



Alabama Board of Examiners in Counseling

2777 Zelda Road • Montgomery, Alabama 36106

(COMPLETE ALL SECTIONS)

PROPOSED PLAN OF SUPERVISION (PPoS)

☒ New PPoS ☐ Change of LPC-S ☐ Change of clinical site ☐ Amended for corrections

▶ Applicant's Name (last/first/middle): _____

Address (street): _____

(city, state, zip): _____

Phone (incl. area code): _____ Email: _____

- ▶ List all of the site(s) where you will work as an ALC while accruing supervised experience. The addition of sites after the PPoS is approved by the Board, or a change in site, will require a revised PPoS to be completed, signed by the LPC-S, and submitted to the Board for approval. The approval of additional sites by the Board must be achieved before any hours from those sites can be counted.

1) Organization: _____

This is a: ☐ Private Practice or For-Profit company ☐ Government Agency (local, municipal, state, or federal)
☐ Non-profit (public or private) ☐ Exempt employment per AL Code § 34-8A-3

If this is a new PPoS (for an initial ALC license application), and if you checked Government Agency, or Non-profit, or Exempt employer, then you must provide documentation of that status as defined by AL Code §34-8A-3

Address (street): _____

(city, state, zip): _____

Phone (incl. area code): _____ Email: _____

2) Organization: _____

This is a: ☐ Private Practice or For-Profit company ☐ Government Agency (local, municipal, state, or federal)
☐ Non-profit (public or private) ☐ Exempt employment per AL Code § 34-8A-3

If this is a new PPoS (for an initial ALC license application), and if you checked Government Agency, or Non-profit, or Exempt employer, then you must provide documentation of that status as defined by AL Code §34-8A-3

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THE ADMINISTRATIVE CODE OF ABEC REQUIRES THE FOLLOWING:

Supervision of an ALC by a Supervising Counselor (SC) must include a minimum of 100 total hours annually. At least 50 of the 100 hours must be "direct" (one-to-one, face-to-face, in-person, individual) supervision devoted to oversight of care provided by the ALC to clients. In this supervision category, the SC and ALC must be physically present in the same location unless an exception is authorized in the approval of the PPOS.

The "other" category of supervision can be, at most, 50 of the 100 hours annually, but is not necessarily intended to duplicate the characteristics or purpose of one-to-one, face-to-face, in-person individual supervision. However, **no form of "other" supervision is allowed without the presence of an ALC's approved SC.**

Supervision provided for a period of time less than a full year must be a minimum weekly average of two (2) hours which must include at least fifty percent (50%) of one-to-one, face-to-face personal individual supervision.

Both the SC and the ALC have responsibility for maintaining records of supervision sessions and records of direct and indirect counseling service. These records may be examined, on request, by the Board.

► List supervision methods/techniques and hours of supervision to be provided annually.

- 1) Direct (one-to-one, face-to-face, in-person) methods/techniques and hours of one-to-one supervision: (e.g., live observation, cocounseling/therapy, etc.)

DIRECT SUPERVISION METHOD/TECHNIQUE	Estimated No. of Hrs.
ONE TO - ONE / FACE TO FACE (25%)	25
VIRTUAL (25%)	25

- 2) Other methods/techniques and hours of supervision: (e.g., group, administrative monitoring, etc.)

OTHER SUPERVISION METHOD/TECHNIQUE	Estimated No. of Hrs.
ADMINISTRATIVE MONITORING:	50
GROUP (# HOURS —) AND/OR INDIVIDUAL (# HOURS —)	

- 3) Estimated total hours of supervision to be provided annually (must equal at least 100): 100