

West Virginia Board of Examiners in Counseling

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• MFT Daily/Weekly Log Sheet Instructions

The Daily/Weekly Log Sheet may be used by the supervisor and supervisee to log hours. This sheet is not mandatory. It is offered as a guide. The daily/weekly sheets will **not be** reviewed by the board **so please do not mail them to us.**

• MFT Quarterly Log Sheet Instructions

The Quarterly Log Sheet will be used to log your supervision hours each quarter. All Quarterly Log Sheets are to be mailed within 15 days at the end of each quarter. You can download the quarterly log sheet from the website in Excel format. You are to use this form because the form automatically calculates the totals. Just enter your hours, according to instructions on the form, and the form will automatically calculate the totals. Another feature of this form is that it will calculate the percentage of each category based on your total hours. Please do not complete this form by hand. **Remember, 50% of the total hours are to be in direct service to clients. And at least 50% of the direct service hours must be with couples and families present. At least 1 hour of supervision is required with your ALPS for every 20 hours of counseling activity.**

There is a more detailed instruction sheet for the quarterly log in this packet.

The log sheet is posted on our website.