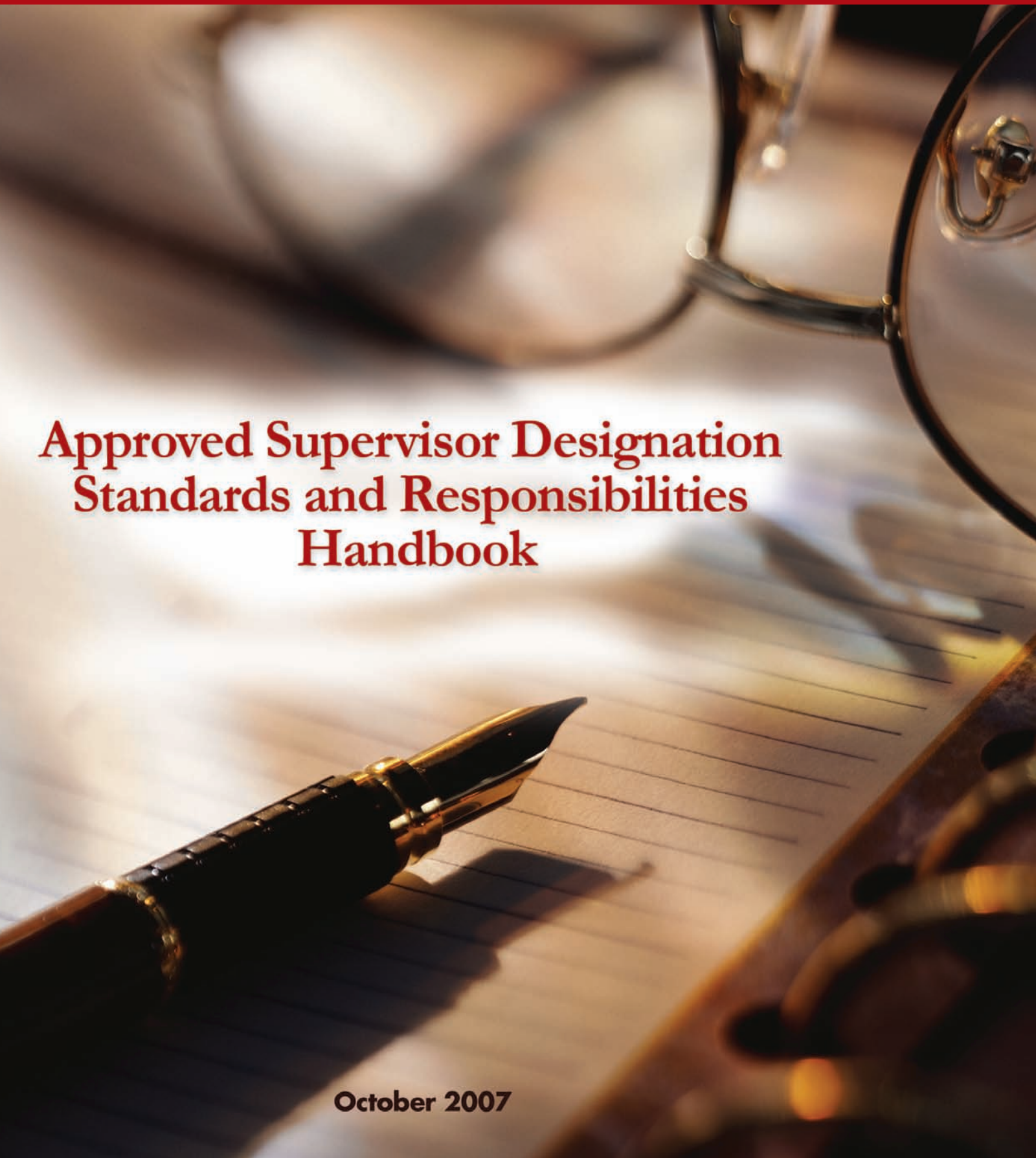




**American Association for  
Marriage and Family Therapy**

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Advancing the Professional Interests  
of Marriage and Family Therapists

A close-up photograph of a fountain pen and a pair of glasses resting on a lined notepad. The pen is in the foreground, angled towards the right. The glasses are in the background, slightly out of focus. The lighting is warm and dramatic, creating strong highlights and shadows.

# **Approved Supervisor Designation Standards and Responsibilities Handbook**

**October 2007**

## ***ABOUT THE AMERICAN ASSOCIATION FOR MARRIAGE & FAMILY THERAPY***

Since 1942, the AAMFT has established and maintained standards for the practice of marriage and family therapy. The AAMFT's members and Approved Supervisors fulfill stringent education and training requirements. The training of MFTs and Approved Supervisors includes direct supervision by experienced clinicians, which is unique among the mental health disciplines. The standards for the field as established by the AAMFT have been adopted by most states and the federal government as the basis for licensure and reimbursement requirements.

In addition to establishing standards for the field of marriage and family therapy, the AAMFT provides cutting-edge professional development and training opportunities for marriage and family therapists. This training ensures that AAMFT members stay up-to-date on the latest developments and innovations in the field that will advance their knowledge, their expertise, and their practice. Professional development opportunities include conferences, books, periodicals, and a legal and risk management plan.

Finally, the AAMFT advocates for the marriage and family therapy profession with federal, state and local governments, and with private industry. At its base, AAMFT advocacy has the power of national outcome studies that prove that marriage and family therapy is a brief and effective form of treatment.

In using the term "marriage and family therapy," the AAMFT recognizes the validity of a full range of couple and family units.

### ***October 2007***

These standards must be used for all training for the  
AAMFT Approved Supervisor designation.

For questions, inquiries, and materials contact:

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### **The AAMFT Approved Supervisor Designation**

AAMFT Approved Supervisors are dedicated professionals who have obtained the educational, experiential and supervisory training required for the competent supervision of marriage and family therapists and trainees. Those who have earned the designation serve as mentors who support and nurture their supervisees' strengths and resources, and provide a learning environment that ensures thorough marriage and family therapy (MFT) training and education.

AAMFT Approved Supervisors have a breadth and depth of MFT clinical and supervisory experience, and stay involved in the professional MFT community. They are committed to refining their clinical and supervisory skills, and participate in ongoing professional development through their affiliation with the AAMFT.

Approved Supervisors work from a systemic orientation, using a variety of MFT theoretical approaches in their practice. Their supervision is guided by the *Responsibilities and Guidelines for AAMFT Approved Supervisors*, set forth in this handbook, and the *AAMFT Code of Ethics*. (The complete text of the *AAMFT Code of Ethics* can be obtained online at [www.aamft.org](http://www.aamft.org), or by calling the AAMFT office.)

### **Becoming an Approved Supervisor**

Marriage and family therapists who wish to obtain the Approved Supervisor designation must identify and contract with an Approved Supervisor at the beginning of their training. The Approved Supervisor will guide and monitor the progress of the supervisor candidate, and will eventually recommend that the AAMFT award the Approved Supervisor designation to a candidate who has successfully completed the training process. This process is referred to as supervision mentoring.

Training requirements, guidelines, application forms, and tools are included in this handbook. Approved Supervisors should be very familiar with the training process, as they will be responsible for interpreting the guidelines and ensuring that supervisor candidates meet all requirements. Approved Supervisors may contact AAMFT staff for assistance in interpreting standards and guidelines in unusual circumstances.

Once the Approved Supervisor is satisfied that the supervisor candidate has met all requirements for the designation's application, the Approved Supervisor oversees the supervisor candidate's application for the designation. The AAMFT will conduct a quantitative review of the application to ensure that all requirements have been met and, if so, will award the Approved Supervisor designation to the supervisor candidate.

### **How to use this Handbook**

This handbook contains information and applications needed to become an AAMFT Approved Supervisor, and to maintain the designation. It includes guidelines for the performance of supervision responsibilities by AAMFT Approved Supervisors and candidates for the designation. AAMFT Approved Supervisors should continue to refer to this handbook, or any revision hereafter, for a complete description of the standards, responsibilities and guidelines for marriage and family therapy supervision.



# ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS***

## **Becoming an AAMFT Approved Supervisor Involves Three Steps, Described in Detail Below. In Short, They Are:**

1. ***Prepare to train***—ensure prerequisites are met; identify an Approved Supervisor to serve as the mentor; develop a plan for fulfilling the training requirements.
  2. ***Complete training requirements***—take a pre-approved supervision fundamentals course (that requires a Philosophy of Supervision paper); provide supervision to MFT/trainees; receive supervision mentoring from an Approved Supervisor; obtain MFT license or AAMFT Clinical Membership.
  3. ***Submit application***—Complete and submit an application packet, endorsed by the Approved Supervisor mentor, to AAMFT.
- 

### **Step 1: Preparing to Train for the Approved Supervisor Designation: Becoming a Supervisor Candidate**

***Prerequisite:*** A marriage and family therapist who is in the process of meeting the requirements for the AAMFT Approved Supervisor designation is called a supervisor candidate. Prior to becoming a supervisor candidate, the MFT must have completed a master's degree in marriage and family therapy or a closely related field, or completed a minimum of two years in a marriage and family therapy doctoral program.

***Select a mentor:*** MFTs who have met the educational prerequisite must identify a current Approved Supervisor to serve as the supervision mentor throughout the training process. The AAMFT's online directory ([www.aamft.org](http://www.aamft.org)) may be useful in the identification of a supervision mentor. The selection of a supervisor mentor is an important step, as the mentor will guide the candidate throughout the training process, and will ultimately decide if the candidate is ready to receive the designation. The prospective candidate should consider the Approved Supervisor's availability and reputation prior to asking the Approved Supervisor to serve as the candidate's mentor. By the same token, Approved Supervisors should carefully consider the time and attention required of supervisor mentors before agreeing to serve in that role.

A candidate may have two Approved Supervisor mentors during the training period. In such a case, each Approved Supervisor must provide half of the required hours of supervision mentoring. The two Approved Supervisor mentors and the supervisor candidate should agree at the beginning of the training process, or as soon as it is clear that two Approved Supervisor mentors will be utilized, which Approved Supervisor will conduct the final evaluation of the supervisor candidate when the training process has been completed. It is recommended that the three parties meet together to clarify roles and responsibilities, and that agreements be documented in writing.

To serve as a supervision mentor, an Approved Supervisor should have at least 300 hours of supervision experience (which may include the 180 hours they provided during their own training). This is to ensure that Approved Supervisors have considerable experience of their own before mentoring a new supervisor.

## ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS, CONTINUED...***

***Develop a contract and training plan:*** Once a supervision mentor has been selected, the mentor and the candidate should develop a contract detailing how the Approved Supervisor will provide the required mentoring. The Approved Supervisor mentor and supervision candidate should also develop a training plan—a plan for how, and in what timeframe, the candidate will fulfill the requirements to obtain the designation. (Tools for developing a supervision contract and a training plan are found on pages 40-44 of this handbook.)

Neither the supervision contract nor the training plan need to be submitted to the AAMFT. Rather, they will be used by the Approved Supervisor mentor throughout the training process to evaluate the candidates progress. They will serve as the outline of the mentoring relationship. Circumstances may require altering the contract and/or the training plan at some point in the training process. In such a case, it is recommended that the situation be discussed as soon as possible, and that the contract and training plan be re-written or amended to reflect any new agreements.

### **Checklist of Issues for Approved Supervisor Mentors and Supervisor Candidates to Consider Before Moving to the Next Step:**

1. Ensure that the educational prerequisite has been met.
2. Review the requirements for the designation and consider whether the candidate can reasonably be expected to fulfill all the requirements.
3. Develop a contract between the Approved Supervisor mentor and supervisor candidate.
4. Develop a training plan and timeline for the completion of the requirements.

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### **Step 2: Training for the Approved Supervisor Designation: Meeting the Requirements**

Once a contract with an Approved Supervisor mentor has been established, and a training plan developed, the supervisor candidate may begin training for the designation. The Approved Supervisor mentor will oversee each step of the training process, and ensure that the candidate integrates the various aspects of the training process into his/her evolving competence as a MFT supervisor.

There are nine learning objectives of the training process for supervisor candidates. By the end of the training process, supervisor candidates must have successfully integrated these nine learning objectives into a coherent theory and practice of MFT supervision. At the end of the training process, the Approved Supervisor mentor will be asked to evaluate whether the candidate has indeed met these learning objectives.

#### ***Learning Objectives***

##### **Approved Supervisors must:**

1. Be familiar with the major models of MFT and supervision, in terms of their philosophical assumptions and pragmatic implications.
2. Articulate a personal model of supervision, drawn from existing models of supervision and from preferred styles of therapy.
3. Facilitate the co-evolving therapist-client and supervisor-therapist-client relationships.
4. Evaluate and identify problems in therapist-client and supervisor-therapist-client relationships.

## ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS, CONTINUED...***

5. Structure supervision, solve problems, and implement supervisory interventions within a range of supervisory modalities (for example, live and videotaped supervision).
6. Address distinctive issues that arise in supervision mentoring.
7. Be sensitive to contextual variables such as culture, gender, ethnicity, and economics.
8. Be knowledgeable of ethical and legal issues of supervision.
9. Be aware of the requirements and procedures for supervising trainees for AAMFT Clinical Membership.

***Timeframe:*** A supervisor candidate must be in training for a minimum of two years. The two year training period begins when the candidate begins clinical supervision and supervision mentoring. The training period may extend beyond two years if necessary, assuming that the candidate is actively engaged in meeting the requirements and remains in ongoing supervision mentoring. Should the training extend beyond two years, Approved Supervisor mentors and candidates should be aware of time limits for certain requirements, such as the recency of the supervision course.

***Supervision fundamentals course:*** During the training process, supervisor candidates must complete a 30 contact hour course in marriage and family therapy supervision fundamentals. The course must include both interactional and didactic instructional methods. There are options for completing this requirement:

- Completion of an AAMFT pre-approved course. These are graduate level courses offered by a university, post-degree institute, or an AAMFT Approved Supervisor. A list of pre-approved courses is available on the AAMFT website, [www.aamft.org](http://www.aamft.org). (Instructions for having a course pre-approved are provided on pages 33-37.)
- Completion of a graduate MFT supervision course taught in a doctoral program that is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE).
- Completion of the AAMFT supervisor course offered at the AAMFT Summer Institutes or AAMFT Winter Institutes.
- Combining: (1) Attendance at the entire supervision track (15 hours) at the AAMFT Annual Conference, and (2) Completion of an AAMFT pre-approved 15 hour didactic course.

***Philosophy of Supervision paper:*** The supervision fundamentals course must include the requirement to write a Philosophy of Supervision paper. This paper will be reviewed by the course instructor. It should also be reviewed by the Approved Supervisor mentor and discussed with the supervisor candidate. The Philosophy of Supervision paper should reflect the candidate's incorporation of the learning objectives delineated earlier in this handbook. It provides a basis for the mentor and the candidate to review the candidate's evolving competence as a clinical supervisor. Guidelines for writing the Philosophy of Supervision paper are found on page 51.

***Time limit on course:*** The supervision fundamentals course must be taken within five years of the supervisor candidate's application for the designation. If the course was taken longer than five years prior to the application being submitted, the candidate must either take the entire course again, or "update" the course by; attending the entire supervision track at the AAMFT Annual Conference or taking the AAMFT Approved Supervision refresher course. This is to ensure that newly designated Approved Supervisors will have recent exposure to supervision literature and evolving supervision techniques.

## ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS, CONTINUED...***

**Course verification:** With the final application, supervisor candidates must submit verification that the supervision fundamentals course was completed. The verification may be a certificate or letter of completion, and must indicate the dates, contact hours, instructor, and sponsor of the course. A transcript will suffice if the course was taken in a university setting.

**Provide supervision to trainees:** The supervisor candidate must provide 180 hours of clinical supervision to MFTs and/or MFT trainees during the two-year training period. During this time, the candidate must actively supervise at least two supervisees for at least nine months each. Characteristics of MFT supervision are described later in this handbook.

**Receive supervision mentoring:** Supervisor candidates must receive at least 36 hours of supervision mentoring from a current AAMFT Approved Supervisor during the two-year training period. Supervision mentoring should continue throughout the entire period of one's candidacy, even if the 36 hours have been completed. If the training period extends beyond two years, at least 18 hours of supervision mentoring must be obtained within the two years prior to the submission of the application packet.

A candidate may have two Approved Supervisor mentors. Each Approved Supervisor must provide a minimum of 18 hours of the supervision mentoring. At the conclusion of the training process, both Approved Supervisor mentors will sign the candidate's Approved Supervisor Application (page 24). Each mentor will complete a Supervision Mentoring Report (page 25). Only one Approved Supervisor is required to complete the Approved Supervisor's Evaluation. Generally, this will be the Approved Supervisor mentor who is the last to mentor the candidate before the application is submitted to the AAMFT.

Approved Supervisor mentors provide advice and guidance to supervisor candidates regarding meeting the requirements for the Approved Supervisor designation. Time spent on those matters is not to be counted toward this requirement. The 36 hours of supervision mentoring should focus on the supervisor candidate's development as a marriage and family therapy supervisor. These 36 hours should rely on data from the supervision candidate's supervision sessions with MFTs/MFT trainees. Supervision mentoring should be received at a ratio of 1 hour of supervision mentoring per each 5 hours of supervision of MFTs/MFT trainees.

Additional characteristics of supervision mentoring are discussed on page 14.

**Obtain AAMFT Clinical Membership:** Applicants for the Approved Supervisor designation must be AAMFT Clinical Members, or demonstrate that they have been evaluated for and offered Clinical Membership. Often, MFTs will be Clinical Members well before becoming a supervisor candidate. If not, this should be completed as soon as possible during the training period.

Note: It is not required that a supervisor candidate or an Approved Supervisor accept or maintain AAMFT Clinical Membership, but they must be able to demonstrate that they have been offered Clinical Membership.

**Clinical Experience:** Prior to applying for the Approved Supervisor designation, supervisor candidates must have two years of clinical experience beyond obtaining an MFT license or two years of clinical experience beyond receiving AAMFT Clinical Membership. If this requirement is met by an MFT license, the only qualifying license is a marriage and family therapy license. A license in another mental health discipline (social work, psychology, etc.) is not acceptable.



## ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS, CONTINUED...***

### ***Additional Considerations for Supervisor Candidates:***

*Verification of supervision candidacy.* While training for the Approved Supervisor designation, supervisor candidates may be requested to provide proof that they are indeed in training for the designation. This proof may be requested by employers or supervisees. The primary issue with such verification is to document that (1) the candidate is actively training for the designation and is expected to complete the requirements in a timely fashion, and (2) that the candidate is in active and ongoing supervision mentoring. In other words, the supervision that the candidate is providing is being overseen by an experienced Approved Supervisor mentor. A Supervisor Candidate Verification Form, which may be used for verification, can be found in the tools section of this handbook.

*Eligibility to provide supervision to trainees:* Supervisor candidates may supervise trainees who are in preparation for AAMFT Clinical Membership, as long as supervisor candidates are under ongoing supervision from an AAMFT Approved Supervisor. The verification form mentioned above should be provided to the trainee, showing that the supervisor candidate is indeed under the mentorship of an Approved Supervisor. The trainee can also use this form when submitting their AAMFT Clinical Membership application to demonstrate that the supervision they received is acceptable.

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### **Step 3: Submitting the Approved Supervisor Application Packet**

When the supervisor candidate and the Approved Supervisor mentor agree that all training requirements have been met, they should work together to complete the application packet. The application packet will include documentation that the candidate has fulfilled all the training requirements (course, supervision mentoring, etc.) It will also include the Approved Supervisor mentor's assessment of the supervisor candidate's readiness to receive the designation. If the Approved Supervisor mentor believes that the supervisor candidate has not fulfilled the training requirements or met the learning objectives for the designation, the mentor and the candidate should agree to a plan to rectify the deficiency.

The completed Approved Supervisor application packet will be mailed to AAMFT along with the non-refundable application processing fee. All necessary forms for the Approved Supervisor application packet are included in this handbook. The application packet should include all of the following:

- 1. Approved Supervisor Application** (pages 22-24) The application should be completed by the supervisor candidate. The Approved Supervisor mentors should review the application for accuracy. Both the candidate and the mentors should sign the application form.
- 2. Supervision Mentoring Report** (page 25), The Approved Supervisor mentor should complete the supervision mentoring report. If two Approved Supervisor mentors were involved in the candidate's training, each mentor must complete a report form.
- 3. Approved Supervisor's Evaluation** (pages 27-30) The Approved Supervisor mentor must complete this form. With the submission of this form to AAMFT, the mentor affirms that she or he believes the supervisor candidate should receive the Approved Supervisor designation.
- 4. Supervision Course Verification:** The supervisor candidate must provide verification (certificate, letter, transcript) that he/she completed a MFT supervision fundamentals course as described earlier.
- 5. Non-refundable application processing fee - \$200.** This fee covers the processing and review of the application. If the supervisor candidate is awarded the designation, he or she will receive an invoice for the Approved Supervisor annual fee.

## ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS, CONTINUED...***

***Application review:*** The AAMFT will conduct a review of the application to verify that the requirements have been met. The review process generally takes two weeks to complete once the application packet is received by the AAMFT. If the review confirms that all requirements have been met and documented, the supervisor candidate will be awarded the designation.

If it appears that the requirements have not been met, or if there is missing information or inconsistencies in the material provided, the Approved Supervisor mentor and supervisor candidate will be notified. The mentor and candidate will be asked to provide clarification, or given instructions for how to rectify the problem with the application. Often, the problem can be corrected quickly with additional documentation. In cases where there are significant deficiencies in the application, the candidate will have six months in which to complete the application. After that time, a new application packet, including an application fee, must be submitted. Thus, it is important for the Approved Supervisor mentor and the supervisor candidate to be certain that all requirements have been met before submitting the application packet, and to take care that the application packet is complete.

### **Recognition as an Approved Supervisor**

When the review of the Approved Supervisor application packet reveals that the supervisor candidate has indeed fulfilled all the requirements for the Approved Supervisor designation, the candidate will be notified. A supervisor candidate is an AAMFT Approved Supervisor only after receiving official written notification from the AAMFT. The new Approved Supervisor will also receive a frameable certificate to document the accomplishment.

New Approved Supervisors will receive an invoice for the annual Approved Supervisor designation fee. The annual fee is \$50 for AAMFT Clinical Members and \$100 for non-members.

Approved Supervisors are designated for five-year terms. During this time period, Approved Supervisors must pay an annual fee as described above. The term of an Approved Supervisor will end if the Approved Supervisor resigns the designation or fails to pay the Approved Supervisor dues each year. Approved Supervisors are expected to engage in professional development activities to enhance their competency as marriage and family therapists and supervisors of MFT. In addition, Approved Supervisors are expected to actively supervise marriage and family therapists or supervisor candidates.

### **Renewing the Approved Supervisor Designation**

At the end of the Approved Supervisor's five-year term, he or she must apply for renewal of the designation for an additional five years. To renew, the Approved Supervisor must have fulfilled the continuing education requirement described below.

***Continuing education:*** AAMFT Approved Supervisors must complete a five-hour Approved Supervisor refresher course prior to renewing their five-year term. The course must be taken within five years prior to the renewal date. In other words, Approved Supervisors must receive five hours of continuing education in each five-year term as an Approved Supervisor.

The Approved Supervisor refresher courses will be specifically designed with the seasoned supervisor in mind. The course should be taken as a comprehensive course rather than a series of workshops touching on various aspects of

## ***OVERVIEW OF THE APPROVED SUPERVISOR TRAINING REQUIREMENTS AND PROCESS, CONTINUED...***

supervision. The course must include a review of: supervision literature from the past five years; ethical principles and dilemmas that frequently arise in supervision; the development of supervision contracts; cultural, gender, and socioeconomic issues in therapy and supervision; and responsibilities for providing clinical supervision and supervision mentoring. Approved Supervisors may not substitute other continuing education for this requirement.

The Approved Supervisor refresher course must be pre-approved by the AAMFT. (Instructions for having a course approved are found on pages 33-37.) A list of pre-approved Approved Supervisor refresher courses can be found on the AAMFT website, [www.aamft.org](http://www.aamft.org), or obtained by contacting the AAMFT by telephone. In addition to the refresher courses that are pre-approved by the AAMFT, the AAMFT will offer the refresher course at the AAMFT annual conference and the AAMFT Summer and Winter Institutes.

***Renewal process:*** Prior to the end of an Approved Supervisor's term, the AAMFT will notify the Approved Supervisor that the end of the term is approaching. The Approved Supervisor will be asked to submit the renewal form (found on pages 31-32) along with documentation that the Approved Supervisor refresher course has been completed. There are two important dates that are related to the renewal process, your renewal date and your Approved Supervisor expiration date. Your renewal application is due on your renewal date, which is 3 months prior to the expiration date that is listed on your Approved Supervisor certificate. This is necessary to ensure that your membership fees include both your annual membership dues and your Approved Supervisor fee.

When the renewal requirements have been successfully completed and documented, the Approved Supervisor will be notified in writing that they have been approved for another five-year term.

# ***RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES***

Approved Supervisors and supervisor candidates are bound by the *AAMFT Code of Ethics*, and the *Responsibilities and Guidelines* included in this handbook. (The *AAMFT Code of Ethics* is available at [www.aamft.org](http://www.aamft.org) or from the AAMFT office.) This *Responsibilities and Guidelines* section describes marriage and family therapy supervision, and sets forth rules and guidelines for the provision of clinical supervision.

## **Supervising for the AAMFT Clinical Membership or MFT Licensure**

AAMFT Approved Supervisors and supervisor candidates may supervise trainees who are seeking AAMFT Clinical Membership. When a supervisor candidate provides the supervision, he/she must obtain ongoing supervision mentoring from a current AAMFT Approved Supervisor.

AAMFT Approved Supervisors are often asked to supervise individuals who are seeking licensure as MFTs. These *Responsibilities and Guidelines* provide direction for the conduct of clinical supervision. When supervising a trainee for licensure, Approved Supervisors should also seek information from the relevant state/provincial regulatory board to become familiar with the requirements specific to that state/province's regulation. This will include criteria, if specified, for who may offer supervision in that state/province, and requirements that the trainee must meet. Approved Supervisors are looked to for guidance, and are responsible for being familiar with the relevant guidelines and thereby able to properly advise supervisees.

### ***Supervision of marital and family therapy is expected to have the following characteristics:***

- Face-to-face conversation between the MFT/MFT trainee and the supervisor, usually in periods of approximately one hour each.
- The learning process should be sustained and intense.
- Appointments are customarily scheduled once a week, three times weekly is ordinarily the maximum and once every other week the minimum.
- Supervision focuses on raw data from a MFT's/trainee's continuing clinical practice, which is available to the supervisor through a combination of direct live observation, co-therapy, written clinical notes, audio and video recordings, and live supervision.
- It is a process clearly distinguishable from personal psychotherapy and is contracted in order to serve professional goals.
- It is normally completed over a period of one to three years.

### ***The following characteristics are not acceptable as marriage & family therapy supervision:***

- Peer supervision, i.e., supervision by a person of equivalent, rather than superior, qualifications, status and experience.
- Supervision by current or former family members or any other person where the nature of the personal relationship prevents or makes difficult the establishment of a professional relationship.
- Administrative supervision by an institutional director or executive, for example, conducted to evaluate job performance or for case management, not the quality of therapy given to a client.

## ***RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...***

- A primarily didactic process wherein techniques or procedures are taught in a group setting, classroom, workshop or seminar.
- Consultation, staff development or orientation to a field program, or role-playing of family interrelationships as a substitute for current clinical practice in an appropriate clinical situation.

An Approved Supervisor or supervisor candidate must not supervise his or her family members, former family members, clients in therapy, or any other person with whom the nature of the relationship prevents or makes difficult the establishment of a professional supervisory relationship. Refer to the *AAMFT Code of Ethics* for more information and guidance about multiple relationships in supervision.

Supervisors are responsible for an initial screening to evaluate the MFT's/MFT trainee's knowledge of systems theory, family development, special family issues, gender and cultural issues, systemic approaches and interventions, human development, human sexuality, and ethical responsibilities.

A contract should be developed for the supervision, which delineates fees, hours, time and place of meetings, case responsibility, caseload review, handling of suicide threats, other dangerous clinical situations, and so forth. Supervisors should recognize their legal responsibilities for cases seen by supervisees.

The supervision fee is a function of the contract between supervisors and MFTs/trainees, including amounts and collection procedures. Fees should be in keeping with the community standard. Approved Supervisors and supervisor candidates are encouraged to commit a portion of their supervision practice to providing pro-bono or reduced fee supervision to deserving MFTs/trainees.

The major emphasis on supervision should be on the MFTs/trainee's work with marriage/couple and family process, whether the MFT/trainee is working with individuals, couples or families. During the supervision session, the MFT/trainee's cases, not the supervisor's, are to be discussed.

To count toward AAMFT Membership, ***individual supervision*** must be limited to one or two MFTs/trainees in face-to-face sessions with the supervisor. ***Group supervision*** must be limited to six supervisees. Trainees in group supervision sessions may not count the time as individual supervision even if they are presenting a case. They may count time as individual supervision when providing therapy while the supervisor and a group are observing the therapy.

The progress of MFTs/trainees should be periodically reviewed according to pre-determined supervisory goals, and evaluations should be shared and discussed with trainees. Should a supervisor develop significant concerns about the abilities, philosophical beliefs, or practices of a MFT/trainee, the concerns must be shared with the MFT/trainee and documented in writing as early as possible. Supervisors do not disclose MFT/trainee confidences except in limited circumstances described in the *AAMFT Code of Ethics*. Supervisors and MFTs/trainees must have a clear understanding about responsibility for evaluations as well as specific details about how the evaluation will be shared.

Supervisors must provide supervision reports as needed by MFTs/trainees, such as those required for AAMFT membership. The supervisor's signature on the forms verifies the accuracy of the information reported, so the supervisor is responsible for ensuring that the MFT/trainee has actually completed the clinical and supervision hours reported. When supervision is provided by a supervisor candidate who has not yet been awarded the Approved Supervisor designation, the MFT/trainee should be provided with a completed Supervisor Candidate Verification Form (page 47) verifying that the candidate is in ongoing supervision mentoring.



## ***RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...***

### ***The Approved Supervisor's Role with Regard to AAMFT Membership Requirements and Licensure***

**Requirements:** Supervisors must ensure that they are familiar with current AAMFT membership requirements. Since applicants for AAMFT membership must meet standards in place at the time of their application, the supervisor should encourage them to apply for AAMFT membership at the level for which they are currently qualified (student, associate, affiliate or Clinical Membership). By doing so, supervisors and MFTs/trainees will know exactly what additional requirements must be met in order for the MFT/trainee to obtain Clinical Membership.

If the MFT/trainee intends to apply for MFT licensure, and use the supervision being provided to fulfill those licensure requirements, the Approved Supervisor should also be familiar with licensure requirements in the state/province concerned.

AAMFT Membership applications and files are confidential. Therefore, the AAMFT membership evaluators can discuss their content with the membership applicant only, not with the applicant's supervisor. Supervisors should tell MFTs/trainees that despite their responsibility to evaluate the trainee's knowledge, only the AAMFT can determine when membership requirements have been met.

Approved Supervisors who choose not to maintain Clinical Membership with the AAMFT must make a special effort to stay up-to-date on the latest AAMFT membership requirements, since these non-members will not learn of membership changes through the traditional routes of member communication (i.e., member emails and mailings). All AAMFT Approved Supervisors are strongly encouraged to maintain Clinical Membership in the AAMFT.

### **Supervising for the AAMFT Approved Supervisor Designation**

AAMFT Approved Supervisors may be asked to serve as the mentor for a marriage and family therapist who wishes to become an Approved Supervisor. Before accepting the responsibility of mentoring a supervisor candidate, the Approved Supervisor should be thoroughly familiar with the current requirements for becoming an Approved Supervisor, as described earlier in this handbook.

Approved Supervisors must have accumulated a total of 300 hours of MFT supervision experience before they can provide supervision mentoring to supervisor candidates. The 300 hours can include the 180 hours of supervision the Approved Supervisor provided during his/her own training for the designation.

Approved Supervisors are responsible for an initial screening to evaluate the prospective supervisor candidate's familiarity with the important literature in MFT, theories of supervision, supervision practice, and professional ethics. Supervisor candidates should be able to effectively apply a systemic perspective. If supervisor candidates are not AAMFT Clinical Members, the Approved Supervisor mentor should direct them to the AAMFT for an evaluation to ensure they can meet the requirements for Clinical Membership by the time they intend to apply for the designation.

Before a prospective supervisor candidate begins to train for the designation, they and their Approved Supervisor mentor should review the requirements for becoming an Approved Supervisor, verify that the candidate meets the prerequisites for becoming a supervisor candidate, and have an adequate plan for meeting the application requirements.

A contract between the Approved Supervisor mentor and the supervisor candidate should be developed which delineates fees, hours, time and place of meetings, case responsibility, caseload review, handling of suicide threats and other dangerous clinical situations, and so forth. The schedule of meetings should be such that the supervisor candidate is able to complete the requirements in the time limits specified for training.

The fee for supervision mentoring is a function of the contract between Approved Supervisors and the supervisor candidate, including amounts and collection procedures. Fees should be in keeping with the community standard. Approved Supervisors are encouraged to provide supervision mentoring to deserving supervisor candidates on a pro-bono or reduced fee basis.

## ***RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...***

***Responsibility of the Approved Supervisor in the Mentoring of Supervision Candidates:*** When an Approved Supervisor agrees to mentor a supervisor candidate during their training for the Approved Supervisor designation, the Approved Supervisor mentor assumes responsibility for overseeing the training, providing supervision mentoring, evaluating the candidate's progress, and assisting the candidate in making the final application for the designation. This requires the Approved Supervisor to be completely familiar with eligibility criteria, supervisory training requirements and application procedures as described earlier in this handbook. It is the Approved Supervisor's responsibility to mentor and socialize the supervisor candidate into the family therapy supervision tradition through an intensive emphasis on the nine learning objectives listed on pages 5-6.

The Approved Supervisor mentor should maintain a strict log of supervision mentoring, and review the supervisor candidate's log of supervision that the candidate is providing to MFTs/trainees. A sample of a supervision log is offered on page 45. The Approved Supervisor mentor will be asked to verify these hours at the time of the candidate's application for the designation. The Approved Supervisor mentor must ensure that the hours counted by the supervisor candidate were actually spent in case discussion, and on the development of the candidate's supervisory skills. Hours spent discussing the requirements for the designation, or on completing the Approved Supervisor application packet, should not be counted as hours toward the supervision mentoring requirement.

### ***Supervision mentoring is expected to have the following characteristics:***

- It must focus primarily on live or audio taped/videotaped sessions of the supervision candidate's work with a MFT/trainee.
- It must include no more than two supervisor candidates at the same time. Supervision mentoring of a group of supervisor candidates does not count toward fulfilling the requirements.
- It must consist of face-to-face conversation between the Approved Supervisor mentor and the supervisor candidate, usually in periods of one hour each.
- The major emphasis should be on the development of the supervisor candidate's supervisory skills as opposed to an exclusive focus on clinical therapy skills.

Work supervised is to be conducted in appropriate professional settings with adequate facilities. The Approved Supervisor mentor must be available to the supervisor candidate in emergency situations or arrange in advance for a colleague to provide emergency consultation if needed by the supervisor candidate.

The Approved Supervisor mentor must evaluate and provide regular feedback to the supervisor candidate about progress, strengths, and areas in which professional development are needed. It is recommended that after half of the required hours of supervision mentoring have been received, the Approved Supervisor conduct a mid-term evaluation. (Some suggestions for the evaluation are included in the tools section of this handbook.) Any concerns that could affect the candidate's eventual application for the Approved Supervisor designation should be documented, along with a proposed plan to address them, and both should be shared with the supervisor candidate. Approved Supervisors and supervisor candidates must have a clear understanding about the responsibility for evaluations and reports as well as specific details about how they will be shared.

While the evaluation and feedback process should be ongoing, the Approved Supervisor mentor will be asked to complete a written evaluation of the candidate when the candidate is ready to apply for the designation. (The Approved Supervisor's Evaluation is on pages 27-30). If the Approved Supervisor rates the candidate below an acceptable level on any of the evaluation criteria, the mentor and candidate should develop a specific plan for remediation. This could include additional reading or specific discussions in supervision mentoring sessions.

## ***RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...***

If, at any time, concerns develop between an Approved Supervisor mentor and a supervisor candidate about their relationship, or the competence or behavior of either, the matter should be documented and discussed between the two. If the discussion does not lead to a mutually agreeable plan and all other means of resolving the matter have been exhausted (grievance procedures at the institution or agency, for example), the Approved Supervisor mentor and supervisor candidate may consider consulting with another AAMFT Approved Supervisor. If the matter still cannot be resolved, the mentor and/or candidate should consult with the AAMFT supervision staff before proceeding with further sessions.

Supervisors do not disclose supervisee confidences except in limited circumstances as described in the *AAMFT Code of Ethics*.

Approved Supervisors may not provide supervision mentoring to their family members, former family members, clients in therapy, or any other person with whom the nature of the relationship prevents or makes difficult the establishment of a professional supervisory relationship. Although provision of supervision to colleagues and employees in the same organization is a widespread practice, Approved Supervisors must ensure that their judgment is not contaminated by the context. A supervisor supervising a superior, for example, could confuse the hierarchy and place the employee at risk.

When the supervisor candidate has met the requirements for the designation and is ready to submit the Approved Supervisor application, the Approved Supervisor must approve and sign the application materials before the supervisor candidate submits them to the AAMFT. The Approved Supervisor's signature indicates that she/he believes that **ALL** requirements for the designation have been met, and further, that the supervisor candidate has successfully integrated the nine learning objectives into a coherent theory and practice of MFT supervision.

With the Approved Supervisor mentor's signature on the Approved Supervisor application, the AAMFT staff will complete a quantitative review to ensure that all deadlines have been met and appropriate hours earned. If so, the AAMFT will award the Approved Supervisor designation to the supervisor candidate.

### **Advertising**

***Advertising by Approved Supervisors:*** Approved Supervisors may advertise their designation in the yellow pages, and on business cards, stationery, etc., provided these conform with the principles of the *AAMFT Code of Ethics*. An example of an appropriate listing is "AAMFT Approved Supervisor." Approved Supervisors may also list the designation in programs, registers, professional journals, and newsletters. The designation must not be represented as an advanced clinical status.

AAMFT Clinical Members receive a listing on the AAMFT online referral service, [www.TherapistLocator.net](http://www.TherapistLocator.net). Approved Supervisors who are Clinical Members are encouraged to update their TherapistLocator profile to describe their supervision practice, and to attract potential supervisees.

***Advertising by Supervisor Candidates:*** Supervisor candidates may not list that status in the yellow pages, on business cards, stationery, in programs, registers, journals, etc. The term "supervisor candidate" is used to describe persons who are actively training for the Approved Supervisor designation, but it is not a title or credential and should not be used as such. Supervisor candidates should take care that they do not imply that they have been awarded a designation, or that they will definitely receive the designation at some specified date. Candidates may indicate on resumes that they are in training to become Approved Supervisors, but only if it is clear that the candidate is not an AAMFT Approved Supervisor but is in training for the designation. The term "Approved Supervisor" should not be used until the supervisor candidate officially receives the designation.

## **RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...**

If supervisor candidates need to contact prospective MFTs/MFT trainees to offer supervision, the communication should be clearly intended for marriage and family therapists, not clients. The focus of the communication should be the fact that quality training is assured for the prospective MFT/trainee because the supervisor candidate is under ongoing supervision by an AAMFT Approved Supervisor. If supervisor candidates are asked to verify that they are in fact in training for the designation they may use the Supervisor Candidate Verification Form on page 47.

### **Special Circumstances**

***Non-AAMFT Members Who Wish to Become Approved Supervisors:*** AAMFT urges all prospective Approved Supervisors to become AAMFT Clinical Members before applying for the Approved Supervisor designation. Those who do not wish to be AAMFT Clinical Members must be evaluated by the AAMFT to ensure that they are equivalent to Clinical Members in terms of training and experience. This evaluation must be completed before the Approved Supervisor application will be reviewed. This process familiarizes the supervisor candidate with the process of becoming an AAMFT Clinical Member and provides a consistent means of evaluation.

To begin the evaluation, prospective supervisor candidates must contact the AAMFT and obtain Clinical Membership application materials. At that time, the AAMFT should be notified that the application is solely for evaluation for becoming an Approved Supervisor. When all Clinical Membership requirements are met, the supervisor candidate who does not wish to be a member may inform the AAMFT (i.e. decline the membership). A copy of the letter stating that AAMFT Clinical Membership has been offered should be submitted along with the Approved Supervisor application packet.

Approved Supervisors who are not AAMFT Clinical Members are referred to as non-member Approved Supervisors and are not members of AAMFT. They will not receive any of the benefits of AAMFT membership. Clinical Members who are Approved Supervisors pay an annual fee of \$50 to retain the Approved Supervisor designation. The annual fee for non-member Approved Supervisors is \$100.

***Financial Aid for Members of Minority Groups:*** The AAMFT is eager to promote the training of minority persons for the Approved Supervisor designation. The AAMFT Research and Education Foundation provides training stipends for supervisor candidates who are members of minority groups including, but not limited to, those who are African American, Hispanic, Native American, Asian, and Pacific Islanders. Up to two stipends will be awarded each year. Recipients will receive up to \$750, their Approved Supervisor Application Packet processing fee will be waived, and their registration fee for the AAMFT annual conference will be waived. Supervisor candidates must be actively training for the Approved Supervisor designation to be considered for this stipend.

***Geographic Hardship:*** Supervisor candidates who live in areas where there are no Approved Supervisors within a 50-mile radius may fulfill up to half of the supervision mentoring hour requirement by telephone. The remaining half of the supervision mentoring must be conducted in face-to-face sessions lasting no longer than 6 hours each.

Videotapes of the supervision provided by the candidate should be sent to the Approved Supervisor for review prior to each telephone supervision mentoring session. Special precautions should be taken to ensure confidentiality of the materials. Only the time spent in face-to-face or telephone contact with the Approved Supervisor may be counted toward fulfilling the supervision mentoring requirement. Time spent by the Approved Supervisor reviewing videotapes in absence of the candidate may not be counted.

This geographic hardship provision applies to supervision candidates who live in nations where there are no Approved Supervisors. The candidate must make arrangements to meet with an Approved Supervisor as described above.



## **RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...**

### **Definitions**

**AAMFT Approved Supervisor** is an MFT who has completed the education, experience and supervision mentoring requirements established by the AAMFT. The Approved Supervisor designation identifies for the MFT community those professionals who have met the AAMFT requirements to provide MFT supervision. It is a designation to identify qualified supervisors, and is not an advanced clinical credential.

**Approved Supervisor mentor** is an AAMFT Approved Supervisor who has agreed to provide supervision and mentorship to a supervisor candidate who wishes to become an AAMFT Approved Supervisor.

**Individual supervision** is face-to-face contact between one supervisor and a maximum of two MFTs/trainees. When more than two individuals are receiving supervision, it is considered group supervision.

**Marriage and Family Therapist (MFT):** MFTs deal primarily with relationships and interaction from a systemic perspective. Thus, the practice of MFT requires special conceptualization and procedures that are distinct from individually oriented therapies. It is the specific expertise in interpersonal relationships, interaction and systems theory that qualifies a professional as an MFT.

**MFT clinical experience** is face-to-face sessions with clients, usually in periods of approximately one hour each, and practiced according to the ethical standards of the profession, governmental regulation and the AAMFT. The therapy is sustained and intense, as indicated by the needs of clients.

**MFT supervision** must be the supervision of MFT cases. It is direct supervision provided to an MFT or MFT trainee and may be provided through live observation of the MFT/trainee and/or face-to-face contact between the supervisor and the MFT/trainee. (When the Approved Supervisor or supervisor candidate intends on receiving credit for this supervisory experience, he or she must be clearly responsible for the supervision during this period. Watching another supervisor at work does not count toward this requirement.)

**Supervisees (or trainees)** are MFTs, or students in training to become MFTs, who are being supervised by an Approved Supervisor or supervisor candidate.

**Supervision mentoring** is a service provided by an Approved Supervisor to a supervisor candidate as part of the training requirements for the Approved Supervisor designation. This has also been referred to as supervision-of-supervision. The major focus in supervision mentoring is on the development of the supervisor candidate's supervisory abilities as opposed to an exclusive focus on clinical skills. This experience should focus on live or taped sessions, and may include no more than two supervisor candidates.

**Supervisor candidate:** A supervisor candidate is a marriage and family therapist who is in the process of meeting the educational, experiential and supervisory training requirements for the AAMFT Approved Supervisor designation. Supervisor candidates are authorized to supervise trainees who are in preparation for AAMFT Clinical Membership, as long as the supervisor candidate receives ongoing supervision mentoring by an AAMFT Approved Supervisor.



## **Frequently Asked Questions**

### ***What do I need to do to begin training to become an AAMFT Approved Supervisor?***

The process is outlined earlier in this handbook. Make sure you meet the prerequisites, and that you can reasonably expect to fulfill all the requirements. Identify and contract with an Approved Supervisor mentor, and begin training.

### ***Do I need to send in anything to the AAMFT before I begin training for the Approved Supervisor designation?***

No. Meet with an Approved Supervisor and determine your eligibility to begin training. Develop a contract and a training plan, and begin training. You will send an application packet to AAMFT at the end of the training process, when you and your AAMFT Approved Supervisor mentor agree that you have met all the requirements for the designation.

### ***Do I need to become an AAMFT Clinical Member before I begin training?***

While most candidates will be AAMFT Clinical Members prior to training as a supervisor, it is not required. However, by the time you complete your supervisor candidate training and submit your Approved Supervisor application packet, you must be an AAMFT Clinical Member (or have been evaluated as qualifying for AAMFT Clinical Membership). Further, at the time of your application you must have a minimum of two years of clinical experience beyond the date you obtained (1) Clinical Membership or (2) an MFT license.

### ***Can I be grand-parented in under a previous training standard?***

No. All new supervisor candidates must apply under the current standards. Candidates who were previously considered “supervisors-in-training” (a term that became obsolete in April 2002) may submit their final application according to the guidelines that were in place when their training contract with AAMFT was accepted. If the application is not submitted by the due date established at the time the training contract was accepted, the candidate must apply under the current guidelines.

### ***Are training requirements to become an Approved Supervisor ever waived?***

No. The training requirements were established by the AAMFT Board of Directors and they apply to all prospective Approved Supervisors. They are not waived and exceptions are not granted.

### ***Is being accepted as a supervisor in my state/province the same as being an AAMFT Approved Supervisor?***

No. AAMFT Approved Supervisors have gone through training designed by AAMFT to promote the highest level of proficiency for supervisors. The designation signifies to other professionals that the Approved Supervisor has gone through a prescribed training program of education and mentoring, and has demonstrated skills in the provision of systemically-oriented clinical supervision. States/provinces and other organizations may not have the same guidelines as AAMFT. Completion of a state/provincial certification process does not qualify one for the AAMFT Approved Supervisor designation, although the requirements may be similar, and it is possible that they can be met concurrently. You are not an AAMFT Approved Supervisor until you have submitted an application to AAMFT and been awarded the designation by AAMFT.

### ***Where can I find an AAMFT Approved Supervisor?***

Consult with MFTs in your area for recommendations for an Approved Supervisor who may be a good fit for you. Also, you may search for Approved Supervisors at [www.aamft.org](http://www.aamft.org).

### ***Can I use an “alternate supervisor” to train for the Approved Supervisor designation?***

No. A current AAMFT Approved Supervisor must provide mentoring and oversee the training process of supervision candidates.

## **RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...**

### ***What if I live in a rural area, or an area that does not have many MFTs/trainees?***

If you are considering becoming an Approved Supervisor, consider the availability of trainees before you proceed. You may contact local universities and agencies to offer your services.

### ***Do I have to take an AAMFT pre-approved supervision course, or can I take a course in my area?***

All supervision courses must be offered by or approved by the AAMFT. A list of approved courses can be found at [www.aamft.org](http://www.aamft.org). Courses are offered at various locations, so you may be able to find one in or near your area. Instructions for developing a course and having it pre-approved can be found on pages 33-37.

### ***If my supervision fundamentals course is over five years old by the time I'm ready to apply, do I have to take the full course over?***

You may take the entire course again, or “update” your course by: attending the entire supervision track at the AAMFT annual conference or taking the AAMFT Approved Supervisor Refresher Course. You may not complete a 15-hour didactic course to “update” your course.

### ***I want to apply for the Approved Supervisor designation, but I received supervision mentoring more than two years ago. Will it count?***

The hours of supervision mentoring will be allowed to count towards the AAMFT Approved Supervisor designation provided they meet the following criteria:

- The mentor must have been an AAMFT Approved Supervisor at the time the mentoring was provided.
- You must have received a minimum of 18 hours of mentoring per Approved Supervisor.
- You must receive at least 18 of supervision mentoring within the two years immediately prior to submitting the Approved Supervisor application packet.

### ***I am a supervisor candidate. Can I advertise that I am in training for the AAMFT Approved Supervisor designation?***

Supervisor candidate is not a membership category of AAMFT, and it should not be used in advertisements as a title or a designation. When indicating the fact that you are a supervisor candidate, you are ethically obligated to be clear that you are in training, and have not yet received the designation. Do not imply that you will be awarded the designation by a certain date. Offer to provide a completed Supervisor Candidate Verification Form (page 47) to anyone who has an interest in your progress toward the designation.

### ***Will the supervision provided by a supervisor candidate count toward a trainee's AAMFT membership? License?***

Supervision provided by a supervisor candidate will indeed count toward the supervision hours needed for AAMFT membership. The supervision candidate must be under ongoing supervision of a current Approved Supervisor, of course, which is the key to having the supervision count. To “prove” that the supervision candidate is qualified to provide the supervision, the trainee should be provided with a copy of the Supervisor Candidate Verification Form (page 47). The trainee can send this in with their membership application when they are ready to apply.

The supervision provided by a supervisor candidate will often count toward the hours of supervision required for MFT licensure. States and provinces have differing requirements for supervisors, and AAMFT Approved Supervisors and supervisor candidates should be familiar with the requirements in their jurisdiction. (Contact information for MFT regulatory boards can be found at [www.aamft.org](http://www.aamft.org).) Supervisors are responsible for accurately representing their credentials to trainees.

**RESPONSIBILITIES AND GUIDELINES FOR AAMFT APPROVED SUPERVISORS AND SUPERVISOR CANDIDATES CONTINUED...**

***Once I become an Approved Supervisor, do I carry the designation for life?***

No. The term Approved Supervisor implies that the holder is actively engaged in, and available to provide, clinical supervision. The designation is awarded for five years, and is updated each year when the Approved Supervisor fee is paid. At the end of the five-year period, the Approved Supervisor may renew for another five-year term. The renewal process, including the continuing education requirement, is described on pages 9 - 10.

***I am an Approved Supervisor near the end of my five-year term, and I understand that there is a continuing education requirement for renewal. May I substitute other courses or workshops in place of the Approved Supervisor refresher course?***

The five-hour Approved Supervisor refresher courses are specifically designed to cover the material experienced Approved Supervisors need to know. You may not substitute other coursework or workshops. Find a list of approved refresher courses at [www.aamft.org](http://www.aamft.org).

You may fulfill the requirement by attending a complete 30-hour supervision fundamentals course which has been pre-approved or offered by the AAMFT (teaching a 30-hour supervision fundamentals course does not fulfill the renewal requirement). This is not necessary, of course, as the 30-hour courses are designed for candidates in their initial training for the Approved Supervisor designation. Teaching and/or completing a pre-approved 15-hour didactic course, which is used for supervisor candidates who attend the 15 hours at the annual conference, may not be used to complete the renewal requirement. In short, the five-hour refresher course is the most expeditious and economical way to fulfill the CE requirement for your renewal.

***What happens if I do not renew my designation upon my five-year renewal date?***

If the requirements for the five-year renewal are not completed and submitted to AAMFT by the deadline indicated on the renewal notification, the designation will automatically be resigned. If you wish to regain the designation at a future point, you will be required to demonstrate that you have taken the Approved Supervisor refresher course within the past five years.

***What are the fees for becoming an Approved Supervisor and for maintaining the designation?***

*(These fees and dues are in addition to annual AAMFT membership dues and are subject to change)*

Approved Supervisor Application Processing Fee (non-refundable)	\$ 200.00
Annual Fee for the Approved Supervisor designation (AAMFT Clinical Members)	\$ 50.00
Annual Fee for the Approved Supervisor designation (non-members)	\$ 100.00



# AAMFT APPROVED SUPERVISOR APPLICATION

## 1. Demographics (please print)

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Last Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Former Name: \_\_\_\_\_

Preferred mailing address:  Home  Office

### a. Office Address

Organization: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### b. Home Address

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. The AAMFT offers all Clinical Members a personal listing on the TherapistLocator.net referral service. This also links Clinical Members/Approved Supervisors to the online directory for AAMFT Approved Supervisors. Would you like to receive referrals through our TherapistLocator.net referral directory?**  Yes  No

Which address would you like to use:  Home  Work

Referral Phone: \_\_\_\_\_

Referral E-mail: \_\_\_\_\_

Referral Website: \_\_\_\_\_

### C. Other information

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_

Male  Female

**3. Payment options:** Please pay the non-refundable processing fee of \$200 U.S. dollars. Supervisor candidates will receive notice of the status of their application approximately two weeks from the date it is received by the AAMFT. After receiving the designation, Approved Supervisors will be billed for an annual Approved Supervisor fee. The fee is \$50 annually for Clinical Members; \$100 for non-members.

To expedite your application process, please note that we can only accept U.S. currency. Please make all checks payable to AAMFT and be advised that there is a \$25 service charge on returned checks.

I have enclosed a check or money order.

I would like to pay by credit card:

VISA  Master Card  American Express

Name on card: \_\_\_\_\_

Credit card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For AAMFT office use only**

ID #: \_\_\_\_\_



# AAMFT APPROVED SUPERVISOR APPLICATION

## 4. Degree

Please indicate the degree you would like to have listed on your AAMFT Approved Supervisor certificate. This should be the degree that qualifies you to practice MFT. The degree you choose will appear on your AAMFT Approved Supervisor certificate, on all correspondence and in AAMFT's online membership directory. Please be reminded of Sections 8.4 and 8.5 of the *AAMFT Code of Ethics* when listing your preferred degree, which state:

*8.4 Marriage and family therapists do not use any professional identification (such as a business card, office sign, letterhead, Internet, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive.*

*8.5 In representing their educational qualifications, marriage and family therapists list and claim as evidence only those earned degrees: (a) from institutions accredited by regional accreditation sources recognized by the United States Department of Education, (b) from institutions recognized by states or provinces that license or certify marriage and family therapists, or (c) from equivalent foreign institutions.*

Your AAMFT membership record can reflect only one relevant graduate degree. In the space indicated below, please list the graduate degree initials (not license initials) that you want listed (example: M.A., M.S., M.F.T., or Ph.D., etc.).

Degree: \_\_\_\_\_

## 5. Membership/Licensure

When did you begin training for the Approved Supervisor designation? \_\_\_\_\_  
(Required)

When did you obtain an MFT license or AAMFT Clinical Membership? \_\_\_\_\_  
(Required)

(Applicants must have two years experience beyond obtaining MFT license or Clinical Membership)

### Are you a licensed MFT? Please check one

Yes State/Province: \_\_\_\_\_

License#: \_\_\_\_\_

Date of licensure: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

No

### Currently an AAMFT Clinical Member? (check one):

Yes, Clinical Membership ID# is: \_\_\_\_\_

No, I am not a Clinical Member of the AAMFT. Please note that you must include documentation to prove that you have been evaluated as qualified for Clinical Membership. Generally, a membership offer letter is used for this purpose.

## 6. Supervisory Training Experience:

Name(s) of your Approved Supervisor mentor(s), dates, and hours of supervision mentoring hours that they provided to you:

Approved Supervisor mentor (1):

\_\_\_\_\_  
(Required)

Dates of supervision mentoring:

Month/Year \_\_\_\_\_ to Month/Year \_\_\_\_\_  
(Required) (Required)

Number of supervision mentoring hours: \_\_\_\_\_  
(Required)

Approved Supervisor mentor (2): please note that you only need to complete this section if you used two Approved Supervisor mentors:

Dates of supervision mentoring:

Month/Year \_\_\_\_\_ to Month/Year \_\_\_\_\_

Number of supervision mentoring hours: \_\_\_\_\_

Of the supervision mentoring you have received, have at least 18 of these hours been obtained in the past 2 years?

Yes  No

How many hours of supervision did you provide to MFT trainees during the period of your supervisor candidacy period? \_\_\_\_\_  
(Required)

Dates of supervision:

Month/Year \_\_\_\_\_ to Month/Year \_\_\_\_\_  
(Required) (Required)

During your training period, did you supervise at least two MFT supervisees for a minimum of 9 months each?

Yes  No

# AAMFT APPROVED SUPERVISOR APPLICATION

Describe the 30-hour supervision course you took:

Course was offered by: \_\_\_\_\_  
(Required)

Where? \_\_\_\_\_  
(Required)

Primary Instructor: \_\_\_\_\_  
(Required)

Date Course was completed (please attach verification of course completion—certificate, verification letter, transcript, etc.—to the application): \_\_\_\_\_  
(Required)

## 7. Statement of Professional Ethics and Conduct

Please answer the following questions. Each question must be answered in order for the application to be considered.

1. Are you currently under investigation for alleged violation(s) of the AAMFT Code of Ethics?  Yes  No

2. Have you ever been found in violation of the AAMFT Code of Ethics, or ever entered into any settlement by mutual agreement with the AAMFT Ethics Committee, or agreed to discontinue an act (agreed to cease and desist) at the request of the Ethics Committee, Committee staff or legal counsel?  Yes  No

3. Have you ever been found by any other association to which you have belonged to have violated its ethical code, or are you currently under investigation for an ethical violation by any other professional organization to which you belong?  Yes  No

4. Have you ever had your registration, certification or license to practice therapy suspended, revoked, restricted, or denied, or has any other disciplinary action been taken against you, by any federal or state regulatory body or foreign jurisdiction, or are you presently under investigation by any regulatory body, to the best of your knowledge?  Yes  No

5. Have you ever had your privileges to practice therapy in a hospital, HMO, etc., suspended or restricted, or has any other disciplinary action been taken against you, on grounds of unprofessional conduct, incompetence, negligence, or unsafe practice?  Yes  No

6. Have you ever been convicted of a felony, or convicted of any misdemeanor which might relate to the practice of therapy?  Yes  No

7. Has any claim been made against you in a civil suit or any other forum in the past ten years which clearly alleges unethical behavior on your part including, but not limited to, the following examples: sexual intimacy with a client, a dual relationship with a client, violation of a confidentiality, and so forth? If yes, please provide an explanation.  Yes  No

8. To avoid punitive action, or in lieu of punitive action, have you ever voluntarily given up privileges, registration, certification, or license to practice therapy, or agreed to restrict your practice?  Yes  No

*If you answered "yes" to any of the above, please provide detailed information on a separate piece of paper. Include documents (court papers, agreements, letters, etc.) to facilitate a detailed review of the matter.*

*I certify that all statements made in this Approved Supervisor Application are true.*

*I hereby give the AAMFT Standards Committee and/or supervision staff the right to seek and obtain a report from the AAMFT Ethics Committee pertaining to any violation found or any case opened against me.*

*I also give permission to the AAMFT to request appropriate information regarding the action(s) named above from the relevant regulatory body, professional association, agency, or court and authorize AAMFT to communicate with all persons listed as my endorsers, teachers, supervisors, as AAMFT deems necessary.*

*With the submission of this form, I certify that all information is accurate. I agree to abide by the AAMFT Code of Ethics and the Responsibilities and Guidelines for AAMFT Approved Supervisors. (The complete text of the AAMFT Code of Ethics can be found at [www.aamft.org](http://www.aamft.org).)*

\_\_\_\_\_  
Signature of supervisor candidate

\_\_\_\_\_  
Date

*As the Approved Supervisor for this supervisor candidate, I verify that all statements made in this application are true. I have reviewed the current guidelines and certify that this supervisor candidate has met all the requirements for the Approved Supervisor designation.*

\_\_\_\_\_  
Signature of Approved Supervisor (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Approved Supervisor (2)

\_\_\_\_\_  
Date

## SUPERVISION MENTORING REPORT

A Supervision Mentoring Report must be completed by each Approved Supervisor who provided supervision mentoring to the applicant. (If two Approved Supervisors provided mentoring, each must have provided a minimum of 18 hours of mentoring.) Please submit with the supervisor candidate's application packet. DO NOT submit separately.

Name of Approved Supervisor mentor: \_\_\_\_\_ Supervisor's AAMFT ID#: \_\_\_\_\_

Name of supervisor candidate: \_\_\_\_\_ Candidate's AAMFT ID#: \_\_\_\_\_

Please provide the following information:

1. How many hours of supervision mentoring did you provide for this supervisor candidate? \_\_\_\_\_

2. These hours of supervision mentoring were conducted from: (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_

3. Briefly describe the setting and frequency of the supervision mentoring you provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. During the time you provided supervision mentoring to this candidate, how many hours of supervision did he/she provide to marriage and family therapists/trainees? \_\_\_\_\_

5. Briefly, describe the setting and frequency of the supervision the candidate provided to MFTs/trainees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you recommend this supervisor candidate for the AAMFT Approved Supervisor designation?  Yes  No

**The following need to be complete by the time the supervisor candidate submits an Approved Supervisor application packet:**

- The supervisor candidate must have been in training for the Approved Supervisor designation for at least two years.
- The candidate must have received 36 hours of supervision mentoring from an AAMFT Approved Supervisor. At least 18 of these hours must have been received in the past two years. (Two Approved Supervisors can provide the supervision mentoring, assuming each provide a minimum of 18 hours of supervision mentoring. If more than one Approved Supervisor is used, both must complete a Supervisor Mentoring Report, and both must sign the supervisor candidate's application.)
- The supervisor candidate must have provided 180 hours of supervision during his/her training period. During this time, she/he must have supervised at least 2 supervisees over a minimum of 9 months each.
- The candidate must have taken a 30-hour MFT supervision fundamentals course within five years prior to submitting the Approved Supervisor application packet. The course must have included the requirement to write a Philosophy of Supervision paper.
- The supervisor candidate must have obtained AAMFT Clinical Membership or demonstrated equivalency by applying for and being accepted as a Clinical Member. (She/he is not required to accept the membership.) Further, at the time of application for the designation the candidate must have two years of clinical experience beyond obtaining an MFT license and/or AAMFT Clinical Membership.

*As the Approved Supervisor for this supervisor candidate, I certify that all information provided on this form is correct. I have reviewed the current guidelines and affirm that this supervisor candidate has met all the requirements for the Approved Supervisor designation.*

\_\_\_\_\_  
Signature of Approved Supervisor

\_\_\_\_\_  
Date



## APPROVED SUPERVISOR'S EVALUATION

The Approved Supervisor mentor uses this form to evaluate the supervisor candidate's knowledge and skill, and the candidate's readiness to receive the Approved Supervisor designation. Once complete, the Approved Supervisor should return this rating sheet to the supervisor candidate for inclusion in the Approved Supervisor application packet that will be sent to AAMFT. Please **DO NOT** submit this form to the AAMFT separately from the Approved Supervisor application packet.

Supervisor candidate: \_\_\_\_\_

Approved Supervisor: \_\_\_\_\_

The evaluation is broken into three sections:

- I. The Approved Supervisor mentor's assessment of how well the supervisor candidate has integrated the nine learning objectives during his/her training process.
- II. The supervision candidate's philosophy of supervision, as described in his/her Philosophy of Supervision paper written during the MFT supervision fundamentals course;
- III. The Approved Supervisor mentor's evaluation of the supervisor candidates skill as a supervisor, based on the 36 hours of observation/supervision mentoring sessions; and

In order to be considered for the Approved Supervisor designation, the candidate should achieve a score of at least "acceptable" (2) in every category listed, and an overall average of "excellent" (3) or better in each of the sections. For evaluation scores of "minimal" (1) or lower, the Approved Supervisor mentor and supervisor candidate should discuss the issue and develop a plan for remediation before the Approved Supervisor application packet is submitted to the AAMFT.

**Scoring: Use the following scale to rate the supervisor candidate:**

Number	Rating	Definition
0	<b>Insufficient</b>	The candidate does not demonstrate an understanding of this concept or learning objective. With regard to the candidate's Philosophy of Supervision paper, he/she does not address the issue.
1	<b>Minimal</b>	The candidate can discuss the concept or issue, but does not integrate it within his/her overall framework.  In the candidate's Philosophy of Supervision paper, she/he names the concept or issue, but does not provide a basic definition of the concept or issue.
2	<b>Acceptable</b>	The candidate has an adequate grasp of the concept or issue and sometimes integrates it within his/her overall framework.  Regarding the Philosophy of Supervision paper, he/she names and provides a basic definition of the concept or issue, but does not provide an explanation of the concept or issue.
3	<b>Excellent</b>	The candidate is familiar with the concept or issue and often integrates it within his or her overall framework.  Regarding the Philosophy of Supervision paper, the candidate names, defines and explains the concept or issue.
4	<b>Exceptional</b>	The candidate exhibits an excellent grasp of the concept, and consistently integrates it within his/her overall framework.  Regarding the Philosophy of Supervision paper, the candidate names, defines, and explains and integrates the concept or issue.



## APPROVED SUPERVISOR'S EVALUATION

*Please score each objective and place the average score for the section in the last box*

<b>I. Integration of Nine Learning Objectives for Prospective Approved Supervisors</b>	<b>Scoring</b>
1. Is the supervisor candidate familiar with the major models of MFT supervision in terms of their philosophical assumptions and pragmatic implications?	0 1 2 3 4
2. Can the candidate articulate a personal model of supervision, drawn from existing models of supervision and from her/his preferred styles of therapy?	0 1 2 3 4
3. Does the candidate facilitate the co-evolving therapist-client and supervisor-therapist-client relationships?	0 1 2 3 4
4. Does the candidate evaluate and identify problems in therapist-client and supervisor-therapist-client relationships?	0 1 2 3 4
5. Can the candidate structure supervision, solve problems, and implement supervisory interventions within a range of supervisory modalities (for example, live and videotaped supervision)?	0 1 2 3 4
6. Is the candidate able to address distinctive issues that arise in supervision mentoring?	0 1 2 3 4
7. Is the candidate sensitive to contextual variables such as culture, gender, ethnicity and economics?	0 1 2 3 4
8. Is the candidate knowledgeable of ethical and legal issues of supervision?	0 1 2 3 4
9. Is the candidate aware of the requirements and procedures for supervising applicants for AAMFT Clinical Membership?	0 1 2 3 4
<b>Average Score on Learning Objectives</b>	

*Please score each item and place the average score for the section in the last box.*

<b>II. Evaluation of Supervisor Candidate's Evolving Philosophy of Supervision, as Written in the Candidate's Philosophy of Supervision Paper. In the paper:</b>	<b>Scoring</b>
1. Does the supervisor candidate think about treatment and supervision in relational terms (for example, in terms of patterns, sequence, context)?	0 1 2 3 4
2. Does the supervisor candidate have an awareness of patterns and sequences of replication at various system levels (for example, interconnection and interrelationships of the individual, family, therapist, supervisor, and context of training)?	0 1 2 3 4
3. Does the supervisor candidate demonstrate knowledge of the MFT supervision literature by citing recent articles, chapters, and/or books, and how his/her supervision philosophy and methods relate to the current MFT supervision literature?	0 1 2 3 4
4. Does the supervisor candidate demonstrate a clear theoretical orientation by articulating his/her philosophies of therapy and supervision as well as the clear connection between them?	0 1 2 3 4

## APPROVED SUPERVISOR'S EVALUATION

5. Is the supervisor candidate sensitive to the multilevel implications of developmental, biological, socio-cultural, gender, and family-of-origin issues?	0 1 2 3 4
6. Does the supervisor candidate address how personal values, beliefs, life experiences, and theoretical assumptions have impacted upon his/her philosophy and practice of supervision?	0 1 2 3 4
7. Does the supervisor candidate demonstrate theoretical consistency, whether from one prominent model or from an integrative perspective? If the latter, does the supervisor candidate demonstrate a logical integration of models?	0 1 2 3 4
8. Does the supervisor candidate present a rationale for the choice of supervisory methods and how the methods facilitate achievement of supervision goals?	0 1 2 3 4
<b>Average Score for Philosophy of Supervision Paper</b>	

