

West Virginia Board of Examiners in Counseling

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Instructions for Completing the Quarterly Individual Supervision Report

1. Use the Excel quarterly report on our website.
2. Print the name of the supervisee and the supervisor on the form.
3. Circle the quarter for which you are submitting the hours.
 - a. If you are beginning your supervision in August, then you would circle the number 3 to indicate you are starting in the third quarter of this year. Since August is the second month in the third quarter, you would start logging your hours in Week 5, 6, 7, or 8.
4. Use an additional sheet to document the types of activities logged under **counseling related** and **case management**. Under the **consultation** category, log what type of consultation and with what type of person, i.e., professional, parent, etc. Attach this sheet with each quarterly log.
5. Signatures of the supervisee and supervisor are required.
6. **Reports are to be mailed within 15 days of the end of each quarter to the WVBECE office.**

Individual Counseling: Providing face to face counseling treatment for individuals.

Group Counseling: Providing face to face counseling treatment for a group of individuals.

Family Counseling: Providing face to face counseling treatment for a family unit.

Consultation: Providing or seeking professional advice regarding clients.

Counseling Related: Direct counseling work not covered in any other category. Please use additional paper to detail these hours.

Screening/Assessment: Hours administering, scoring, or conducting psychological tests, interviews, mental status examinations, etc.

Intake/Diagnostic: Time spent researching diagnostic materials; intake reports, discharge reports, etc.

Crisis Intervention: Time spent handling crisis.

Case Mgt.: Time spent writing letters and notes; telephoning and/or meeting with others to schedule; corresponding with others about clients; completing insurance forms and writing letters to insurance companies; etc.

ALPS Supervision: The number of hours spent in individual supervision with an approved Licensed Professional Supervisor. The minimum requirement is 20/1. **For every twenty hours spent in counseling and counseling related activities, one hour is to be spent in supervision with an ALPS.**

Total Hours Across the bottom of the form: These totals are for each week.

Total Hours down the right side: These totals are for the category.

Grand Total for the Quarter: The box on the bottom right corner will contain the total number of hours for the quarter.