20:68:04 <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=20:68:04>

- **The Supervisee must possess an approved Plan PRIOR TO THE START OF SUPERVISION and RETAIN it as proof to practice in SD until licensed.**
- **Submit a sealed official score report from NBCC of a passing score on your National Counselor Examination (NCE) with this Plan.**
- **Refer to the Administrative Rules below for specific requirements.**

**Please complete by typing or printing legibly.**

Date: \_\_\_\_\_

Supervisee's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City / St / Zip

Email Address: \_\_\_\_\_

What will be the **setting & location** for this counseling experience? \_\_\_\_\_

Board Approved Supervisor's Name (print): \_\_\_\_\_

*By signing, WE ATTEST that we have read, understand, and agree to follow all the Rules of Supervision (ARSD 20:68:04) as stated on this Plan of Supervision.*

\_\_\_\_\_  
Supervisee Signature

\_\_\_\_\_  
Board Approved Supervisor Signature

**For office use ONLY:** \_\_\_\_\_ Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_

**20:68:04:01. Plan of supervision.** The supervisee and supervisor shall submit a completed plan of supervision on a form provided by the board **along with official verification of a passing score on the National Counselor Examination for Licensure and Certification.** The plan must be approved by the board prior to beginning the supervision experience.

If the supervisee changes supervisors, the supervisee shall submit a new plan of supervision within 30 days.

**20:68:04:01.02. Private practice not permitted.** For supervisees beginning a plan of supervision after January 1, 2016, the supervisee may not practice counseling in private practice during the first two years of an approved plan of supervision.

**20:68:04:02. Supervisor qualifications.** A board approved supervisor shall be:

(1) An Approved Clinical Supervisor (ACS) credentialed by the Center for Credentialing & Education, Inc. and recognized by the National Board for Certified Counselors, Inc. (NBCC) and Affiliates;

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(2) A licensed professional counselor, licensed professional counselor-mental health, licensed marriage and family therapist, certified social worker-private independent practice, licensed psychologist, or licensed psychiatrist, who has been actively licensed for at least two years prior to the beginning of supervision;

(3) A licensed professional counselor, licensed professional counselor-mental health, licensed marriage and family therapist, certified social worker-private independent practice, licensed psychologist, or licensed psychiatrist, who has been actively licensed for at least one year and has evidence of completing 15 hours of supervision training pursuant to § 20:68:07:09 before beginning supervision; or

(4) An American Association for Marriage and Family Therapy approved clinical supervisor.

**20:68:04:03. Supervision requirements.** Supervision is an intensive, interpersonal, focused relationship in which an approved supervisor is designated to facilitate the development of the therapeutic competence of supervisees and shall consist of:

(1) At least 2,000 hours of post-graduate counseling experience as defined in SDCL 36-32-1(5) completed within five years of the first plan of supervision approval date, of which at least 800 hours is direct client contact and the remainder is counseling-related activities such as case notes, research, consulting, or counseling continuing education. Counseling-related activities do not include administrative tasks; and

(2) A minimum of one hour of supervision per week for each week worked for a total of at least 100 hours, of which at least 50 hours shall be face-to-face. The balance may be face-to-face, group, or by telephone conferencing or interactive video conferencing. However, any telephone or video conferencing must be secure such that reasonable precautions have been taken to ensure that the conference will not be intercepted or listened to by unauthorized persons.

**Compliance shall be recorded on a supervision tracking form provided by the board.**

For the purpose of this chapter, if a supervisor supervises one or two supervisees per session it is individual supervision, and if a supervisor supervises three or more supervisees, it is group supervision. No more than 50 percent of the required hours may be group supervision hours.

**20:68:04:04. Multiple supervisors.** If a supervisee has more than one approved supervisor during the same time period, the supervisee shall meet with at least one of the supervisors for a minimum of one hour each week worked.

**20:68:04:05. Supervisor methods.** A supervisor shall use, at a minimum, two of the four following supervision methods:

- (1) The presentation and staffing of cases;
- (2) The critiquing of audio or video counseling tapes;
- (3) The direct observations of the supervisee; or
- (4) Co-counseling with the supervisee.

**At a minimum, at least two of the four supervision methods must be used during the first six months of the supervision period.**

The supervisor shall document evidence of complying with the requirements on a form provided by the board upon completion of the supervision experience.

**20:68:04:06. Supervisor duties.** The supervisor shall ensure that:

- (1) Client welfare is protected;
- (2) A supervisee functions within the limits of the supervisee's competence;
- (3) The training occurs in activities relevant to the supervisee's position and academic background;
- (4) The training is designed to expand and improve skills in areas for which the supervisee has academic background but inadequate training; and
- (5) That the training covers theoretical approaches in the following areas:
  - (a) Counseling psychotherapy techniques;
  - (b) Appraisal, evaluation, and diagnostic procedures;
  - (c) Treatment planning and implementation;
  - (d) Case management and record keeping;
  - (e) Professional identity and function; and
  - (f) Professional ethics and standards of practice.

The supervisor and supervisee shall comply with the ACA Code of Ethics.