



STATE OF ARIZONA  
BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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DOUGLAS A. DUCEY  
Governor

TOBI ZAVALA  
Executive Director

## INSTRUCTIONS FOR COMPLETING THE VERIFICATION OF SUPERVISION FORM

### *IMPORTANT NOTES:*

- This form is **ONLY** for masters level non-independent practitioners working under direct supervision in their own practice in which they have ownership or manage pursuant to A.A.C. R4-6-211(B).
- This form is not required for non-independent practitioners working under supervision in agencies/entities with responsibility and clinical oversight of the behavioral health services provided by the supervisee.
- The submission of the Verification of Supervision form does not preclude the supervisor's responsibility of verifying the entire supervised work experience period at the time of supervisee's application for independent level licensure. Both supervisor and supervisee should keep accurate records of the supervised hours and clinical supervision hours as required to meet the licensure requirements.

PART I. Complete the Supervisee Information section.

PART II. Complete the Clinical Supervisor Information section.

PART III. Provide the practice setting name and contact information. Provide a description of the services provided by the supervisee and whether or not their practice is a full time practice (30+ hours per week) or part time (<30 hours per week).

PART IV. Complete the reporting period start and end date. This time frame should match the reporting dates provided to you by the Board in your approval letter OR the termination date of your supervision if you have terminated your contract prior to the end of the reporting period.

### SUPERVISED PRACTICE HOURS

1. **Supervised practice** = total hours of direct and indirect client services provided during the reporting period (should be the sum of #2 and #5).
2. **Direct client contact** = the performance of therapeutic or clinical functions related to the applicant's professional practice level of psychotherapy that includes diagnosis, assessment and treatment and that may include psychoeducation for mental, emotional and behavioral disorders based primarily on verbal or nonverbal communications and intervention with, and in the presence of, one or more clients.
3. **Direct client contact involving psychotherapy** = #2 above less any psychoeducation hours.
4. **Direct client contact involving psychoeducation** = #2 above less any

psychotherapy hours. Psychoeducation means the education of a client as part of a treatment process that provides the client with information regarding mental health, emotional disorders or behavioral health.

5. **Indirect client contact** = training for, and the performance of, functions of an applicant's professional practice level in preparation for or on behalf of a client for whom direct client contact functions are also performed including case consultation and receipt of clinical supervision.

#### CLINICAL SUPERVISION HOURS

6. **Clinical Supervision** = direction or oversight provided face to face or by videoconference or telephone by an individual qualified to evaluate, guide, and direct all behavioral health services provided by a licensee to assist the licensee to develop and improve the necessary knowledge, skills, techniques, and abilities to allow the licensee to engage in the practice of behavioral health ethically, safely, and competently.
7. **Individual Supervision** = clinical supervision provided by a clinical supervisor to one supervisee.
8. **Group of 2 supervisees** = clinical supervision provided by a clinical supervisor to 2 supervisees.
9. **Group of 3-6 supervisees** = clinical supervision provided by a clinical supervisor to a group of 3-6 supervisees.
10. **On-site clinical supervision** = clinical supervision provided by a clinical supervisor in the practice setting of the supervisee (must be a minimum of once every 60 days).

Carefully read the attestations on page 2 of the form and sign and date the form.

Forms may be submitted electronically via fax at (602) 364-0890 or by email to [ale.argento@azbbhe.us](mailto:ale.argento@azbbhe.us).

To submit by mail, send to: AZ Board of Behavioral Health Examiners  
1740 W. Adams St, Suite 3600  
Phoenix, AZ 85007



**PART IV. REPORT OF SUPERVISED PRACTICE**

**REPORTING PERIOD:** \_\_\_\_\_ to \_\_\_\_\_  
*Start date* *End date*

<b>SUPERVISED PRACTICE HOURS</b>	
1. Total hours of <b>supervised practice</b> in reporting period ( <i>direct and indirect</i> ):	
2. Total hours of <b>direct client contact</b> involving psychotherapy and psychoeducation:	
3. Total hours of <b>direct client contact</b> ( <i>from line 2.</i> ) involving psychotherapy:	
4. Total hours of <b>direct client contact</b> ( <i>from line 2.</i> ) involving psychoeducation:	
5. Total hours of <b>indirect client contact</b> related to psychotherapy:	
<b>CLINICAL SUPERVISION HOURS</b>	
6. Total hours of <b>clinical supervision</b> provided:	
7. Total hours of <b>individual supervision</b> ( <i>from line 6.</i> ) provided:	
8. Total hours of <b>group supervision of 2 supervisees</b> ( <i>from line 6.</i> ) provided:	
9. Total hours of <b>group supervision of 3-6 supervisees</b> ( <i>from line 6.</i> ) provided:	
10. Total hours of <b>on-site clinical supervision</b> ( <i>from line 6.</i> ) provided:	
<b>SUPERVISOR ATTESTATION</b>	
<p>I, _____ (Supervisor) certify that:</p> <ul style="list-style-type: none"> <li>_____ (Supervisee) was engaged in the supervised practice of behavioral health that met the Board's requirements as reported above.</li> <li>I have complied with the Board's Clinical Supervisor educational requirements and have remained in compliance for the reporting period above.</li> <li>I have read and understand the clinical supervision requirements in A.A.C. R4-6-211 and that the clinical supervision identified above complied with those requirements.</li> <li>I have maintained clinical supervision documentation in compliance with the Board's rules and that I agree to provide such documentation upon request.</li> <li>I understand that if supervisee applies for independent licensure in the future, they will be required to complete all required application documents and I will be requested to provide additional verification regarding their supervised practice.</li> <li>All information contained in this verification, is true and correct to the best of my knowledge. I understand that any false statements or misrepresentations made in this verification may be grounds for disciplinary action against any license I hold, and may result in the Board rescinding the Board's approval of my clinical supervision of supervisee.</li> </ul> <p style="text-align: center; margin-top: 20px;"> <span style="display: inline-block; width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> </p> <p style="text-align: center; margin-top: 5px;"> <span style="display: inline-block; width: 45%; text-align: center;">Signature of Supervisor</span> <span style="display: inline-block; width: 45%; text-align: center;">Date</span> </p>	
<b>SUPERVISEE ATTESTATION</b>	
<p>I, _____ (Supervisee) certify that I have provided the behavioral health services and received the clinical supervision hours as reported above.</p> <p style="text-align: center; margin-top: 20px;"> <span style="display: inline-block; width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> </p> <p style="text-align: center; margin-top: 5px;"> <span style="display: inline-block; width: 45%; text-align: center;">Signature of Supervisee</span> <span style="display: inline-block; width: 45%; text-align: center;">Date</span> </p>	

<i>AGENCY USE ONLY</i>	<i>DUE DATE</i> _____	<i>RECEIVED DATE</i> _____
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