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Supervision Agreement

This agreement is entered into between **Anse Daniel, LMFT-S**, here-in-after referred to as “supervisor” and _____ here-in-after referred to as “supervisee.” The purpose of this agreement is to outline the provisions of the supervision relationship between supervisor and supervisee pursuant to the laws of the State of Florida and the rules of the Florida Board of Clinical Social Work, Marriage and Family, and Mental Health Counseling, here-in-after referred to as the “CSW/MFT/MHC Board.” The Supervisee and Supervisor agree to the following:

1. This supervision relationship shall begin upon signatory approval of this document by both parties and upon the date of written notification from the CSW/MFT/MHC Board approving the supervisee’s application for Registered Marriage and Family Therapy Intern status.
2. Since the practice of “mental health counseling” and “marriage and family therapy” are regulated in the State of Florida by “activity” and not by the use or exclusion of any particular job title, supervisee shall not engage in the provision of any professional services which may be construed in function or process as “counseling” or “therapy” – regardless of what the activity may be called – until such time as supervisee receives written approval notification from the CSW/MFT/MHC Board approving and establishing the supervisee’s Registered Marriage and Family Therapy Intern status. During the application period prior to board approval review, the prospective supervisee may observe and engage in non-clinical activities – provided the prospective supervisee’s limited role is clearly understood by employer and clients.
3. Supervisee shall complete, obtain the proposed supervisor’s signatures as appropriate, and submit the Registered Marriage and Family Therapy Intern/Registered Mental Health Counselor Intern application to the CSW/MFT/MHC Board.
4. The Supervisor agrees to provide clinical supervision - as outlined in this supervision agreement - and oversight of supervisee’s professional activities as a Registered Marriage and Family Therapy Intern/ Registered Mental Health Counselor Intern and

provide supervisory guidance to support competent and ethical practice with the goal of the supervisee attaining licensing as an LMFT/LMHC as soon as practicable.

5. Supervision shall consist of “in-person,” individual supervision on a bi-weekly scheduled basis. Individual supervision meetings shall be conducted via synchronous video conferencing or on a “face-to-face” basis as practicable. At least one hour of supervision will be provided for every 15 client contact hours.
6. While this supervision agreement remains in effect, supervisee shall pay the supervisor a monthly supervision fee of **\$300 payable – in-full and in advance - each month on or before the first day preceding the month of supervision services.** The monthly supervision fee may be paid through an invoice supervisor will provide monthly (Paypay, Zelle, etc). The fee is due regardless if supervisee schedules supervision for the full month.

Supervisee shall be responsible for the full monthly fee for the calendar month, in which supervision begins and terminates - regardless of the actual date of Registered Marriage and Family Therapy Intern application submission and subsequent CSW/MFT/MHC Board approval.

7. In order for supervision to be provided on a fixed “flat rate” monthly fee (which is significantly lower than supervisor’s customary hourly fee,) it is understood that supervisee shall make every reasonable effort to conform to supervisor’s schedule of availability for supervision meetings. Individual meetings are typically scheduled at least one month in advance. **Supervisee shall be responsible for initiating contact with supervisor to schedule individual supervision meetings at times that are mutually convenient.**
8. In the event that either party cancels a scheduled supervision meeting for any reason (e.g. illness, workshop presentation, or conference attendance, etc.) supervisee and supervisor shall make a reasonable effort to reschedule the supervision meeting(s) at a mutually convenient time.
9. Supervision may include any combination of case consultation, review of recorded sessions, live observation and/or co-therapy, as may be practicable.
10. Supervisor may be routinely contacted regarding non-clinical issues (e.g. confirming supervision meeting times, etc.) via email at ansed@essgrowth.com or text message at (954) 257-7394. For emergency consultation, supervisor shall be reasonably available for consultation through her cell phone number at (954) 257-7394. If supervisor does not answer, please leave a detailed message and supervisor will return the phone call as soon as possible.

11. Supervisee agrees to provide full and accurate disclosure of all clinical work and professional activities, including case notes and written and recorded material, as requested by supervisor. Supervisee shall coordinate any onsite supervision activities at their place of employment with their administrative supervisor and coordinate any meetings between supervisee's employer and supervisor, as requested by supervisor.
12. Supervisee agrees to keep all information regarding clients in a secure location and encrypted with passcode to maintain the confidentiality of HIPAA information.
13. Supervisee shall secure permission from their employer for supervisor to consult with the supervisee's administrative supervisor(s) regarding supervisee's work as a Registered Marriage and Family Therapy Intern.
14. As required by CSW/MFT/MHC Board policy, supervisee shall include the title "Registered Marriage and Family Therapy Intern" on all written materials and correspondence and shall include "Anse Daniel, LMFT-S, Qualified Supervisor" (and/or "Anse Daniel, LMFT-S AAMFT Approved Supervisor, **as applicable**) on all written correspondence.
15. Supervisee shall promptly notify supervisor of any situation, or anticipated situation, related to "mandated reporting" of suspected child or elder abuse, potential "life and death" situations, or any situation involving possible litigation.
16. As requested by Supervisor - all client-related correspondence of a clinical nature under the Supervisee's signature drafted for submission to any third party outside the supervisee's employment setting shall be reviewed in advance by Supervisor – prior to release.
17. Supervisee shall abide by the current Codes of Ethics of the American Association for Marriage and Family Therapy (AAMFT).
18. Supervisee shall maintain appropriate professional liability insurance and shall provide a photocopy of "proof of coverage" to supervisor – prior to beginning supervision.
19. This agreement may be modified by mutual agreement or terminated at any time by either party upon 30 days written notification – for any reason, without stated cause. In the event of termination of this supervision agreement, supervisor, Anse Daniel, LMFT-S shall be responsible for notifying the CSW/MFT/MHC Board in writing of the effective date of termination of the supervision relationship with supervisee.

20. Upon completion or termination of this supervision agreement, supervisee shall be responsible for the full monthly fee for the calendar month in which supervision termination or completion occurs.

This agreement entered into on _____ **2020**.

Supervisee

Date

Anse Daniel, M.S, LMFT-S, AAMFT Approved Supervisor

Date