

LPC Supervisor –

Instructions for preparing your Professional Disclosure Statement

Per Rule .0801(b) of Chapter 53, Title 21 of the North Carolina Administrative Code –

The LPCS shall provide supervisees with a copy of a Professional Disclosure Statement specific to supervision that includes the following:

- Name, business address, and telephone number.
- The licensee's highest relevant degree, discipline of the degree, year degree received, and name of institution granting the degree.
- Names and numbers of all relevant credentials (licenses, certificates, registrations).
- LPC License and number.
- A license applicant should include a statement indicating that he/she is pursuing licensure as a Licensed Professional Counselor Supervisor in North Carolina.
- List general areas of competence in mental health practice for which the license applicant can provide supervision (e.g. addictions counseling, school counseling, career counseling).
- A statement documenting training in supervision and experience in providing supervision.
- A general statement addressing the model of or approach to supervision, including role of the supervisor, objectives and goals of supervision, and modalities (e.g., tape review, live observation).
- A description of the evaluation procedures used in the supervisory relationship.
- A statement defining the limits and scope of confidentiality and privileged communication within the supervisory relationship.
- A fee schedule, if applicable. If no fee is charged, this must be stated.
- Methods of payment accepted (cash, check, credit card, etc).
- Emergency contact information.
- Statement indicating that the license applicant follows the American Counseling Association's Code of Ethics and the Center for Credentialing and Education's Approved Clinical Supervisor (ACS) Code of Ethics.
- Statement of procedures for registering complaints, including the full name, the address and phone number of the North Carolina Board of Licensed Professional Counselors.
- Signature and date spaces for both the supervisee and the supervisor.

A current copy of this statement shall be provided to each supervisee prior to the performance of supervised counseling services. An updated professional disclosure statement shall be submitted to the Board office at the time of renewal. The supervisor shall retain a file copy of the disclosure statement signed by each supervisee.

The contents of your disclosure statement must be compatible with the Standards of Practice section of your application packet and with your education, training, and scope of experience. This document will be reviewed by the Board prior to approval of your application.

If all of the above items are not included in your statement, it will be returned to you.

Once LPC Supervisor licensure has been issued, the following sections should be removed from your PDS and you need to submit an updated copy to the Board.

- A license applicant should include a statement indicating that he/she is pursuing licensure as a Professional Counselor Supervisor in North Carolina.