



# Approved Supervision Designation: Standards Handbook

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(January 2023 Updates)



American Association for Marriage and Family Therapy

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## ABOUT THE AMERICAN ASSOCIATION FOR MARRIAGE & FAMILY THERAPY

Since 1942, the American Association for Marriage and Family Therapy (AAMFT) has established and maintained standards for the practice of marriage and family therapy. AAMFT's members and Approved Supervisors fulfill stringent education and training requirements. The training of Marriage and Family Therapists (MFTs) and Approved Supervisors includes direct supervision by experienced and specially trained clinicians, which is unique among the mental health disciplines. The standards for the field as established by AAMFT have been adopted by most states, some provinces, and the U.S. federal government as the basis for licensure and reimbursement requirements.

In addition to establishing standards for the field of marriage and family therapy, AAMFT provides cutting-edge professional development and training opportunities for MFTs and mental health professionals committed to excellence in service to individuals, couples, and families. This commitment includes professional development for supervisors and those who would become Approved Supervisors. Training ensures that AAMFT members stay up to date on the latest developments and innovations in the field that will advance their knowledge, skills, and expertise. Many opportunities exist for such training and, pertinent to this handbook, include supervision courses, supervision for therapists, and mentoring (sometimes called *supervision of supervision*) for supervisor candidates.

AAMFT has established appropriate use of technology for therapy in its Code of Ethics, which speaks to the use of electronic information and also applies to supervision and mentoring. The code changes periodically and can be found on the website at [www.aamft.org](http://www.aamft.org).

It is a core value in AAMFT to support, promote, and protect diversity, to value all individuals and groups as free from prejudice and oppression as possible, and to foster a climate where equity and mutual respect are intrinsic. Our commitment to inclusion involves the continuous identification and effective elimination of barriers to access to association roles, resources, and relationships, and to creation of systems of excellence that promote equity for all.

Finally, AAMFT advocates for marriage and family therapy with federal, state, and local governments, and with private industry. At its base, AAMFT advocacy utilizes the power of national outcome studies that provide evidence that marriage and family therapy is a brief and effective form of treatment for a variety of clinical concerns. In addition, the standards of training and practice as established by AAMFT are used as the base for state/provincial regulation and ensure that MFTs and clinicians who practice MFT understand and perform effective and efficient therapy.

In using the term marriage and family therapy, AAMFT recognizes a broad definition of couples and families, and the validity of a full range of couple and family units.

*These standards must be used for all training for the AAMFT Approved Supervisor designation. For questions, inquiries, and materials contact:*

*American Association for Marriage and Family Therapy*

*Phone: (703) 838-9808*

*Email: [central@aamft.org](mailto:central@aamft.org)*

*Website: [www.aamft.org](http://www.aamft.org)*

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## AAMFT Diversity and Inclusivity Statement

“Diversity is a reality of life reflected in the broadest spectrum of the many different ways that individuals identify and exist in the world. Inclusion is acknowledging and appreciating the reality and value of our diversity, intentionally enlisting and engaging the spectrum of different identities and experiences, and respecting what each person brings to the organization.

“We acknowledge that societal power structures, tensions, and complexities related to diversity contribute to disparities in power, control, influence, status, privilege, and opportunities among individuals and groups. Therefore, our commitment to inclusion involves the continuous identification and effective elimination of barriers to access to association roles, resources, and relationships, and to creation of systems of excellence that promote equity for all.

“It is a core value in AAMFT to support, promote, and protect diversity, to value all individuals and groups as free from prejudice and oppression as possible, and to foster a climate where equity and mutual respect are intrinsic.

“By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of members, constituent groups, and partners foster a culture of belonging, collaborative practice, innovation, and mutual respect.

“Diversity of thought and inclusion of new ideas and perspectives can help us increase creativity, generate new ideas, enhance problem solving, and increase flexibility, productivity, and effectiveness.”

*These standards must be used for all training for the AAMFT Approved Supervisor designation. For questions, inquiries, and materials contact:*

*American Association for Marriage and Family Therapy*

*Phone: (703) 838-9808*

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## MESSAGE FROM THE CEO

Dear Applicants, Candidates, and Supervisors,

I want to extend my appreciation and say congratulations on your decision to pursue the AAMFT Approved Supervisor designation, providing MFT supervision, and/or being a mentor. Becoming an Approved Supervisor demonstrates a strong commitment to developing your supervisory skills as well as helping the next generation of Marriage and Family Therapists.

There have been some exciting changes in the Approved Supervisor program during the last two years. In late 2019, the Approved Supervisor Inclusion Task Force (ASITF) 2020 was appointed with the aim of reviewing the current Approved Supervisor standards and requirements, identifying any unintended barriers, and creating more flexible pathways to achieving the AS designation. This Task Force was committed in increasing the number of qualified systemic family therapy supervisors globally.

In doing that, we did acknowledge some barriers in our previous standards and requirements:

- The AS standards were very U.S.-centric, which often excluded well-experienced, highly skilled, and eminently capable systemic family therapists from achieving the Approved Supervisor Designation, especially overseas.
- Under the previous standards, the AS designation was tied to licensure and membership, which meant only the licensed MFTs would qualify for Clinical Fellows (CFs) and eventually be able to become Approved Supervisors. With the bylaws passing in August 2020, we opened an alternate path/evaluative track towards CF membership where it would no longer be limited to the kind of license one holds, rather if they have sufficient educational and systemic family therapy experience, they can become a CF and eventually become an Approved Supervisor.
- Completing the required number of mentoring hours could be very expensive and time consuming. To eliminate this obstacle, the Task Force made a recommendation of using credit experience as an alternate path for the designation. This credit experience chart is described later in the Handbook.

AAMFT wishes to thank the Task Force for examining the program and recommending these changes. Becoming an Approved Supervisor is a big step in your career and these changes should help to ensure a more seamless and rewarding experience.

I wish you the very best as you pursue this important educational opportunity.



Tracy Todd, PhD  
AAMFT Chief Executive Officer

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## ABOUT THIS HANDBOOK

This handbook:

1. Delineates the training and experiential requirements for becoming an AAMFT Approved Supervisor and for maintaining the designation.
2. Details the responsibilities and requirements of those who hold the AAMFT Approved Supervisor designation.
3. Details the content and delivery of AAMFT provided or pre-approved supervision coursework.
4. Includes forms for every stage of this process.

Throughout this handbook, titles used to describe people in these various roles include *Approved Supervisor*, *supervisor mentor*, and *supervisor candidate*. *Approved Supervisor* exists as a standing AAMFT designation and is thus capitalized. Supervisors, mentors, candidates, and instructors should refer to this handbook for complete descriptions of the requirements and responsibilities for supervision in marriage and family therapy.

