

SUPERVISION REPORTING PROCESS FOR ASSOCIATES (LMFTA – provisional or associate licensees) and (MFTAs - Associate Designees Prior to October 1, 2009.)

IMPORTANT – PLEASE READ ■ EFFECTIVE DATE OF OCTOBER 1, 2009

- Supervision Agreement received as part of application process.
- Applicant sent letter notifying hours required – letter to include reporting forms: **Supervision Report and Clinical Supervision Tracking Form** (*suggested format for tracking form, an alternative form may be substituted*). **You do not have to return this form to the licensure board. However, you should retain it or the substitute form for your records. It is your responsibility to maintain a record of clinical and supervision hours earned (have your supervisor provide you with a duplicate copy).** Staffing resources do not allow for the licensure board providing interim, cumulative reports for associates, as again, it is your responsibility to maintain records of your hours. Once your records indicate you have completed the required hours and you submit your application for converting from LMFTA to LMFT, then your file is reviewed. **If at that time, there is a deficit of hours according to the Board’s records, you will have the opportunity to resubmit any reports not included.**
- If your supervisor changes (must be an AAMFT Approved Supervisor), you must notify the Board promptly and submit a new supervision agreement. See www.ncmft.org for additional copies of forms.
- If your mailing address changes, you must promptly notify the Board. Email is fine.
- If report of termination of supervision is received and no new supervision agreement is in place within 60 days, then associate sent letter advising suspension of associate status.
- Associate suspensions are noted on Board website.
- Supervision reports must be received (postmarked) by the date noted for each quarter.
- Allow up to 30 days from date of mailing for receipt and recording of supervision report hours.
- You will be notified via email or mail within 30 days past the report due date only if no report has been received and given an opportunity to re-submit any missing reports. The Board does not send confirmation of receipt of supervision reports.
- It is the responsibility of the supervisee to provide the supervisor with forms required for reporting. A copy of the supervision report form is available at www.ncmft.org.
- Upon completion of all remaining clinical and supervision hours an LMFTA is then eligible to apply for full licensure upon submission of the “LMFTA to LMFT” application which is found at www.ncmft.org under the application section.
- It is the responsibility of the LMFTA to coordinate his/her path to licensure. Reviewing materials and following instructions will ensure a smooth process.
- Reminder, the LMFTA is issued for a period of three years and is not renewable. During that time, LMFTAs must complete the remaining clinical and approved supervision hours under approved supervision.
- Questions should be directed to: ncmftlb@nc.rr.com.