

Sample Letter of Agreement for Offsite Supervision¹

It is hereby agreed that _____
(Supervisor)

hereinafter referred to as supervisor, agrees to supervise the intern/trainee listed below, for _____
(Employer/Organization)

Supervisor agrees to provide this service to _____
(Employer/Organization)

on a voluntary basis. _____
(Employer/Organization)

agrees to allow _____
(Supervisor)

to supervise the intern/trainee listed below. Supervisor agrees to ensure that the extent, kind, and quality of counseling/psychotherapy performed by the intern or trainee, is consistent with the intern or trainee's training, education, and experience and is appropriate in extent, kind and quality.

Employer is aware of the licensing requirements that must be met by the intern or trainee and agrees not to interfere with the supervisor's legal and ethical obligations to ensure compliance with those requirements, and employer agrees to provide the supervisor access to clinical records of the clients, counseled by the intern or trainee.

Supervisor agrees to ensure that the counseling/psychotherapy performed by the intern or trainee listed below and the supervision provided by the supervisor will be in accordance with Chapter 13, Division 2 of the Business and Professions Code (the MFT Licensing Law) and any regulations promulgated thereunder. The intern/trainee listed below is employed by the

_____ and performs counseling psychotherapy services of a nature specified in
(Employer/Organization)

Chapter 13, Division 2 of the Business and Professions Code and any regulations promulgated thereunder.

Trainee/Intern (print)	Supervisor (print)	License
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Trainee/Intern (signature)	Supervisor (signature)
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Employer/Organization (print name)

Street City State Zip

Authorized Representative (print name and title)

Dated Authorized Representative (signature)

¹ This Letter of Agreement is to be signed and dated prior to providing services, which are to be counted as hours of experience.