## KEY TERMS

An **AAMFT Approved Supervisor (AS)** is a marriage and family therapist who has completed the supervisor candidate training requirements established by AAMFT as described below and who has applied for and been awarded the Approved Supervisor designation. The Approved Supervisor designation is not an advanced clinical credential but rather identifies, for the mental health community, those professionals who have met the AAMFT requirements to provide MFT supervision. Therefore, Approved Supervisors must also be Full Professional Members with Clinical Fellow designation of AAMFT (*or Early Professional Members who were accepted under the doctoral track*). Approved Supervisors complete an AAMFT approved refresher course every five years to remain current on supervision standards, literature, and practices, and to renew their designation (as described in Section One of this handbook).

An **Approved Supervisor mentor** is defined as a current AAMFT Approved Supervisor & Full Professional Member with Clinical Fellow designation, who has adequate supervision experience to supervise and guide a supervisor candidate. To be an Approved Supervisor mentor, an Approved Supervisor needs to have completed at least 120 post designation supervision hours to MFT trainees. Early Professional Members who became AAMFT Approved Supervisors under the doctoral track must become a Full Professional Member with Clinical Fellow designation in order to serve as mentors.

A **supervisor candidate** is defined as a marriage and family therapist who has completed a master's degree in marriage and family therapy or a closely related field and holds a Professional membership in AAMFT. Students in COAMFTE accredited doctoral programs may be Student Members in AAMFT and begin their training as supervisor candidates as long as they are enrolled in the accredited program. Upon graduating from the program, recent graduates must apply for and be accepted as Professional Members. The process of becoming an AAMFT Approved Supervisor begins when the supervisor candidate begins clinical supervision and supervision mentoring. Supervisor candidates must be working with Approved Supervisor mentors whenever providing supervision to MFTs/trainees.

**MFT supervisees or trainees** are graduate students in training to become mental health therapists or post-graduate therapists who are being supervised by an Approved Supervisor or supervisor candidate *for the purposes of learning systemic and relational therapy* for working with individuals, couples, families, and groups. MFT trainees may be individuals working toward post-graduate requirements for MFT licensure or Professional Member of AAMFT; graduate students in or graduates of non-MFT mental health professions such as social work, professional counseling, or psychology; and individuals who wish to learn therapy from a systemic perspective and as directed by state licensure board requirements.

A **Marriage and Family Therapist (MFT)** works primarily with individuals, couples, families, and groups from a systemic perspective, one that requires expertise in interpersonal relationships, interaction dynamics, system theory and thinking, and special conceptualization and procedures that are distinct from individually oriented therapies. Marriage and family therapy is conducted from a systemic perspective regardless of how many clients attend therapy or the particular training degree of the therapist. This definition distinguishes marriage and family therapy from non-systemic therapy with couples or families.

Marriage and family **clinical therapy** is a process of assisting individuals, couples, families, and groups achieve desired change via systemic means and varied therapeutic approaches and practices as indicated by the needs of clients, applicable legal scopes of practice, and the ethical standards of AAMFT.

**MFT supervision** is the process of evaluating, training, and providing oversight to trainees using relational or systemic approaches for the purpose of helping them attain systemic clinical skills. Supervision is provided to an MFT or MFT trainee (see definition above) through live observation, face-to-face contact, or visual/audio technology-assisted means as allowed in this handbook. When a supervisor candidate intends on receiving credit for supervisory experience toward the AS designation, he or she must be actively involved in the supervision; simply observing other supervision, although valuable, does not qualify toward requirements. Supervisors, supervisor mentors, and supervisor candidates must ensure that supervision using technology complies with the AAMFT Code of Ethics and applicable laws for ensuring privacy and security of confidential information.

**Supervision mentoring** is a service provided by a current AAMFT Approved Supervisor & Full Professional Member with Clinical Fellow Designation, 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 skills as opposed to a primary focus on trainees' client situations. This experience should include live or recorded supervision sessions and may include no more than three supervisor candidates per session. Mentoring may occur via real-time technology-assisted means that are congruent with AAMFT ethics. The burden for determining that technological delivery complies with applicable ethics and law is placed upon the Approved Supervisor mentor and supervisor candidate. Additional information about supervision mentoring can be found on pages 14 and 15 in this handbook.

**Use of technology** generally means telephone (under limited circumstances); digitally-assisted means offered through the internet or in other ways; audio and video recordings; electronic files; text messages or other communications via cell phones; or other technologies not developed at the time of this handbook. In **all** circumstances, communication must be secure and must preserve confidentiality per AAMFT ethics and applicable law. The burden for determining that technological delivery or communication complies with the AAMFT and applicable law is placed upon the course instructor, MFT supervisor, supervisor candidate, or Approved Supervisor mentor.

In this handbook, the term **culture** applies to a number of factors that shape and/or reflect a person's identity and worldview. *Culture* includes experiences that shape a group's shared views, values, goals, and practices. Aspects of particular cultures contribute to a group's or individual's sense of power, privilege, and oppression. Such groups include but are not limited to race, ethnicity, gender, sexual orientation, age, size, ability, nationality, religion, and economic status. An individual's culture is idiosyncratic.

**Clinically active** means actively working with clients in therapy so as to keep clinical skills current, with no specified number of clients or hours.

For purposes of supervising and mentoring, **crises** are defined as clinical emergencies requiring immediate attention and consultation, which does not substitute for or take the place of regularly scheduled supervision. These may include consultation needed for reporting abuse or neglect, or duty to protect or warn situations.

**Section One**  
**Training for Approved Supervisors:**  
**Instructions for Supervisor Candidates and Supervisor Mentors;**  
**Requirements for Renewal of the Designation**

**Becoming an AAMFT Approved Supervisor Involves Three Steps:**

1. ***Prepare to Train:*** *Before beginning the Approved Supervisor designation training process, please make sure that you meet the following pre-requisites:*
  - Become an AAMFT Professional Member and/or hold a Clinical Fellow Designation (Student membership is only acceptable for students in COAMFTE accredited doctoral programs);**
  - Identify an Approved Supervisor with at least 120 hours of post designation supervision experience as defined in this handbook to serve as a supervisor mentor; and
  - Develop a plan for fulfilling the training requirements.
  
2. ***Complete the Training Requirements: Regular or Doctoral Track***
  - Maintain AAMFT Professional membership and/or Clinical Fellow Designation (student membership is only acceptable in COAMFTE accredited doctoral program track) throughout the training program**
  - Complete an AAMFT provided or pre-approved Fundamentals of MFT Supervision course, described in Section Three of this handbook.
  - Provide supervision to MFTs/trainees as described in Section Two of this handbook while being supervised and guided by a mentor.
  - Complete the requirements for AAMFT Clinical Fellow Designation and apply for this if you do not already hold an active Clinical Fellow Designation. This requirement varies for graduates of COAMFTE doctoral programs as described in Section One of this handbook. In this instance applicants should follow the requirements described under the Doctoral Track.
  
3. ***Submit the Approved Supervisor Application***
  - Complete and submit an application packet to AAMFT (see pages 34-52 for application forms).

These steps are described in more detail below.

**Preparation to Train**

As mentioned, a supervisor candidate is a Marriage and Family Therapist who holds a Professional membership and/or Clinical Fellow designation of AAMFT. The training process begins when the candidate begins clinical supervision and supervision mentoring. Supervisor candidates can provide supervision to MFTs or MFT trainees only while receiving ongoing supervision from an Approved Supervisor mentor. AAMFT's Approved Supervisor Directory may be useful in locating potential mentors.

Before contracting to work together, the prospective candidate and mentor should discuss the MFT's preparedness to practice from a systemic-relational perspective and reasons for seeking Approved Supervisor training. They also should compare the goodness of fit between their philosophies of supervision, their clinical approaches, and their interpersonal styles. The prospective candidate and mentor should carefully consider the time and attention required to mentor a candidate and to complete the Approved Supervisor requirements. Before proceeding, supervisor candidates and mentors must consult the AAMFT Code of Ethics, this handbook, applicable laws and regulations for therapy and supervising, and the expectations of all involved settings (e.g., clinics, agencies, and training programs).

Upon agreeing to proceed, a contract should be developed between the Approved Supervisor mentor and the supervisor candidate that 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 and provides adequate oversight of the candidates' supervision of trainees.

Supervisor candidates may have one or two mentors (doctoral graduates may have three). All mentors will provide reports to AAMFT for the supervisor candidate's application. Thus, supervisor candidates are advised to secure and keep a copy of a mentor's report when moving to a second mentor. Whenever possible, all three parties should discuss the candidate's training as a supervisor including areas of strength, areas needing improvement, and overall philosophy or supervisory style of the candidate. The last mentor must provide at least ten hours of supervision in order to provide an informed recommendation to AAMFT and the final mentor evaluation. Concurrent supervisor mentors are not advised. However, if there are concurrent mentors, they should confer with each other. All mentors must be aware of all of the supervisor candidate's trainees.

The fee for supervision mentoring should be in keeping with the community standard. Supervision mentors are encouraged to provide supervision mentoring to deserving supervisor candidates on a *pro bono* or reduced fee basis.

Tools for developing contracts and training plans are found on pages 57-62. These are not to be submitted to AAMFT but may help guide and evaluate training progress.

### **Complete the Training Requirements**

#### **Training Requirements for Regular Track**

At the time of application for the Approved Supervisor designation, the candidate must meet these requirements:

- **AAMFT Clinical Fellow Designation status. Professional membership is acceptable for graduates of COAMFTE accredited doctoral programs.**
- Acquire a minimum of eighteen (18) months of supervision training; the training period may go beyond eighteen months as necessary. However, at least 90 hours of supervising and 18 hours of mentoring must be completed in the two years prior to application for the designation.
- Completion of a 30-hour AAMFT provided or pre-approved Fundamentals of MFT Supervision course. Detailed information about the requirements of this course is presented in Section Three. A list of pre-approved courses can be found on the AAMFT website ([www.aamft.org](http://www.aamft.org)).
  - The course must be completed within five years of application of the Approved Supervisor designation. If the course was completed more than five years before application for the designation, the candidate may update the course by completing another:
    - singular 30-hour course, or
    - a 6-hour supervisor refresher course,

*Note: The update course must be completed within 2 years of the final application for the designation.*
  - If the applicants completed the fundamentals course in its entirety, including the personal philosophy of supervision paper, but it has been longer than ten years at the time of application, they must take the entire 30-hour course again. This is to ensure that newly designated Approved Supervisors will have recent exposure to supervision literature and evolving supervision techniques.
  - If the Philosophy of Supervision paper was not completed within 30 days from the last day of course instruction, the candidate must take a full AAMFT provided 30-hour fundamentals course.

- A minimum of 180 hours of supervising MFTs or MFT trainees under the supervision of an Approved Supervisor mentor.
- Supervision of at least two supervisees of sufficient time to work through developmental phases, resolve therapeutic difficulties, and evaluate the development of appropriate clinical skills and competencies of therapy trainees. The supervisor candidate and mentor may determine the sufficiency of time with the two supervisees to fulfill this requirement.
- A minimum of 36 hours of mentoring or supervision of supervision spread throughout the training period, being sure to cover all periods of time the candidate is actively supervising MFTs. Regular mentoring must continue until the designation is awarded even after the candidate has received 36 hours or 18 months of mentoring. Mentoring should occur at least once per month when supervisor candidates are supervising MFTs or MFT trainees.
- At least 90 hours of supervising and 18 hours of supervision of supervision must be completed in the two years prior to application for the designation.
- A supervisor candidate may have one or two mentors during the training period. If concurrent, mentors and candidates should jointly discuss the roles and responsibilities each will assume during the candidate's training. All Approved Supervisor mentors must fill out mentor reports (page 38 or 49) that verify the supervision and supervision of supervision hours. Supervisor candidates are advised to collect these reports from each mentor whenever moving to a different mentor. The last mentor should supervise the candidate's supervision for at least 10 hours in order to provide a recommendation to AAMFT that the candidate is ready to supervise without mentoring.
- Regular evaluation by the Approved Supervisor mentor or mentors to ensure client and therapist safety, and therapist and supervisor candidate professional growth.
- Obtain mentor reports from all mentors.
- Obtain satisfactory evaluation by the Approved Supervisor mentor who helps fill out the candidate's Approved Supervisor application packet (pages 39-41 or 50-52). The mentor must be sure that they have enough familiarity with the candidate's training and supervisory skills to confidently evaluate the candidate's readiness for the designation.

### **Training Requirements Unique to Students/Graduates of COAMFTE accredited MFT Doctoral Programs: Doctoral Track**

Graduates of COAMFTE accredited doctoral programs may apply for the Approved Supervisor designation before they are eligible for Clinical Fellow Designation in AAMFT. Individuals who attend doctoral programs but do not graduate are not penalized for the hours they complete, but must complete all requirements for the designation as outlined in Section One, including obtaining Clinical Fellow Designation in AAMFT before applying for the designation.

The following adjustments have been made to reflect the unique training context and path to AAMFT membership and employment for students graduating from COAMFTE accredited doctoral programs. These requirements allow MFT doctoral students/graduates to complete most, if not all, of their supervisor training while in their programs, regardless of AAMFT Clinical Fellow Designation eligibility. Because it is important that supervisors (whether doctoral graduates or not) have clinical and supervisory/mentoring experience sufficient to make them competent supervisors, doctoral students and graduates are expected to follow the same procedures and requirements for becoming AAMFT Approved Supervisors as stated in this handbook, except as amended below.

#### Doctoral students may begin supervision training if:

- They are accepted into a COAMFTE accredited doctoral program,
- They are members of AAMFT at the highest level for which they are eligible (Student or Professional membership may be acceptable), and
- The program has a faculty member who qualifies and serves as an Approved Supervisor mentor for students.

Supervisor candidates who provide supervision for other students in the program must have more clinical experience and academic training than the MFT trainees being supervised.

Graduates of COAMFTE accredited doctoral programs may apply for the AAMFT Approved Supervisor designation if:

- They have two years of MFT or other mental health post-master’s clinical experience with clinical or supervisory hours not specified;
- They have one year of post-master’s degree experience in couple/marital and family therapy supervised by an AAMFT Approved Supervisor or supervisor candidate;
- They are clinically active as MFTs;
- They complete a pre-approved Fundamentals of MFT Supervision course in the doctoral program;
- They complete at least one year of supervision under mentorship other than that which occurs during a Fundamentals of Supervision course (this may be before the course for clinically experienced students as determined by the program);
- They complete at least 180 hours of supervising MFTs/trainees under at least 36 hours of mentorship by AAMFT Approved Supervisor mentors over at least 18 months;
- Mentoring during the MFT program was conducted by at least one Approved Supervisor faculty member;
- They are at least Professional Members of AAMFT at the time of application for the designation. Individuals applying under the doctoral track who are eligible for Clinical Fellow designation must obtain Clinical Fellow designation at the time of application.

Note for individuals who attended but did not graduate from COAMFTE accredited doctoral programs:

Individuals who attend but do not graduate from COAMFTE accredited doctoral programs may count the pre-approved Fundamentals of Supervision course and all of their supervision and mentoring hours during the program toward the Approved Supervisor designation but must fulfill all other requirements, including total supervision and mentoring hours, and Clinical Fellow designation at time of application for the designation as outlined in Section One.

All Approved Supervisors must obtain Clinical Fellow designation at the time of their next 5-year designation renewal, regardless of membership status at the time of applying for the designation.

**Credit Experience Track**

In an effort to expand the recognition of AAMFT Approved Supervision designation globally, and to eliminate the obstacle of the expense and time constraint in completing the mentoring requirement, AAMFT has introduced an alternate path, where well-seasoned, highly skilled, and eminently capable systemic family therapy supervisors can achieve the AAMFT Approved Supervisor designation, by providing their credit experience. Below is the chart for credit experience, which delineates options for credit towards supervision mentoring hours:

Years of Supervision	30-hour Fundamentals Course	Minimum Hours of Supervision	Hours of Mentoring Needed	Endorsements & Supervision Case Studies
< 5 years	Current standards apply for all candidates			
	Yes	180	36	0
< 5 years and received post-degree clinical hours under an AAMFT Approved Supervisor	Yes	180	30	2 One must be from the AAMFT Approved Supervisor of your post-degree clinical hours
5 years	Yes	600	27	2
10 years	Yes	1,200	18	2
15 years	Yes	1,800	9	2
20 years	Yes	2,400	0	2

- Candidates with less than five (5) years of supervision:
  - Must obtain Clinical Fellow designation or Professional membership (if enrolled in a COAMFTE Accredited Doctoral program)
  - Complete a thirty-hour (30) Fundamental course
  - 180 hours of supervision during a minimum eighteen-month (18) training period (approximately 10 hours per month)
  - 36 hours of supervision mentoring during the minimum eighteen-month (18) training period
  - If the training period goes beyond eighteen (18) months as necessary, at least ninety (90) hours of supervision and eighteen (18) hours of mentoring must be completed in the two (2) years prior to the application for the designation.
- Candidates with less than five (5) years of supervision that received post-degree clinical hours under an AAMFT Approved Supervisor:
  - Must obtain Clinical Fellow designation or Professional membership (if enrolled in a COAMFTE Accredited Doctoral program)
  - Complete an AAMFT thirty-hour (30) fundamentals course
  - 180 hours of supervision during a minimum eighteen-month (18) training period (approximately 10 hours per month)
  - 30 hours of supervision mentoring during the minimum eighteen-month (18) training period
  - If the training period goes beyond eighteen (18) months as necessary, at least ninety (90) hours of supervision and eighteen (18) hours of mentoring must be completed in the two (2) years prior to the application for the designation.
  - Candidates that received their post-degree clinical hours under an AAMFT Approved Supervisor can receive six (6) hours of credit towards their mentoring hours provided they have a letter of endorsement/recommendation from an AAMFT Approved Supervisor who has held the Approved Supervisor designation for a minimum of two (2) years and who is familiar with their professional work.
  - Two case studies of supervision provided
- Candidates with five (5) years or more supervision experience:
  - Must obtain Clinical Fellow designation of AAMFT
  - Complete an AAMFT thirty-hour (30) Fundamentals of Supervision course
  - Have a specific number of supervision hours (refer to chart above). Ninety (90) hours of supervision must have been completed in the two (2) years prior to the application for the designation.
  - Half of the required mentoring hours (refer to the chart above) must have been received in the last two (2) years prior to the application for the designation.
  - Two letters of endorsement/recommendation from 2 current AAMFT Approved Supervisors who have been AAMFT Approved Supervisors for at least 2 years and who are familiar with their professional work.
  - Two case studies of supervision provided

### **Approved Supervisor Mentor and Candidate Responsibilities**

The definition of Supervision Mentoring can be found on page 8 in this handbook. The following characteristics should guide your role and responsibilities as a supervisor mentor:

- You must be aware of all your candidates' supervisees.
- Mentoring should focus on supervisor candidates' supervision; therefore, mentoring group sizes and numbers of hours in each mentoring session should be balanced to ensure adequate attention to all candidates.

- An hour of supervising or mentoring more than one person counts as one hour toward the supervision or mentoring requirements.
- Supervision follows the guidelines for supervising found in this handbook in Section Two.
- Mentoring ideally includes some focus on raw data (live, video recordings, or audio recordings).
- Mentoring of candidates should be face-to-face with mentors and candidates either in physical proximity (i.e., same room, behind mirror) or through real-time, technology-assisted means.
- Technology must ensure compliance with AAMFT ethics and applicable laws and regulations, and must be HIPAA compliant.
- Mentoring must be confidential; technology must be reliable and secure, and exclusively include real-time visual and audio communication.
- Supervisor candidates must be able to access mentors during emergencies or have alternative consultation identified.
- Mentors are charged with establishing viable working professional relationships with supervisor candidates and must ensure safe supervision and safe therapy.
- Email or telephone discussion is not considered mentoring and should be limited to non-clinical information such as appointment setting, taking care to comply with confidentiality requirements. Telephone consultation should be limited to crises as defined in this handbook.
- Therapists and clients must be informed that supervision is occurring by a supervisor candidate whose supervision is being supervised by an Approved Supervisor mentor (see page 65 for the supervisor candidate verification form to give therapist trainees).
- All training therapists and their clients must agree in writing to supervision and mentoring.
- Mentors are responsible for ensuring that candidates meet all requirements for becoming AAMFT Approved Supervisors and therefore must understand the training guidelines and process outlined in this handbook as well as the *AAMFT Code of Ethics* and applicable laws and regulations.

### **Additional Guidelines for Approved Supervisor Mentors and Candidates**

- A major responsibility of mentors is to help candidates integrate the content of the Fundamentals of MFT Supervision course into their supervision practices, including the candidate's personal philosophy as articulated in the philosophy of supervision paper.
- Mentors must be competent in course content areas. (See Fundamentals of MFT Supervision course content in Section Three of this handbook.)
- Approved Supervisor mentors must evaluate and provide regular written feedback to supervisor candidates about progress, strengths, and areas in which professional development are needed. It is recommended that the mentor also ask for feedback from the supervisor candidate (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.
- The last Approved Supervisor mentor will conduct the final evaluation of the supervisor candidate, including a fresh review of the candidate's personal philosophy of supervision paper. It is the final mentor's ethical responsibility to be sure s/he is familiar with the candidate's skills before giving a recommendation for the candidate's readiness to be an Approved Supervisor. The candidate's minimum training requirements may be extended by a supervisor mentor if (a) s/he determines the candidate is not prepared for the Approved Supervisor designation, or (b) s/he has not had adequate information to evaluate the candidate's readiness for the designation.
- 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 discussed between the two and documented. 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. The Approved Supervisor mentor may recommend that the supervisor candidate find a different mentor.
- Approved Supervisor mentors and candidates should maintain strict logs of supervision and mentoring. A sample of a supervision log is offered on page 63.

- 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.
- The supervisor candidate should provide all MFTs/trainees with copies of the candidate verification form found on page 65 so that therapists have documentation of supervision to provide when applying for licenses or AAMFT Clinical Fellow membership.
- Approved Supervisor mentors and supervisor candidates do not disclose supervisee confidences except in limited circumstances as allowed or mandated by law, by written consent, or by the [AAMFT Code of Ethics](#).
- Approved Supervisors may not provide supervision mentoring to 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 and objective supervisory relationship.
- Supervisor candidates and Approved Supervisor mentors are charged with ensuring that supervision or mentoring follow all applicable laws and regulations; this includes supervision of therapy that occurs across state lines and mentoring of supervisor candidates.

### **Submitting the Approved Supervisor Application**

When the supervisor candidate and the 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 of the training requirements (course, supervision hours, and supervision mentoring).

It will also include the last supervisor mentor's assessment of the supervisor candidate's readiness to receive the designation. 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:

- **Approved Supervisor Application** (pages 35 - 37): The application should be completed by the supervisor candidate. The last Approved Supervisor mentor should review the application for accuracy. Both the candidate and the mentor should sign the application form.
- **Supervision Mentoring Report(s)** (page 38): All supervisor mentors should complete the supervision mentoring report. If more than one supervisor mentor was involved in the candidate's training, the candidate must attach a signed mentoring form from each mentor. Supervisor candidates should obtain signed forms when transitioning from one mentor to another.
- **Approved Supervisor Mentor's Evaluation** (pages 39-41): The last Approved Supervisor mentor must complete an evaluation form. With the submission of this form to AAMFT, the mentor affirms that she or he believes the supervisor candidate is ready to receive the Approved Supervisor designation.
- **Credit Experience Track** (pages 42-44): Applicants must provide 2 case studies of supervision provided and 2 endorsements from AAMFT Approved Supervisors.
- **Approved Supervisor Application: Doctoral Track only** (pages 45-52) The application should be completed by the candidates under the doctoral track only.
- **Supervision Course Verification:** The supervisor candidate must provide verification (certificate, letter, or official transcript) that he/she completed an AAMFT-approved Fundamentals of MFT Supervision course as described earlier.
- **Non-refundable application processing fee - \$200.** This fee covers the processing and review of the application as well as initial dues. Supervisor candidates who are awarded the designation will be billed at the time of their next membership renewal for the Approved Supervisor annual fee.

### **Application Review**

AAMFT will conduct a review of the application to verify that all requirements have been met. The review process generally takes up to four weeks to complete once the application packet is received by 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 supervisor candidate will be notified. The 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. 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 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 AAMFT 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 AAMFT. The new Approved Supervisor will also receive a certificate to document the accomplishment.

Newly appointed Approved Supervisors will be billed for the annual Approved Supervisor designation fee at the time of their next membership dues renewal. The annual fee is \$100.

Approved Supervisors are designated for five-year terms. During this time period, Approved Supervisors must pay the annual fee.

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

Before 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. All applicants for renewal of their designation must be Clinical Fellows of AAMFT regardless of membership category at the time of their final application. To renew, the Approved Supervisor must have fulfilled the continuing education requirement.

**Continuing education:** AAMFT Approved Supervisors must complete a six-hour Approved Supervisor refresher course prior to renewing their five-year term. The course must be taken within two years prior to the renewal date. The Approved Supervisor refresher courses are specifically designed with the seasoned supervisor in mind. The course is described in detail in Section Three of this handbook and must be provided or pre-approved by the AAMFT. A list of AAMFT Approved Supervisor refresher courses can be found on [AAMFT Approved Supervisor Refresher Courses](#) or obtained by contacting AAMFT via email or telephone.

**Renewal process:** Prior to the end of an Approved Supervisor's term, 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 53-54) along with documentation that the Approved Supervisor refresher course has been completed. There are two important dates that are related to the renewal process: the renewal date and the Approved Supervisor expiration date. The renewal application is due by the renewal date, which is three months prior to the expiration date that is listed on the Approved Supervisor certificate. This is necessary to ensure that membership fees include both annual membership dues and the Approved Supervisor fee. *The renewal application must be submitted within a year from the renewal date and not earlier than that.*

When the renewal requirements have been successfully completed and documented, the Approved Supervisors will be notified in writing that they have been approved for another five-year term and will be able to access an updated Approved Supervisor certificate from their AAMFT online profile.

Approved Supervisors must apply for renewal within one year of the renewal date. The AS Refresher course must have been completed within 2 years of the designation renewal date. If the designation is not renewed by the expiration date, Approved Supervisors should cease any supervision activity. Approved Supervisors wishing to reinstate after their designations have expired, must take the Refresher course and send in the renewal application as soon as possible. The Refresher course must be taken within two years of re-applying.

## **Reasons for Having the Designation Dropped or Inactivated**

Approved Supervisors will have their designations dropped:

- Upon resignation,
- Upon failure to pay the Approved Supervisor or membership dues,
- Upon failure to submit documentation of a completed six-hour refresher course, and/or
- If they are found in violation of the AAMFT ethics code.

## **Section Two**

### ***Providing Supervision: Requirements and Guidelines for Approved Supervisors and Supervisor Candidates***

This section of the handbook sets forth MFT supervision requirements and guidelines. At first glance they can appear intimidating, especially to supervisor candidates. Keep in mind, the Fundamentals of MFT Supervision course and supervisor mentoring exist in order to provide support to candidates throughout the training process, to enhance the supervision process, and thus, ultimately, to increase the effectiveness of therapy for clients.

#### **Supervision for AAMFT Membership**

AAMFT Approved Supervisors and supervisor candidates may supervise MFTs or trainees who are seeking AAMFT Professional membership and Clinical Fellow Designation under the alternate path.

Supervisors must ensure that they are familiar with current AAMFT membership requirements and the current *AAMFT Code of Ethics*. 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, Professional Member). By doing so, supervisors and MFTs/trainees will know exactly what requirements must be met to obtain membership.

#### **Supervision for MFT Licensure or Other Title**

AAMFT Approved Supervisors are often asked to supervise individuals who are seeking licensure as MFTs. When supervising a trainee for licensure, Approved Supervisors and supervisor candidates should be familiar with applicable laws and regulations to ensure that requirements are followed. This information is typically located on a state/province's regulatory website. This may include criteria, if specified, for those qualified to offer supervision and the requirements that the trainee must meet. Approved Supervisors are looked to for guidance and are responsible for being familiar with the relevant guidelines to properly advise supervisees. However, trainees must take responsibility for their own training and supervisors should require that trainees also familiarize themselves with applicable laws, regulations, and possible agency requirements for therapy and supervision.

#### **Supervising Non-MFTs**

Approved Supervisors and supervisor candidates may also supervise clinicians with other training (e.g., social work, psychology, professional counselor) who desire supervision from a systemic, relational perspective.

#### **Ongoing Supervision Requirements**

- AAMFT supervision focuses on the MFT/trainee's case material and person-of-the-therapist training, not the supervisor's cases. It is a process clearly distinguishable from personal psychotherapy and is contracted in order to serve professional goals.
- Supervisors must have access to raw data, which includes audio, video, live observation, or case notes for supervision and monitoring purposes. The supervisor is responsible for determining the amount of raw data required for supervision and the means for accessing it. Ideally, supervision includes at least 20% based on raw data, rather than the therapist's report. Live supervision must include case planning and discussion that occurs outside of live sessions.
- The major emphasis on supervision should be on the MFT's/trainee's work with marriage/couple and family process, whether the MFT/trainee is working with individuals, couples, or families.

Ideally, supervision of trainees is face-to-face with supervisors and trainees in physical proximity (i.e., same room, behind mirror). Technology-assisted supervision must follow the [AAMFT Code of Ethics](#) and applicable laws and regulations. Technological means must be HIPAA compliant.

Technology-assisted supervision must be confidential, reliable, and secure, and must be conducted via real-time visual and audio communication. Supervisors are charged with determining appropriate means for establishing viable working relationships and for safe supervision and safe therapy. Email discussion is not considered supervision and should be limited to non-clinical information such as appointment setting, taking care to comply with confidentiality requirements. Telephone-only consultation should be limited to crises as defined in this handbook.

- Supervision must follow all AAMFT ethics standards (the [AAMFT Code of Ethics](#) is available at [www.aamft.org](http://www.aamft.org) or from the AAMFT office), applicable laws (found on regulatory websites), and clinic/worksite/training program requirements. When differences exist between requirements set by AAMFT, state/province regulations, or the practice setting(s), supervisors follow the more stringent requirement.
- Evaluation guidelines for supervision & mentoring can be found on pages 66 & 67 of this handbook.

### **Additional Guidelines for Supervisors**

- Supervisors should recognize their legal responsibilities for cases seen by supervisees. A contract should be developed for the supervision that delineates fees, hours, time and place of meetings, case responsibility, caseload review, handling of suicide threats, other dangerous clinical situations, and so forth. The contract should also specify who the supervisor consults with when she or he needs guidance. These contracts should be signed by the supervisor, the therapist, and any entities (e.g., clinic/worksite/training program) involved in the therapist's training.
- Supervisors ensure that their trainees represent themselves appropriately to clients and any entities involved in the therapy or training of the therapist. This includes advertising. Clients must be informed of the existence of supervisors and mentors, and the limits of confidentiality related to supervision and mentoring.
- Supervisor candidates' supervisees should be informed of the candidate's training status and involvement in the mentoring process. They should be told how the candidate's supervision counts toward such things as the supervisee's licensure, AAMFT membership requirements, or the requirements of their practice settings. The MFT/trainee should be provided with a completed supervisor candidate verification form (page 65) verifying that the candidate is in ongoing supervision mentoring. Trainees may need this documentation when submitting their licensing applications or AAMFT Professional membership application with the Clinical Fellow Designation.
- Trainees must have access to their supervisors. The learning process should be sustained and intense. Supervision appointments ordinarily last at least one hour and are customarily scheduled once a week (three times weekly is ordinarily the maximum and once every other week the minimum) and continue until AAMFT membership or licensing is obtained.
- Supervision fees are a function of the contracts 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.
- Progress of MFTs/trainees should be periodically reviewed according to pre-determined supervisory goals, and evaluations should be shared and discussed with trainees. Supervisors are responsible for an initial screening to evaluate the MFT's/trainee's readiness for clinical practice under supervision. At any time during training, 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 serve as gatekeepers for the profession and must have procedures available for remediation or counseling trainees out of the field, including referral to other supervisors.
- Supervisors do not disclose MFT/trainee confidences. Yet, MFTs/trainees must be informed that supervisors may seek outside guidance from such sources as another qualified supervisor, AAMFT, or a legal expert. As much as possible, trainee anonymity is maintained (except when overridden by law or with written permission) and only information relevant to the situation may be discussed. Supervisors

may wish to include language in contracts with trainees that they may report concerns to subsequent supervisors or licensing boards upon termination of the trainee/supervisor relationship.

- Supervisors must provide supervision reports as needed by MFTs/trainees, such as those required for AAMFT membership or licensure. 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 65) verifying that the candidate is in ongoing supervision mentoring during the time of supervision.
- 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 AAMFT can determine when membership requirements have been met.
- MFT trainees, supervisor candidates, and Approved Supervisor mentors must ensure that all applicable laws and regulations are followed, including supervision of trainees who conduct therapy across state lines and mentoring of supervisor candidates.

### **Characteristics That Are Not Acceptable as Marriage and Family Therapy Supervision**

- Peer supervision, that is, supervision by a person of equivalent rather than superior training, qualifications, status, and experience.
- Supervision of current or former family members or any other person where the nature of the relationship prevents or makes difficult the establishment of a professional relationship (refer to the [AAMFT Code of Ethics](#) for more information and guidance about multiple relationships in supervision).
- Administrative supervision: for example, conducted to evaluate job performance or for case management, not the quality of therapy given to a client or development of clinical skills.
- 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 general family interrelationships as a substitute for current clinical practice in an appropriate clinical situation.

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## **Section Three** **Supervision Courses**

AAMFT upgraded training and education delivery to include online and on-demand courses using an online learning platform, establishing quality control benchmarks for trainers, increasing the opportunities for the 6-hour refresher course, and face-to-face interactions for the 30-hour fundamentals course. The following is a general timeline of events and deadlines.

**As of January 1, 2014**, AAMFT no longer offers new pre-approvals for any supervision courses. Participants in all such courses must have completed the course by June 30, 2015.

**Beginning on July 1, 2015**, AAMFT became the exclusive provider of all trainings related to the Approved Supervisor designation. There are three different 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 pre-approved COAMFTE accredited Doctoral course (Doctoral track only), that includes the contents described in this handbook, and
3. The 6-hour refresher course taken by experienced Approved Supervisors who are seeking to renew their designations for an additional five-year term.

**Beginning on July 1, 2017**, COAMFTE programs that wish to offer their students the additional benefit of AAMFT Approved Supervisor training in the context of their COAMFTE required clinical supervision course must receive pre-approval from AAMFT.

### **Fundamentals of MFT Supervision Course**

A course on the application of systemic principles to supervision through one of the following means:

1. A pre-approved Fundamentals of MFT Supervision course completed as part of a COAMFTE accredited doctoral program.
2. A 30-hour Fundamentals of MFT Supervision course offered by AAMFT.

The supervision course should be taken as early as possible in the training period. This is to ensure that supervisor candidates are learning the supervision literature and practices in a synergistic manner with the practice of supervision. Taking the course as the last activity before applying for the designation is discouraged. Supervisor candidates do not need to be in mentoring or have a current mentor to take the course.

### **Content**

The following content should be covered in all fundamentals courses and incorporated into proposals for courses provided by AAMFT:

- Systemic MFT thinking as applied in therapy, supervision, mentoring, and the isomorphic dynamics among different levels of the training system;
- Purpose and goals of supervision;
- Supervisory roles and relationships, including attention to management of multiple relationships;
- Various supervisory approaches and practices and how they connect with various therapy approaches and practices;
- Structure of supervision, solving problems, and implementing a variety of supervisory practices;
- Supervisory processes for screening, contracting with, and evaluating trainees;

- Modalities for supervising including group/individual and case consultation/audio recording/video recording;
- Processes for managing difficulties in supervision, including remediation and, when necessary, counseling trainees out of the field;
- Contextual factors to include in therapy and training contexts (such as graduate versus post-graduate supervisees, agency versus private practice), trainee development, and factors such as gender, ethnicity, race, ability, age, spirituality, sexual orientation, economics, power and privilege, and so forth;
- Processes for supervising within applicable legal requirements for licensure or certification or obtaining various levels of membership in AAMFT;
- Jurisdictional legal factors such as duties to report or warn, working with minors in therapy, record-keeping, and so forth;
- Processes for attending to ethical factors in therapy and supervision;
- Current thinking, literature, ethics, requirements, and challenges of the use of technology in therapy and supervision;
- Articulation of a systemic personal philosophy or approach to supervision and how it integrates with therapy approaches;
- Integration of couple and family therapy supervision literature, both seminal and recent, and
- Mentoring factors such as contracting, relationship, responsibilities, and processes.

This course must include a written personal philosophy of supervision paper as described in this Handbook. Except under specific circumstances approved by the instructor, the paper should not be submitted for evaluation until all other requirements have been completed and the supervisor candidate has completed an AAMFT approved Fundamentals of Supervision interactive course.

### **Options for Completion of the 30-hour Fundamentals Course:**

- 1. An AAMFT 30-hour fundamentals course offered live or virtually.** This 30-hour interactive course must be completed in its entirety in a single offered course over a 2-week time period to fulfill this requirement.
- 2. An AAMFT Hybrid online 30-hour fundamentals course** in combination of 15 hours of instruction and 15 hours of self-study to be completed over a 6-week time period.
- 3. The pre-approved COAMFTE doctoral programs'**, didactic and interactive courses must include the same content as the singular 30-hour fundamentals course.

*Note: \*The 30-hour fundamentals courses must include at least four participants.*

*\*For option 1 and 2; the Personal Philosophy of Supervision paper must be completed within 30 days from the last day of course instruction.*

The burden of determining that technological delivery complies with the [AAMFT Code of Ethics](#) standard VI: Technology Assisted Professional Services and as defined in the key terms section of this document, is placed upon the course instructor.

### **Personal Philosophy of Supervision Paper**

The personal philosophy of supervision paper is required for both the doctoral courses, and 30-hour fundamentals courses, as well as the mentoring experiences. Course instructors and the final mentor evaluate the paper.

The purpose of the personal philosophy of supervision paper is to assess and evaluate the supervisor candidates' thinking and articulation of the content and process of supervision. The paper must include the candidate's articulation in the following areas:

- Evidence of systemic thinking;
- Clarity of purpose and goals for supervision including documentation and contracts;
- Clarity of supervisory roles and relationships;

- Evidence of awareness of personal and professional experiences that impact supervision (e.g., person of the supervisor);
- Preferred supervision model or practices and their connection with the candidate's own therapy model;
- Evidence of sensitivity and attention to contextual factors such as developmental phase of the trainee, training setting, culture, ethnicity, race, sexual orientation, age, sex, gender, economics, and so forth;
- Familiarity with modes of supervision (individual/group, case consultation/live/audio-video, and technology-assisted);
- Evidence of sensitivity to and competency in ethics and legal factors of supervision;
- Awareness of requirements for AAMFT membership, regulatory agencies, and the standards for the Approved Supervisor Designation;
- Integrated MFT supervision literature.

Other areas or factors may be recommended or required by course instructors or Approved Supervisor mentors.

The recommended length of the paper is the equivalent of four single-spaced, type written pages or approximately 1,500 to 2000 words not counting references or appendices. Supervisor candidates are required to include a minimum of two professional, scholarly references. They may use the Lee & Nelson text for one of the references for each topic.

**The philosophy of supervision paper must be completed within 30-days from the last day of course instruction for the AAMFT offered courses.**

It is expected that the philosophy of supervision paper written in the course will evolve over the period of mentoring and will be revised for the final reading by the final Approved Supervisor mentor before application for the designation.

**Time Limit**

It is expected that the fundamentals course, must be completed early in the training period. Furthermore, the course must be completed within five years of application for the designation.

If the applicant completed the fundamentals course in its entirety, including the personal philosophy of supervision paper, but it has been longer than five years at the time of application, they must either take the entire 30-hour course, or 'update' the course by completing a 6-hour refresher course. This is to ensure that newly designated Approved Supervisors will have recent exposure to supervision literature and evolving supervision techniques.

If the applicant completed the fundamentals course in its entirety, including the personal philosophy of supervision paper, but it has been longer than ten years at the time of application, they must retake the entire 30-hour course. This is to ensure that newly designated Approved Supervisors will have recent exposure to supervision literature and evolving supervision techniques.

**Course Verification**

Course instructors must provide candidates with verification of completion of the course and may notify AAMFT of course completion. The verification may be a certificate or letter of completion, and must indicate the dates, contact hours, instructor and sponsor of the course. Supervisor candidates include this verification in their designation application packets to AAMFT. A transcript or verification on official letterhead will suffice if the course was taken in a COAMFTE accredited doctoral program.

## **Supervision Refresher Course**

AAMFT Approved Supervisors are expected to continually refresh themselves in terms of supervision and Approved Supervisor designation requirements, supervision literature, the [AAMFT Code of Ethics](#), and applicable laws and regulations. AAMFT Approved Supervisors must complete a six-hour AAMFT offered or pre-approved refresher course within 2 years prior to their five-year renewal date.

### **Options for Completion of the 6-hour Refresher Course:**

1. Hybrid: Consists of 3 hours didactic and 3 hours interactive
2. Virtual: Consists of 6 straight hours of interactive over Zoom

If an Approved Supervisor has allowed his or her designation to lapse and wants to be reinstated, he or she must take an AAMFT offered or pre-approved supervision refresher course within two years of applying to reinstate the designation. See page 16.

The aim of the AAMFT offered or pre-approved refresher course is several-fold:

- To provide continuing education to supervisors relative to recent developments and ideas in couple and family therapy supervision and supervision standards,
- To provide an opportunity for supervisors to interact with each other around various supervisory issues and common concerns, and
- To assist Approved Supervisor mentors in their responsibilities to supervisor candidates, their trainees and clients, and the profession.

*The course is not intended to be a “mini” fundamentals course.*

### **Content**

The content covered in all 6-hour refresher courses and incorporated into future proposals for courses provided by AAMFT must include current topics and literature on:

- AAMFT membership and Approved Supervisor designation standards, supervision process, and training requirements for Approved Supervisors;
- Approaches to supervision, including roles, goals, relationships, resolving difficulties, and using technology in therapy and supervision;
- Screening, assessing, and evaluating trainees;
- Supervising in a variety of contexts including graduate and post-graduate student settings, public and private agencies;
- Cultural factors including competency, gender, ethnicity, race, sexual orientation, economics, power and privilege, and so forth, including managing differences between clients and therapists, and therapists and supervisors;
- Ethical and legal considerations particularly unique to participants’ jurisdictions;
- Supervising challenging situations;
- Research on the outcome and process of supervision, and
- Mentoring processes and troubleshooting.

### **Option for completion of the 6-hour refresher course**

The AAMFT offered or pre-approved refresher course should focus largely on interactive processes among course participants around the topics described above, and concerns and experiences brought by the participants. Up to three hours of the course may be primarily didactic through pre-assigned readings or other technology-assisted means. Although at least three hours of face-to-face, physically present interaction is preferred in order to encourage personal exchanges, the course may be offered through technologically assisted means that must include real-time visual and/or audio interaction.

### **Time Limit**

It is expected that the supervision refresher course; both the interactive and didactic component be completed within a 6 months’ period from registration for the course.

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**Section Four**  
**Frequently Asked Questions and**  
**Summary Chart of Approved Supervisor Training Requirements**

- ***What do I need to do to begin training to become an AAMFT Approved Supervisor?***  
Make sure you meet the prerequisites and that you can reasonably expect to fulfill all the requirements. The process is outlined in Section One of this handbook. Explore and identify the best means for you to take the Fundamentals of MFT Supervision course as soon as reasonably possible. Identify and contract with an Approved Supervisor who qualifies as a mentor and begin training. Training begins once you begin to concurrently supervise trainees and receive mentoring.
- ***Do I need to send in anything to AAMFT before I begin training for the Approved Supervisor designation?***  
No. AAMFT has no designation for supervisor candidates and does not pre-approve training.
- ***What AAMFT membership requirements must be met before I begin training?***  
You must hold Professional membership to be a supervisor candidate. Students in COAMFTE accredited doctoral programs must hold at least Student membership. By the time you complete your supervisor candidate training and submit your Approved Supervisor application packet, you must be a Full Professional Member with Clinical Fellow Designation. Professional membership is acceptable if you are a graduate of a COAMFTE accredited doctoral program.
- ***Can supervisor candidates be grandparented under a previous training standard?***  
No. