

West Virginia Board of Examiners in Counseling

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This instruction sheet is for two forms:

- Daily/Weekly Log Sheet for a Supervised Counselor
 - Quarterly Log Sheet for a Supervised Counselor
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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.

The Quarterly Log Sheet will be used to log your hours each quarter. All Quarterly Log Sheets are to be mailed within 15 days at the end of each quarter based on your start date. You can now 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 the instructions on the form, and the form will automatically calculate the rest. 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 total hours should be in direct service to clients and you are to have at least 1 hour of supervision with your ALPS for every 20 hours of counseling activity.**

All the categories on both the Daily/Weekly and the Quarterly Log Sheets are guides. You and your supervisor may want to change the title of a category to more suit your counseling experience.

The log sheet is posted on our website.