

### 38:10-9-5. Supervisor Requirements

- (a) Qualifications. To be eligible for Board approval to supervise LADC or CADC candidates, a Licensed Alcohol and Drug Counselor must be licensed and in good standing and:
  - (1) If originally licensed in Oklahoma, must have practiced alcohol and drug counseling for at least two years after licensure; or
  - (2) If licensed by endorsement from another state, must have practiced alcohol and drug counseling for at least one year beyond Oklahoma licensure; or
  - (3) Also hold a license in good standing with supervision privileges in another behavioral health field as determined by the Board; or
  - (4) Hold a current valid IC&RC Certified Clinical supervisor credential, and
  - (5) Successfully complete the Board approved alcohol and drug counselor supervision training course, and
  - (6) Pass the Oklahoma LADC Supervisor Examination(s)
    - (A) Examination Part A shall consist of a NAADAC clinical supervision exam, or the IC&RC Certified Clinical Supervisor exam, or other clinical supervision exam approved by the Board.
    - (B) Examination Part B shall consist of Oklahoma State Laws, Rules, and procedures.
- (b) Application Process.
  - (1) Complete an application form provided by the Board.
  - (2) Submit two letters of reference. At least one letter must be from a current Board approved LADC supervisor. The other shall be from another professional holding a current Oklahoma behavioral health license.
  - (3) Sign a supervision agreement and supervisor code of ethics.
  - (4) Pay an application processing fee.
- (c) Supervision Training course and Supervisor Examination.
  - (1) The Supervision course shall consist of a fifteen hour Board approved workshop on counseling supervision in combination with thirty hours of directed individual study of Board approved counseling supervision literature for a total of forty-five contact hours. The workshop or class must have a minimum of four enrolled supervisor candidates.
  - (2) For persons who meet the qualifications in subsection (a)(3) or (4), or the supervision course shall consist of a seven and one-half hour Board approved advanced LADC supervisor training workshop and exam Part B-Oklahoma State Laws, Rules and procedures only.
- (d) Renewal of Supervisor Status. To maintain Board approved supervisor status, LADC supervisors must complete , prior to June 30 of each year,
  - (1) Three (3) clock hours of continuing education in counseling supervision, and
  - (2) These hours are included in the twenty (20) continuing education hours required for licensure renewal.
  - (3) With the exception of the twenty hour requirements in 38:10-13-2(a), the Rules in

subchapter 13 regarding continuing education requirements for licensure renewal shall also apply to continuing education requirements for supervision status.

(4) Approved supervisor designation will not be renewed until renewal fee has been paid and

(5) Continuing education requirements have been met.

(e) Supervisor Responsibilities.

(1) The supervisor is responsible for having and maintaining knowledge about the supervisee's practice whether in a private or agency setting.

(2) The supervisor is responsible for providing professional consultation and monitoring the supervisee's ethical and professional practices.

(3) The supervisor must provide an average of one hour per week of live, interactive and visual supervision until the candidate becomes licensed or certified. Group supervision is acceptable if such supervision does not exceed at least one half of the total supervisory time per evaluation period. Group size is limited to a maximum of six (6) supervisees.

(A) The phrase "an average of one hour per week of live, interactive and visual supervision" means one continuous hour in one day of each week of face-to-face or interactive video supervision relating to the supervisee's skills, knowledge and practices in providing alcohol and drug counseling to clients.

~~(i) — (Video supervision shall not exceed 1/8 of the total supervision time, 6 sessions for LADC or 12 sessions for CADC) unless approved by the Board as described in (ii).~~

~~(ii) — Candidates and supervisors may apply for an exception to these video supervision limits on the basis of hardship. Any requests for such an exception will be reviewed on a case by case basis. In the case an exception is granted and approved by the Board, the maximum video supervision shall not exceed 3/4 of the total supervision time (39 sessions for LADC and 78 for CADC.)~~ Video supervision must meet all Federal and State laws of confidentiality.

(B) The supervisor must provide four hours of face-to-face supervision per calendar month, at the rate of one hour per week, or two hours per week, every other week.

(C) When unforeseen circumstances arise that result in a supervisor providing less than four hours per month, or less than two hours every other week of face-to-face contact, the supervisor and supervisee shall provide notice of such circumstances to the board, and shall submit a plan to make up the missed hours to the Board for approval. The plan may include designation of a back-up or alternate supervisor, providing that the supervisee has entered into a supervision contract with the alternate supervisor and such contract has been approved by the Board.

(D) Clinical staff meetings attended by supervisees or meetings with supervisees that consist of discussion of issues other than supervisee's skills, knowledge, and practices in providing alcohol and drug counseling to clients

shall not be counted as group supervision.

(4) When the licensure supervisor is not a staff member of the supervisee's employer, the licensure supervisor will ensure that the employer, or its representative, is in accord with the arrangements for supervision. This is essential whether these arrangements are made by the agency or the supervisee and regardless of whether the agency contributes to the financial compensation of the supervisor. The supervisor is responsible for securing agreement from the agency administration as to the purpose and content of the desired supervision and the supervisor's specific role responsibilities and limitations. The supervisor is also responsible for learning agency functions and policies so that any supervisory suggestions are constructive and realistic within agency purposes and resources.

(5) The Supervisor must be available to the supervisee for consultation "on call" 24 hours a day, seven days a week, and arrange for alternate "on call" supervisor to provide consultation when the primary supervisor is unavailable.

(6) The supervisor must immediately notify the Board of any ethical or professional violations by supervisee.

(7) A supervisor for an applicant who provides community or home-based services shall, in addition to other supervision requirements, conduct at least six (6) direct observations of the supervisee conducting counseling sessions in the client's home, school, or other remote location outside of the applicant's employer's office. The observations must be made periodically throughout the applicant's supervised work experience at least once every other month. Direct observation may be conducted via interactive live audio/video conferencing and shall be documented in a form approved by the Board. No more than three (3) of the direct observations per year may be conducted via interactive live audio/visual conferencing. Both the supervisor and the supervisee are responsible for ensuring that the interactive live audio-video conferencing complies with all applicable federal and state confidentiality laws and regulations.

(8) The supervisor must notify the Board in writing within three (3) business days of the date supervision is terminated. The supervisor must submit an evaluation of the supervisee within ten business days of the date of termination.

(9) A supervisor may not supervise more than a total of twenty (20) persons, including candidates and CADCs who are engaging in private or independent practice. A supervisor who wants to supervise more than twenty (20) persons must petition the Board for approval for each person above the maximum number. The petitions will be determined on a case-by-case basis depending on the circumstances of the request.