

REQUESTING A CHANGE IN THE PLAN OF SUPERVISION AND/OR A CHANGE IN SUPERVISORS FOR LAPC'S

Occasionally it may be necessary for an LAPC to request a change in supervision. The following is the procedure that will be required:

The LAPC must submit to the board in writing a request to change supervisors.

The request must include:

- The Supervision Verification Form listing the hours received from the former supervisor. The form must be signed and dated by the former supervisor.
- A letter from the former supervisor describing the supervision that was received, and the reason the supervision will be terminated.
- The name(s) of the proposed supervisor(s), and documentation of his/her/their credentials.
- A Plan of Supervision for each supervisor requested that will include the proposed clients, proposed methods, and proposed supervision schedule.

The Board will then review the request and notify the LAPC of the approval.

Please remember LAPC licenses are granted in part on the Plan of Supervision, which indicates on-going supervision at regular intervals. An LAPC license is designed for the counselor to practice under supervision only, therefore any interruptions in supervision must be reported to the board immediately.