*Please score each item and place the score average for this section in the last box.*

<b>III. Evaluation of the Supervisor Candidate's Skill as a Supervisor, as Observed by the Approved Supervisor Mentor During the Supervision Mentoring Sessions.</b>	<b>Scoring</b>
1. Is the supervisor candidate aware of the influence of external systems on the supervision of the therapist (for example, limitations, resources)?	0 1 2 3 4
2. Does the supervisor candidate demonstrate his/her contextual considerations (ethnicity, culture, gender, sexual orientation, etc.) in supervision of MFTs/therapists/trainees?	0 1 2 3 4
3. Does the supervisor candidate negotiate a clear contract for supervision at the beginning of the supervisory relationship with therapists/trainees?	0 1 2 3 4
4. Does the supervisor candidate discuss the therapist's skill level at the time that supervision begins, and does he/she assess the interpersonal style of the therapist?	0 1 2 3 4
5. Does the supervisor candidate describe the structure of the supervision process, specifically delineating goals and objectives?	0 1 2 3 4
6. Does the supervisor candidate maintain clear and appropriate professional boundaries and ethical behavior with therapists/trainees?	0 1 2 3 4
7. Does the supervisor candidate create a supportive learning environment and foster the development and creativity of the therapist, rather than fostering imitation of the supervisor?	0 1 2 3 4
8. Does the supervisor candidate have methods for helping the therapist/trainee recognize his or her areas of inexperience or discomfort so that the therapist will make use of supervision and referral when appropriate?	0 1 2 3 4

## APPROVED SUPERVISOR'S EVALUATION

9. Does the supervisor candidate take steps to assume appropriate responsibility for facilitating change in the therapist and use various methods to foster development?	0 1 2 3 4
10. Does the supervisor candidate consider the stages of development of the therapist and tailor the supervision to match each stage?	0 1 2 3 4
11. Does the supervisor candidate evaluate the progress of supervision, including changes that occurred in the therapist/trainee and clients, the therapist's/trainee's current abilities, and make recommendations for his or her future development as a therapist?	0 1 2 3 4
12. Does the supervisor candidate address his/her own development as a supervisor, and identifying the actions he/she will take to promote his/her future development as a supervisor?	0 1 2 3 4
<b>Average Score on Supervisor Skills</b>	

As the Approved Supervisor mentor for this supervisor candidate, my assessment is that this supervisor candidate has successfully integrated the nine learning objectives into his or her theory and practice of MFT supervision, and has demonstrated an acceptable level of knowledge and skill in the provision of marriage and family therapy supervision. He/she has received no rating less than “acceptable” (2) for each evaluation item, and an average score of “excellent” (3) or better in each of the three evaluation sections.

\_\_\_\_\_  
**Signature of Approved Supervisor**

\_\_\_\_\_  
**Date**

I have read the evaluation of me by my Approved Supervisor mentor, and have had the opportunity to discuss the evaluation with him/her prior to submitting it to the AAMFT.

\_\_\_\_\_  
**Signature of supervisor candidate**

\_\_\_\_\_  
**Date**

## APPROVED SUPERVISOR RENEWAL FORM

The Approved Supervisor uses this form to renew his/her designation at the end of the five year term. Approved Supervisors must demonstrate that they have completed an Approved Supervisor refresher course within the past five years. Please attach course completion verification - a certificate, CE verification letter, etc.

The refresher course must be offered by AAMFT or pre-approved by the AAMFT. Courses are offered at a variety of times and locations, including the AAMFT Annual Conference, the AAMFT Summer Institute and the AAMFT Winter Institute and AAMFT division conferences. A complete list of pre-approved refresher courses can be found at [www.aamft.org](http://www.aamft.org), or obtained by calling the AAMFT office.

There are two important dates that are related to the renewal process, your renewal date and your Approved Supervisor expiration date. Your renewal application and course completion verification are due on your renewal date, which is 3 months prior to the expiration date that is listed on your Approved Supervisor certificate. This is necessary to ensure that your membership fees include both your annual membership dues and your Approved Supervisor fee.

- Renewal:** I wish to renew my appointment as an AAMFT Approved Supervisor for another five years. (Please complete form and attach CE verification.)
- Resign:** I do not wish to renew my appointment as an AAMFT Approved Supervisor. (Please update contact information on the form and return to AAMFT. AAMFT would appreciate it if a note would be included informing AAMFT of the reason(s) for the resignation.)

The annual Approved Supervisor fee is \$50.00 (U.S.) for AAMFT Clinical Members and \$100.00 (U.S.) for non-AAMFT members. Billing for next year's annual fee will be included in the dues bill. **Please Do Not Send Payment Now.**

### 1. Demographics (please print)

Member Id: \_\_\_\_\_  
First Name: \_\_\_\_\_ M.I. \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Nickname: \_\_\_\_\_  
Former Name: \_\_\_\_\_

Preferred mailing address:  Home  Office

#### *a. Home Address*

Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

#### *b. Office Address*

Organization: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**2. Course Completion: Please send course completion verification with the application. If you completed the course at the AAMFT annual conference, Summer or Winter Institutes you do not need to send course verification, simply complete the section below.**

Course Sponsor (AAMFT, division, independent instructor):  
\_\_\_\_\_  
Instructor: \_\_\_\_\_  
Date: \_\_\_\_\_

## APPROVED SUPERVISOR RENEWAL FORM

**3. The AAMFT offers all Clinical Members a personal listing on the TherapistLocator.net referral service. This also links Clinical Members/Approved Supervisors to the online directory for AAMFT Approved Supervisors. Would you like to receive referrals through our TherapistLocator.net referral directory?**  Yes  No

Which address would you like to use:  Home  Work

Referral Phone: \_\_\_\_\_

Referral E-mail: \_\_\_\_\_

Referral Web Site: \_\_\_\_\_

### 4. Degree

Please indicate the degree you would like to have listed on your AAMFT Approved Supervisor certificate. This should be the degree that qualifies you to practice MFT. The degree you choose will appear on your AAMFT Approved Supervisor certificate, on all correspondence and in AAMFT's online membership directory. Please be reminded of Sections 8.4 and 8.5 of the *AAMFT Code of Ethics* when listing your preferred degree, which state:

*8.4 Marriage and family therapists do not use any professional identification (such as a business card, office sign, letterhead, Internet, or telephone or association directory listing) if it includes a statement or claim that is false, fraudulent, misleading, or deceptive.*

*8.5 In representing their educational qualifications, marriage and family therapists list and claim as evidence only those earned degrees: (a) from institutions accredited by regional accreditation sources recognized by the United States Department of Education, (b) from institutions recognized by states or provinces that license or certify marriage and family therapists, or (c) from equivalent foreign institutions.*

Your AAMFT membership record can reflect only one relevant graduate degree. In the space indicated below, please list the graduate degree initials (not license initials) that you want listed (example: M.A., M.S., M.F.T., or Ph.D., etc.).

Degree: \_\_\_\_\_

### 5. Statement of Professional Ethics and Conduct

a. Are you currently under investigation for alleged violation(s) of the *AAMFT Code of Ethics*?  Yes  No

b. Have you ever been found in violation of the *AAMFT Code of Ethics*, or ever entered into any settlement by mutual agreement with the AAMFT Ethics Committee, or agreed to discontinue an act (agreed to cease and desist) at the request of the AAMFT Ethics Committee, or legal counsel?  Yes  No

### 5. Statement of Professional Ethics and Conduct Continued...

c. Have you ever been found by any other professional association to which you have belonged to have violated its ethical code, or are you currently under investigation for an ethical violation by any other professional organization to which you belong?  Yes  No

d. Have you ever had your registration, certification or license to practice therapy suspended, revoked, restricted or denied, or has any other disciplinary action been taken against you by any federal or state regulatory body or foreign jurisdiction, or are you presently under investigation by any regulatory body to the best of your knowledge?  Yes  No

e. Have you ever had your privileges to practice therapy in a hospital, HMO, etc. suspended or restricted, or has any other disciplinary action been taken against you, on the grounds of unprofessional conduct, incompetence, negligence or unsafe practice?  Yes  No

f. Have you ever been convicted of a felony or of any misdemeanor which might relate to the practice of therapy?  Yes  No

g. Has any claim been made against you in a civil suit or any other forum in the past ten years which clearly alleges unethical behavior on your part including, but not limited to, the following examples: sexual intimacy with a client, a dual relationship with a client, violation of confidentiality, and so forth? If yes, please provide an explanation.  Yes  No

h. To avoid punitive action, or in lieu of punitive action, have you ever voluntarily given up privileges, registration, certification or licensure to practice therapy, or agreed to restrict your practice?  Yes  No

**If you answered "yes" to any of the above, please provide detailed information on a separate piece of paper.**

I affirm that the statements made in this application are true. I hereby give the AAMFT Standards Committee and/or supervision staff the right to seek and obtain a report from the AAMFT Ethics Committee pertaining to any violation found or any case opened against me. I also give permission to the AAMFT to request appropriate information regarding the action(s) named above from the relevant regulatory body, professional association, agency or court.

***With the submission of this form, I agree to abide by the current AAMFT Code of Ethics and the current AAMFT Approved Supervisor Designation: Standards and Responsibilities. (The complete text of the Code of Ethics can be found at [www.aamft.org](http://www.aamft.org), or obtained by calling the AAMFT office.) I have re-read the AAMFT Approved Supervisor Designation: Standards and Responsibilities and am thoroughly familiar with all of my responsibilities as an AAMFT Approved Supervisor.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## REQUIREMENTS FOR SUPERVISION COURSE PRE-APPROVAL

There are three different supervision courses involved in the training and renewal of AAMFT Approved Supervisors:

- (1) the 30-hour supervision fundamentals course required for MFTs who wish to become Approved Supervisors.
- (2) the 15-hour didactic course on MFT supervision, which is taken in combination with the 15-hour supervision track at the AAMFT Annual Conference.
- (3) the 5-hour refresher course taken by experienced Approved Supervisors who are seeking to renew their designation for an additional five-year term.

In order to count for AAMFT requirements, the supervision courses must be offered by the AAMFT, or pre-approved by the AAMFT. Institutions, AAMFT divisions, and individual Approved Supervisors are encouraged to sponsor courses to increase course availability and choice of location and instructors. Pre-approval is intended to create consistency in the content of the courses, regardless of where and by whom the courses are taught.

The process for having a course pre-approved is described in this section. Then, the guidelines for the 30-hour supervision fundamentals course are set forth, followed by the guidelines for the 15-hour didactic course, and concluded with the 5-hour Approved Supervisor refresher course. Last is the pre-approval form, which is to be submitted to the AAMFT when seeking pre-approval.

### Pre-approval Process

Institutions and Approved Supervisors who wish to sponsor either the MFT supervision fundamentals course or the Approved Supervisor refresher course should carefully review the course requirements for the type of course they intend to offer. They should develop a detailed course syllabus, taking care to incorporate and describe all the course requirements. Then, they may submit the course to the AAMFT for pre-approval. The pre-approval request should include:

- **the Supervision Course Pre-Approval Request Form,**
- **a detailed course syllabus showing how the course requirements will be met, and**
- **the \$100 course pre-approval review fee.**

*Note: MFT supervision fundamentals courses offered as part of a COAMFTE-accredited doctoral program do not require pre-approval. AAMFT divisions offering the Approved Supervisor refresher course are required to receive pre-approval, but they do not have to pay the \$100 pre-approval review fee.*

Pre-approval should be sought at least two months prior to the date on which the course will begin. This will enable sufficient time for the review and feedback from the AAMFT. When the course pre-approval request is received by the AAMFT, it will be reviewed to ensure that all course requirements will be met by the course as it has been described. The instructor(s) will receive a written response indicating that the course has been approved or, if it is not approved, detailing the changes that must be made before it can be approved. If the approval is denied, the instructor will have 30 days in which to re-submit the pre-approval request.

When a course is pre-approved, the approval is valid for a period of two years. During the two-year approval period, the reading list may be updated, assuming the remainder of the course remains intact. However, if the instructor or sponsor changes, or if there are significant changes to the syllabus or format of the course, it will be considered a new course and the new course must be submitted for pre-approval. If the instructor questions whether a change is significant enough to require a new approval, he/she should consult with the AAMFT supervision staff. If the course is to be offered after the two year period has expired, the course must be updated and re-submitted for pre-approval.

## REQUIREMENTS FOR SUPERVISION COURSE PRE-APPROVAL CONTINUED...

Once a course has been approved, it will be added to the list of pre-approved supervision courses as appropriate. This list is available at [www.aamft.org](http://www.aamft.org), and by request from the AAMFT office. Instructors and sponsors may also advertise the course. The advertisement should indicate the sponsor (institution, AAMFT division, etc.) and the instructor. The advertisement should not state or imply that the course is sponsored or co-sponsored by the AAMFT, but that it is pre-approved by the AAMFT.

### **30-Hour Supervision Fundamentals Course**

This course is designed for MFTs who are training to become Approved Supervisors. It should be taken within five years prior to the supervisor candidate's application to receive the Approved Supervisor designation. Courses must be offered by the AAMFT or pre-approved by the AAMFT. At the time of applying for the designation, supervisor candidates will be required to demonstrate that they have completed the course by presenting a certificate, verification letter, or transcript showing the date the course was taken, the instructor, and the course sponsor.

#### ***Requirements:***

1. The course must meet for 30 contact hours (excluding supervision or supervision mentoring). The course should be a combination of didactic and interactional experiences. The interactional experiences must include in class, face to face course instruction.
2. The course must be taught by a current AAMFT Approved Supervisor.
3. A minimum of four students must be present in the course for supervisor candidates to receive credit for the course.
4. The course syllabus must address each of the nine learning objectives for Approved Supervisors. The syllabus should specify how each learning objective will be addressed—through readings, didactic instruction, and/or exercises.

#### ***Learning Objectives For Approved Supervisors:***

- Be familiar with the major models of MFT and supervision, in terms of their philosophical assumptions and pragmatic implications.
  - Articulate a personal model of supervision, drawn from existing models of supervision and from preferred styles of therapy.
  - Facilitate the co-evolving therapist-client and supervisor-therapist-client relationships.
  - Evaluate and identify problems in therapist-client and supervisor-therapist-client relationships.
  - Structure supervision, solve problems, and implement supervisory interventions within a range of supervisory modalities (for example, live and videotaped supervision).
  - Address distinctive issues that arise in supervision mentoring.
  - Be sensitive to contextual variables such as culture, gender, ethnicity, and economics.
  - Be knowledgeable of ethical and legal issues of supervision.
  - Be aware of the requirements and procedures for supervising trainees for AAMFT Clinical Membership.
5. The course must include a review of MFT literature with current references, with specified reading assignments.
  6. As a course requirement, students must develop a written Philosophy of Supervision paper. (Guidelines for the paper are included on page 51 of this handbook.) The paper will be evaluated in the course and reviewed again by the Approved Supervisor who is providing the supervision mentoring. The Philosophy of Supervision paper must be completed within one year of taking the course.

## REQUIREMENTS FOR SUPERVISION COURSE PRE-APPROVAL CONTINUED...

7. The sponsor of the course is required to provide course completion verification. This may be in the form of a certificate, verification letter or transcript. The verification should give the participant's name, the course sponsor, the instructor, the number of contact hours for the course, and the date the course was completed.

### **15-Hour Didactic Course in MFT Supervision**

MFTs who are training to become Approved Supervisors must complete a 30-hour supervision fundamental course. This course must include a combination of didactic and interactional experiences. An option for supervisor candidates is to combine (1) Attendance at the entire supervision track (15 hours) at the AAMFT Annual Conference, and (2) Completion of an AAMFT pre-approved 15-hour didactic course on MFT supervision.

The course may be taught using virtual components, which must be described in detail when submitting the course for pre-approval. At the time of applying for the designation, supervisor candidates will be required to demonstrate that they completed the course by presenting a certificate or verification letter showing the date the course was taken, the instructor, and the course sponsor.

#### ***Requirements:***

1. The course must include 15 hours of didactic instruction (excluding supervision or supervision mentoring).
2. The course must be taught by a current AAMFT Approved Supervisor.
3. The course syllabus must address each of the nine learning objectives for Approved Supervisors. The syllabus should specify how each learning objective will be addressed - through reading assignments, and didactic instructions.

#### ***Learning Objectives For Approved Supervisors:***

- Be familiar with the major models of MFT and supervision, in terms of their philosophical assumptions and pragmatic implications.
- Articulate a personal model of supervision, drawn from existing models of supervision and from preferred styles of therapy.
- Facilitate the co-evolving therapist-client and supervisor-therapist-client relationships.
- Evaluate and identify problems in therapist-client and supervisor-therapist-client relationships.
- Structure supervision, solve problems, and implement supervisory interventions within a range of supervisory modalities (for example, live and videotaped supervision).
- Address distinctive issues that arise in supervision mentoring.
- Be sensitive to contextual variables such as culture, gender, ethnicity, and economics.
- Be knowledgeable of ethical and legal issues of supervision.
- Be aware of the requirements and procedures for supervising trainees for AAMFT Clinical Membership.

## REQUIREMENTS FOR SUPERVISION COURSE PRE-APPROVAL CONTINUED...

4. The course syllabus must describe the technology and/or software that will be used (Blackboard, listserves, etc.). In addition, the syllabus must include how course attendance and participation will be monitored, and timeframes for assignment and exam completion.
5. The course must include a review of MFT literature with current references, with specified reading assignments and exams.
6. As a course requirement, students must develop a written Philosophy of Supervision paper. (Guidelines for the paper are included on page 51 of this handbook.) The paper will be evaluated in the course and reviewed again by the Approved Supervisor who is providing the supervision mentoring. The paper must be completed within one year of taking the course.
7. The sponsor of the course is required to provide course completion verification. This may be in the form of a certificate, verification letter or transcript. The verification should give the participant's name, the course sponsor, the instructor, the number of contact hours for the course, and the date the course was completed.

### 5-Hour Approved Supervisor Refresher Course

This course is designed for experienced Approved Supervisors. It is required of Approved Supervisors at the time they renew their five-year designation as an Approved Supervisor. The course must have been taken in the five years immediately prior to the renewal. The course must be offered by or pre-approved by the AAMFT. At the time of the renewal, the Approved Supervisor will be asked to show a certificate or verification letter indicating the date the course was taken, the sponsor, and the instructor of the course.

#### *Requirements:*

1. The participants must meet for at least five contact hours, in a comprehensive course covering the topic areas described below. The course can be offered in one five-hour block, or broken into sections. In any case, the five contact hours should be completed within a span of no more than one year.
2. The course must be taught by a current AAMFT Approved Supervisor. Approved Supervisors who teach a pre-approved course will be given credit for having met the course requirement.
3. A minimum of four Approved Supervisors must be present in the course. This is to ensure that interaction can be a part of the course experience.
4. The course must include both didactic and interactional instruction methods, and must address each of the following topics:
  - Current supervision literature, emphasizing the literature from the past five years.
  - Ethical and legal issues that arise in clinical supervision and supervision mentoring.
  - Supervision contracts, including the process of developing contracts and the elements that should be addressed.
  - Cultural, gender and socioeconomic issues in therapy and supervision.
  - The current standards for becoming an Approved Supervisor, with emphasis on the role of the Approved Supervisor mentor.
5. The sponsor of the course is required to provide course completion verification. This may be in the form of a certificate or verification letter. It should show the participant's name, the course sponsor, the instructor, the number of contact hours for the course, and the date the course was completed.

## SUPERVISION COURSE PRE-APPROVAL REQUEST FORM

This form is submitted to the AAMFT to seek pre-approval for a 30-hour supervision fundamentals course, a 15-hour didactic course, or a 5-hour Approved Supervisor refresher course. Please submit this form along with course syllabus and review fee of \$100.00.

**This request is for the pre-approval of (check one):**

- A **30-hour** MFT supervision **fundamentals** course for MFTs preparing to be Approved Supervisors.
- A **15-hour** didactic course on MFT supervision. This course is completed in combination with the supervision track at the AAMFT Annual Conference.
- A **5-hour** MFT supervision **refresher** course for experienced Approved Supervisors preparing to renew their designation.

*(Submit a separate pre-approval request, including a separate syllabus and separate review fee, for each course for which you are seeking pre-approval.)*

Institution, division, etc. offering the course: \_\_\_\_\_

Instructor (a current AAMFT Approved Supervisor): \_\_\_\_\_ AAMFT ID# \_\_\_\_\_

Correspondence address of institution/instructor: \_\_\_\_\_  
\_\_\_\_\_

Contact phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address (where course is being taught): \_\_\_\_\_  
\_\_\_\_\_

Frequency and schedule of meetings (ex: evenings, two hours every other week): \_\_\_\_\_  
\_\_\_\_\_

Date course is scheduled to begin \_\_\_\_\_ end \_\_\_\_\_

**Attach a detailed course syllabus.**

To expedite your application process, please note that we can only accept U.S. currency. Please make all checks payable to AAMFT and be advised that there is a \$25 service charge on returned checks.

- I have enclosed a check or money order for the non-refundable \$100 fee.
- I would like to pay by credit card. Please charge my card for the \$100 non-refundable fee:
- VISA    Master Card    American Express

Name on card: \_\_\_\_\_

Credit card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please note:**

When courses are pre-approved, they will be listed on the AAMFT website. The listing will include the information you provided here.

AAMFT Divisions requesting pre-approval for the 5-hour Approved Supervisor refresher course are not required to pay the pre-approval fee.

Supervision fundamentals courses (30-hour or more) offered in COAMFTE-accredited doctoral programs are automatically approved and need not submit the pre-approval request.





# Tools for the Supervisor Candidates and Supervisor Mentors

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This section includes tools that may be helpful to Approved Supervisor mentors and/or supervisor candidates. Tips and checklists are not exhaustive. They may be helpful as guidelines, or used as starting points for the development of more extensive tools. The forms provided do not need to be submitted to the AAMFT, but are offered as samples to which supervisors can refer when developing their own forms.

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\*These resources are taken from the *Practice Management Forms: Tools for the Business of Therapy*, published by the AAMFT.

## SUPERVISION CONTRACT TIPS:

*Supervision contracts are used to detail how, and under what conditions, clinical supervision will be provided. The contract represents the discussion and agreements between the Approved Supervisor and the person to be supervised/mentored. The following are some issues that should be considered in the development of a supervision contract, whether the contract will be for supervision mentoring or direct supervision of MFTs/trainees.*

- Logistics—when and where will the supervision be conducted, length of supervision sessions, etc.
- Clarification of supervisory relationships—describe roles and responsibilities.
- Roles of multiple supervisors—if more than one supervisor is working with the supervisee, how will cases be divided, under what conditions may the supervisors discuss the progress of the supervisee?
- Goals of the supervision—what does the supervisee want to learn or accomplish; will supervision hours count toward licensure, association membership, etc.?
- Methods of supervision—expectations about how case information will be presented (notes, videotape, etc.) to the supervisor.
- Evaluation procedures—when will formal evaluation discussions take place, will they be documented, what is the evaluation criteria?
- Any issues, rules, regulations specific to the agency/institution in which the therapy and/or supervision will be conducted. (Ex: rules about videotaping, removing case notes from the premises, etc.)
- Reporting requirements and emergency procedures for high risk or abusive clients.
- How the supervisee can reach the supervisor in cases of emergency.
- Adherence to ethical guidelines—what code(s) of ethics does the supervisee agree to abide by. (Note: in the contract, the parties can agree to abide by a certain code even if they are not members of the organization that promulgated the code.)
- Record keeping—how records of supervision will be kept, both session notes and the log of supervision.
- Notification of clients that the therapy is being supervised and by whom.
- Payment for supervision—amount, when payments are due.
- How disagreements between the supervisor and supervisee will be brought forth and resolved.
- When the supervisory relationship will end, and conditions under which the contract may be continued.

## SAMPLE SUPERVISION CONTRACT

We have decided to enter into a supervision experience together and we have gone over a number of issues in order to help us create an agreed-upon context for that experience. The purpose of this contract is to outline those issues and to serve as a resource for our work together.

### Supervisor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Supervisee

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Outline of Logistics

We have agreed to commit \_\_\_\_\_ (length of time or number of contacts) to some form of supervision contact, beginning \_\_\_\_\_ and continuing until \_\_\_\_\_. We have decided to divide up this time in the following ways: \_\_\_\_\_

In the case of a client cancellation, we have decided \_\_\_\_\_

In the case of an emergency we have discussed the following procedure:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note - If you think you, a client, or another individual is in imminent danger, first call the police department and then follow the procedure above.**

### Clarification of the Supervision Relationship

My supervision style:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SAMPLE SUPERVISION CONTRACT

Confidentiality:

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Plan for providing feedback to one another:

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Plan for handling stumbling blocks/disagreements/etc.:

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Additional clarifications:

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## Identification of Goals

We have identified the following goals for our work together

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\_\_\_\_\_  
Therapist Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## SAMPLE TRAINING PLAN

Candidates for the Approved Supervisor designation must complete a training program in order to apply for the designation. The Approved Supervisor mentor and supervisor candidate should carefully review the training requirements contained in this handbook, then discuss and develop a training plan. It is recommended that the plan be developed at the very beginning of the supervision candidate's training, and put in writing.

The Approved Supervisor mentor should regularly review the supervisor candidate's progress toward meeting the requirements. The training plan can be an invaluable tool in these reviews. Should circumstances require changes in the plan, those changes should be discussed and documented.

The training plan is separate from the supervision contract. The supervision contract details the parameters of the supervision mentoring relationship. The training plan specifically addresses the requirements that the supervisor candidate must meet before applying to become an Approved Supervisor, and how he/she plans to meet those requirements.

The following is an outline of issues that should be considered in the development of the training plan. (NOTE: The training plan does not need to be sent to the AAMFT.)

***Timeframe:*** A supervisor candidate must be in training for a minimum of two years. When will the supervision training begin? \_\_\_\_\_

When do we anticipate that the training requirements will be completed? \_\_\_\_\_

***Supervision course:*** During the training process, supervisor candidates must complete a 30 contact hour course in marriage and family therapy supervision fundamentals.

When and where does the supervisor candidate plan to complete the course? \_\_\_\_\_

\_\_\_\_\_

The course must require a Philosophy of Supervision paper, which must eventually be evaluated by the Approved Supervisor mentor.

When do we anticipate that the Philosophy of Supervision paper will be presented to the Approved Supervisor mentor? \_\_\_\_\_

***Provide supervision to trainees:*** The supervisor candidate must provide 180 hours of clinical supervision to MFTs during the two-year training period.

What will be the primary source of supervisees; how will they be identified? \_\_\_\_\_

\_\_\_\_\_

How many supervisees will be supervised? \_\_\_\_\_ Approximately how many hours of supervision will be provided each week? \_\_\_\_\_

At this rate, when will the 180 hours supervision requirement be met? \_\_\_\_\_

## SAMPLE TRAINING PLAN

**Receive supervision mentoring:** Supervisor candidates must receive at least 36 hours of supervision mentoring.

How often will supervision mentoring occur? (Details should be included in a supervision contract.) \_\_\_\_\_

At this rate, when will the 36 hour supervision mentoring requirement be met? \_\_\_\_\_

**Obtain AAMFT Clinical Membership:** Applicants for the Approved Supervisor designation must be AAMFT Clinical Members, or demonstrate equivalency.

Is the candidate already an AAMFT Clinical Member? \_\_\_\_\_

If not, does the candidate understand the requirements for Clinical Membership and is it likely that he/she will be able to complete those requirements before the training is complete? \_\_\_\_\_

**Clinical Experience:** Prior to applying for the Approved Supervisor designation, supervisor candidates must have two years of clinical experience beyond obtaining an MFT license and/or AAMFT Clinical Membership.

When did (or when will) the candidate obtain an MFT license? \_\_\_\_\_

When did (or when will) the candidate obtain AAMFT Clinical Membership? \_\_\_\_\_

### **Application Packet:**

When do we anticipate that the requirements will be met, and the Approved Supervisor Application Packet will be completed and submitted to AAMFT? \_\_\_\_\_





## SUPERVISOR CANDIDATE VERIFICATION FORM

**This form verifies that the supervisor candidate is currently working towards the requirements for the AAMFT Approved Supervisor designation. This form may be submitted to employers, educational programs, agencies, supervisees, or anyone who needs verification that the supervisor candidate is currently under supervision mentoring with an AAMFT Approved Supervisor, and is actively training to be an AAMFT Approved Supervisor. This form is to be completed and signed by the AAMFT Approved Supervisor. If provided to a supervisee, the supervisee should retain the form in the event it is needed to support a future application for licensure or AAMFT membership.**

Name of supervisor candidate: \_\_\_\_\_ AAMFT ID# \_\_\_\_\_

Name of AAMFT Approved Supervisor who is mentoring the candidate:  
\_\_\_\_\_ AAMFT ID#: \_\_\_\_\_

I, \_\_\_\_\_ (Approved Supervisor mentor), verify that the supervisor candidate has a graduate degree or has completed at least two years of a doctoral program in marriage and family therapy.

Further, I verify that the above named candidate is in current and ongoing supervision mentoring with me. The candidate has been under my mentorship since:

Start date \_\_\_\_\_ (mo/yr), and we anticipate that he/she will complete the training requirements and apply to be an AAMFT Approved Supervisor on:

Completion date \_\_\_\_\_ (mo/yr).

At the end of their training, the above mentioned supervisor candidate will have:

- Completed a 30-hour supervision fundamentals course that has been pre-approved or offered by AAMFT.  
As of this date the candidate:  
 Has completed this course.  
 Has not yet completed this course.
- Provided at least 180 hours of supervision over a minimum of two years. At this point, the candidate has provided \_\_\_\_\_ hours of supervision under my mentorship.
- Received a minimum of 36 hours of supervision mentoring over a minimum period of two years. As of this date, the candidate has received \_\_\_\_\_ hours of supervision mentoring.

I verify that the above mentioned supervisor candidate is actively engaged in fulfilling the requirements to become an AAMFT Approved Supervisor.

\_\_\_\_\_  
AAMFT Approved Supervisor mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor candidate

\_\_\_\_\_  
Date





## EVALUATION GUIDELINES

Approved Supervisors should regularly and routinely evaluate the progress of their supervisees, and share those evaluations with the supervisee. The following are some issues that Approved Supervisors should consider in the evaluations.

### **At the initiation of a supervisory relationship:**

- Education—what is the MFT training previously received by the supervisee? Is he/she still in training? In what regular activities (readings, conferences, etc.) does the supervisee engage to stay current on developments in the field of family therapy?
- Practice setting—where does the supervisee see clients? What are the characteristics of the client population the supervisee serves?
- Previous supervision—what does the supervisee expect from supervision, what supervision techniques have they found to be particularly helpful?
- Theoretical orientation—does the supervisee practice primarily from a particular theory, and does she/he desire to develop knowledge and skills in a particular theory?

### **Throughout the supervisory relationship:**

- Are the goals defined in the supervision contract being met?
- Is the supervisee presenting sufficient case information to the Approved Supervisor, and in an acceptable format?
- Are both the Approved Supervisor and the supervisee pleased with the process of supervision?
- What, if any, supervision records or logs need to be documented (ex: if reports are to be made to licensing boards or organizations) and are those records being kept?
- Have ethical or legal concerns emerged in supervision?
- Is the supervisee sufficiently aware of contextual issues (race, gender, sexual orientation, socio-economics, etc.) that emerge in the therapy and/or supervisory relationships?
- Have personal issues emerged for which the supervisee should be referred for therapy?
- Does the supervisee know and incorporate research findings into her/his practice?
- Has the Approved Supervisor identified issues around which the supervisee should receive additional training? If so, how will these be addressed?
- Review emergency procedures, abuse reporting procedures, and emergency contact information.
- Are any changes to the supervision contract needed?

### **For Approved Supervisors who are mentoring supervision candidates, a mid-contract evaluation should also include:**

- Whether the candidate has completed the 30-hour supervision fundamentals course requirement. If not, when will it be taken?
- If the candidate has completed the course, has he/she presented the Philosophy of Supervision paper to the Approved Supervisor mentor?
- How many hours of supervision has the supervisor candidate provided? Is this at the rate initially anticipated in the training plan? If not, are there other sources of potential supervisees that should be explored?
- Has the supervisor candidate supervised at least two MFTs/trainees for at least nine months each? If not, how will this be accomplished?

## EVALUATION GUIDELINES

- How many hours of supervision mentoring has the supervisor candidate received? Is this at the rate initially anticipated? Is the supervision mentoring occurring at a rate of roughly one hour for every five hours of supervision provided?
- Review the nine learning objectives and consider if the experiences in the training program is addressing all the objectives. If not, what steps could be taken to ensure that all learning objectives are attended to? This may include suggested readings, supplemental workshops, or discussions with the Approved Supervisor mentors.
- If progress is not being made as originally anticipated in the training plan, what changes should be made to the plan?

### **At the end of a term specified in the supervision contract:**

- Have the original goals for supervision been met?
- How has the supervisee's skill and knowledge changed during the supervision?
- Ensure that the supervision that was provided is well documented, in case the supervisee needs to provide verification of the supervision at a future date.
- If the supervisee is ready to apply for licensure, AAMFT membership, the Approved Supervisor designation, etc., assist them in completing the supervision reports and other relevant application forms.
- Will the supervision contract be extended and, if so, how will it change?
- Would the supervisee benefit from working with a different supervisor? If so, how will that supervisor be identified?
- If the supervisory relationship is terminating, discuss how the supervisee will receive clinical supervision as needed in the future.

## GUIDELINES FOR WRITING A PHILOSOPHY OF SUPERVISION PAPER

A Philosophy of Supervision paper is required as part of the 30-hour supervision fundamentals course. The length of the Philosophy of Supervision paper is generally three single-spaced, typewritten pages. The paper should be reviewed by the course instructor, and feedback should be given to the supervisor candidate. The supervisor candidate should also present the Philosophy of Supervision paper to her/his Approved Supervisor mentor for discussion and feedback. The paper does not need to be submitted to the AAMFT. The paper must be completed within one year of taking the course.

The paper will be looked at as one method of determining whether the supervisor candidate has integrated the nine learning objectives into his/her theory and practice of MFT supervision. The Approved Supervisor's Evaluation form includes specific questions about the Philosophy of Supervision paper.

The Philosophy of Supervision paper should demonstrate a connection between theory and practice. The supervisor candidate's philosophical and theoretical assumptions about supervision should be related to her/his practice of supervision. There should also be evidence that the supervisor candidate conceptualizes treatment and supervision within a systematic orientation.

In the paper, the supervisor candidate should describe his/her assumptions and guiding theoretical principles by specifically demonstrating:

- That he/she thinks about treatment and supervision in relational terms (for example, in terms of patterns, sequence, context).
- That he/she is aware of patterns and sequences of replication at various systems levels (for example, interconnection and interrelationships of the individual, family, therapist, supervisor, and context of training).
- That she/he understands MFT supervision literature by citing recent articles, chapters, and/or books, and how his/her supervision philosophy and methods of supervision relate to the current MFT supervision literature.
- Her/his theoretical orientation by articulating philosophies of therapy and supervision as well as the connection between them.
- That he/she is sensitive to the multilevel implications of developmental, biological, socio-cultural, gender, and family-of-origin issues.
- The ways in which personal values, beliefs, life experiences, and theoretical assumptions impact upon his/her philosophy and practice of supervision.
- Her/his theoretical consistency, whether from one prominent model or from an integrative perspective. If the latter, demonstrate a logical integration of models.
- His/her rationale for the choice of supervisory methods and how the methods facilitate achievement of supervision goals.

## CHECKLIST FOR COMPLETING THE APPROVED SUPERVISOR APPLICATION PACKET

When the Approved Supervisor mentor and supervisor candidate believe that the candidate has met all requirements for becoming an Approved Supervisor, they should work together to complete the Approved Supervisor application packet.

### Checklist of requirements:

- \_\_\_\_\_ The candidate must have completed a graduate degree in marriage and family therapy or a closely related field. (This is actually a prerequisite to begin training, but it should be re-verified at this point.)
- \_\_\_\_\_ Is the Approved Supervisor mentor a current AAMFT Approved Supervisor?
- \_\_\_\_\_ Was the supervisor candidate in training for the Approved Supervisor designation for at least two years?
- \_\_\_\_\_ Did the supervisor candidate complete a 30-hour supervision fundamentals course?
- \_\_\_\_\_ Was the course offered by or pre-approved by the AAMFT?
- \_\_\_\_\_ Was the course taken in the past five years (prior to the Approved Supervisor application being submitted)?
- \_\_\_\_\_ Does the supervisor candidate have written verification that the course was completed—a certificate, verification letter, transcript, etc. showing the date on which the course was taken and by whom it was offered?
- \_\_\_\_\_ Has the supervisor candidate provided 180 hours of clinical supervision to MFTs during the two-year training period?
- \_\_\_\_\_ Did the candidate supervise at least two supervisees for at least nine months each during the training period?
- \_\_\_\_\_ Did the supervisor candidate receive at least 36 hours of supervision mentoring from an AAMFT Approved Supervisor during the two-year training period?
- \_\_\_\_\_ Were at least 18 hours of supervision mentoring obtained within the two years prior to the submission of the application packet?
- \_\_\_\_\_ Is the supervisor candidate an AAMFT Clinical Member? If not, can the candidate demonstrate that he/she has been evaluated for and offered Clinical Membership?
- \_\_\_\_\_ Does the supervisor candidate have two years of clinical experience beyond obtaining an MFT license or two years of clinical experience beyond receiving AAMFT Clinical Membership?

### Checklist of items that must be included in the application packet:

- \_\_\_\_\_ Approved Supervisor Application (pages 22-24)
- \_\_\_\_\_ Supervision Mentoring Report (page 25)
- \_\_\_\_\_ Approved Supervisor's Evaluation (pages 27-30)
- \_\_\_\_\_ Official supervision course verification (certificate, letter, transcript)
- \_\_\_\_\_ Non-refundable application processing fee of \$200.00

### Additional considerations:

Make sure that all of the above items are included in the application packet, and that all forms are completed in their entirety. Ensure that all forms are signed. Type or write legibly, and be sure to double-check contact information such as the candidate's e-mail address. If information is omitted, the application review will be delayed.

## PROFESSIONAL DEVELOPMENT RESOURCES

There are additional resources available from the AAMFT that may be useful to AAMFT Approved Supervisors and supervisor candidates. AAMFT members receive a discount on the purchase of publications and training videotapes produced by the AAMFT. For information, refer to the AAMFT online store (online at [www.aamft.org/store](http://www.aamft.org/store)) or contact AAMFT at (703)838-9808.

**Practice Management Forms: Tools for the Business of Therapy** is a collection of over 100 forms in both paper copy and on a PC-compatible compact disc. Several of the forms are specifically for use in MFT supervision. Utilizing the CD, users can fill out the forms electronically.

The **Readings in Family Therapy Supervision: Selected Articles from the AAMFT Supervision Bulletin** is a compilation of articles from 12 years of the *AAMFT Supervision Bulletin*, a newsletter no longer being published. This book includes chapters about models of supervision, developing a philosophy of supervision, and contextual issues.

The AAMFT has published two books about marriage and family therapy ethics, both of which address issues that arise in supervision. The **User's Guide to the AAMFT Code of Ethics** uses vignettes to discuss the principles of the *AAMFT Code of Ethics*. **Ethics in Marriage and Family Therapy** discusses contemporary ethical issues in therapy and supervision.

The **Family Therapy Glossary**, 3<sup>rd</sup> edition, offers definitions for words and concepts used in family therapy. This book is a useful tool for supervisors and supervisees, and offers a common language for discussing therapeutic issues.

**Effectiveness Research in Marriage and Family Therapy** is an excellent resource for supervisors to use with trainees. The book is a collection and discussion of the most current research about problems commonly seen in family therapy, such as substance abuse, conduct disorders, domestic violence, and mental illness.

AAMFT also sponsors a trio of websites, each with valuable information for MFT clinicians and supervisors:

- **[www.aamft.org](http://www.aamft.org)** contains a list of pre-approved 30-hour supervisor fundamentals courses and 5-hour Approved Supervisor refresher courses. It also contains information about all of the AAMFT products and conference events, and contact information for MFT licensing boards, AAMFT divisions, and COAMFTE-accredited graduate programs. At [www.aamft.org](http://www.aamft.org) you will find copies of the *AAMFT Code of Ethics*, the *Approved Supervisor Designation Standards and Responsibilities Handbook*, and applications for AAMFT membership and the Approved Supervisor designation.
- **[www.FamilyTherapyResources.net](http://www.FamilyTherapyResources.net)** is a searchable collection of articles, audio/videotapes and books about a variety of family therapy topics, including clinical supervision. The site includes articles from the *Journal of Marital and Family Therapy* and the *Family Therapy Magazine*, and books written by AAMFT members. AAMFT members have unrestricted access to all articles on the site.
- **[www.TherapistLocator.net](http://www.TherapistLocator.net)** is AAMFT's consumer-oriented website. The site includes a collection of essays about a variety of problems affecting families, as well as a searchable database of AAMFT Clinical Members. The listings indicate those members who are also AAMFT Approved Supervisors. Members can personalize their listing to include a description of their therapy and supervision practice, and a photograph of themselves. The site is a useful tool for marketing one's practice, as well as for networking and making referrals to other professionals.

## NOTES



## NOTES