

<b>Title:</b>	Approved Clinical Supervisor (ACS) Eligibility Policy
<b>Policy Number:</b>	POL.00.920.ACSEligibility.0421.v1.A ACS Eligibility
<b>Policy Manager:</b>	Director of Certification and Credentialing Services
<b>Applies to:</b>	ACS Applicants
<b>Date Approved:</b>	4/29/2021

## A. INTRODUCTION.

The Center for Credentialing & Education (CCE) administers a comprehensive, professional credential program for clinical supervisor recognition—designated as the CCE Approved Clinical Supervisor (ACS) Program. Those individuals who wish to be granted the ACS credential must demonstrate that they have achieved licensure and/or national certification as a counselor or other licensed, behavioral, or mental health professional. In addition, qualified applicants must satisfy specific educational requirements related to a professional specialization in clinical supervision, and must document clinical service to clients in order to qualify for this Program.

Effective as of June 1, 2021, this Policy establishes and explains the requirements which must be satisfied in order to obtain the ACS credential, including the ACS standards, guidelines, and procedures (ACS Program). Questions concerning this Policy or the ACS credentialing process should be directed to the Director of Certification and Credentialing Services.

## B. PURPOSE.

The primary purpose of this Policy is to identify and document the Approved Clinical Supervisor (ACS) credential eligibility requirements. Specifically, the ACS Program establishes valid and appropriate eligibility rules concerning: professional education necessary for competent practice as a clinical supervisor; professional knowledge gained through an approved training program; and, professional ethical standards and the reporting of ethics-related matters.

Applicants for the ACS credential understand and agree that their professional qualifications, including their education, clinical knowledge, and professional and ethical standing will be evaluated by the Center for Credentialing & Education (CCE), and that such CCE eligibility determinations are final. CCE has the exclusive authority to make and issue all ACS credential eligibility decisions.

## C. CREDENTIAL LICENSE/CERTIFICATION AND EDUCATION/TRAINING REQUIREMENTS.

In order to qualify for ACS credential eligibility, applicants must satisfy certain education and training rules, which include specific requirements relative to: current professional licensure or national certification in counseling or a related behavioral or mental health discipline in good standing; the completion of specific education and training; the completion of specified training contact hours; and, the completion of particular clinical supervision-related content.

Consistent with the terms of this Policy, applicants must satisfy the following education and training requirements in order to be eligible for the ACS credential:

1. Professional License Or National Certification Requirement: In order to qualify for the credential, applicants must hold either: (a) professional licensure in a behavioral/mental health field in good standing with the issuing agency, which authorizes the applicant for independent practice in that field; **or**, (b) national certification as an NBCC National Certified Counselor (NCC) or Certified Clinical Mental Health Counselor (CCMHC) in good standing. Applicants must submit a true copy of the required current license or certification document.
2. Education And Training Requirements: In order to qualify for the credential, applicants must have completed the following:
  - a. Master's degree or higher in a mental health field, issued by an institution or graduate program accredited by an accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). The graduate degree must be verified by the submission of an official transcript.
  - b. Successful completion of a three (3) semester hour, graduate course(s) in clinical supervision, or an equivalent course of four and a half (4.5) quarter hours from a counseling program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), **or** forty-five (45) clock hours in clinical supervision training, addressing the following content areas and verified by the submission of an official transcript, certificate of completion, and syllabi/training content descriptions as determined by CCE:
    1. Roles and functions of clinical supervisors.
    2. Theoretical frameworks and models of clinical supervision.
    3. Supervisory relationship issues.
    4. Methods and techniques for clinical supervision.
    5. Group supervision.
    6. Evaluation, remediation, and gatekeeping in supervision.
    7. Utilization of technology in clinical supervision.
    8. Administrative procedures and responsibilities related to clinical supervision.
    9. Legal and ethical issues and responsibilities in clinical supervision.
    10. Culturally responsive clinical supervision.

3. Verification Of Completion Of Training Requirements: Credential training requirements must be verified by CCE by the review of an official transcript or certificate of completion from the issuing institution(s), or training provider(s). Certificates of Completion must show the completion of a required training program(s) or course(s) from a qualified CCE training program provider. CCE also may require the submission of qualifying course syllabi necessary to verify course alignment with the clinical supervision content areas. Qualified ACS training providers, are listed at the following CCE website: <https://www.cce-global.org/credentialing/acs>.
4. Education/Training Eligibility Appeals: Under certain, limited circumstances, an applicant, who is denied eligibility for the ACS credential, may submit an appeal and request for reconsideration of his/her eligibility with respect to the training requirements in this Policy. All such appeals must be submitted consistent with the requirements of the CCE Application and Certification Appeals Procedures, which is published at: <https://www.cce-global.org/assets/credentialing/ApplicationCredentialingAppealsPolicy.pdf>.

## **D. COUNSELING AND SUPERVISION EXPERIENCE ELIGIBILITY REQUIREMENTS.**

In order to be eligible for the ACS credential, applicants must document the specified post-Masters degree counseling experience in mental health services provided directly to clients. Applicants must also document the required clinical supervision, verified by a currently certified or licensed counselor.

1. Clinical Experience Verification: Applicants must provide proof of completion of five (5) years of post-Masters degree experience in mental health services, including at least 4,000 hours of direct service to clients. This clinical experience rule may be satisfied by either counseling services provided in an employment setting and/or services provided through a doctoral program as follows:
  - a. Submission of an ACS Program Employer Verification of Mental Health Experience form documenting a minimum of five (5) years of post-Masters degree experience in mental health services, including at least 4,000 hours of direct service to clients. Applicants may submit multiple forms to document five (5) years and 4,000 hours of experience related to multiple employment locations.
  - b. Submission of a transcript(s) documenting a conferred Doctorate in counselor education or counselor education and supervision, and/or a completed doctoral internship. Each academic doctoral internship will be calculated as equivalent to one (1) year and 300 hours of completed clinical work. Clinical experience credit will be based on a review of the internship course requirements, which may be accepted if the internship course hours meet or exceed the required clinical work hours.
2. Supervision Provision Endorsement: Applicants must submit a Supervision Provision Endorsement form documenting a minimum of 100 hours of qualified clinical supervision by the applicant. The endorsement must be prepared by a current NCC, CCMHC, or State licensed counselor based on that individual's personal knowledge consistent with the following criteria.
  - a. The clinical supervision may include both individual and group supervision.
  - b. Group supervision may include a maximum of twelve (12) supervisees in a group.
  - c. The clinical supervision of graduate students in training may be used to fulfill this requirement.

3. **Professional Disclosure Statement:** Applicants must submit a Professional Disclosure Statement intended for use with supervisees, which explains the parameters and expectations of the supervisory relationship. This Statement must include the following information and components:
  - a. Applicant's name, business address, e-mail, and telephone number.
  - b. A chronological list of the applicant's degrees, credentials, and licenses.
  - c. The mental health competency areas for which applicant is qualified to provide supervision (e.g., addictions counseling, career counseling).
  - d. A chronological list documenting applicant's training in clinical supervision and experience in providing supervision.
  - e. A statement explaining the applicant's model of, or approach to, clinical supervision, including role of the supervisor, objectives and goals of supervision, and modalities (e.g., tape review, live observation).
  - f. A description of the evaluation procedures that the applicant uses in the supervisory relationship.
  - g. A statement explaining the limits and scope of client confidentiality and privileged communication within the supervisory relationship.
  - h. The applicant's fee schedule for supervision services, and whether the applicant provides *pro bono* supervision services.
  - i. The applicant's emergency contact information provided to the applicant's supervisees.
  - j. A statement confirming and agreeing that the applicant will follow the CCE Approved Clinical Supervisor Code of Ethics, in addition to the applicable licensing agency and credentialing board ethical standards and disciplinary rules.

## E. ETHICS REQUIREMENTS.

ACS Program applicants and credential holders are responsible for ensuring that their behavior adheres to the standards and rules identified in all applicable ethics codes and licensure agency regulations, including professional license and organizational ethical standards, and all applicable CCE policies.

1. **Ethics Requirement:** ACS Program applicants and credential holders must ensure that their professional and public behaviors are consistent with the conduct standards set forth in the CCE Credential Eligibility Ethics Policy, the ACS Code of Ethics, ethics rules and conduct standards applicable to their professional license(s) and/or other professional credential(s), and the CCE Ethics Case Procedures.
2. **Ethics Disclosure Requirement:** As a condition of credential eligibility, an applicant must accurately and fully complete the required ACS Application Sections titled: Attestation; and, Applicant Agreement and Release Authorization. These Application Sections require the disclosure of all prior legal, criminal, and disciplinary matters related to the applicant. All such application ethics-related disclosures are reviewed in accordance with the CCE Credential Eligibility Ethics Policy, which is published at: <https://www.cce-global.org/Assets/Ethics/credentialEligibilityPolicy.pdf>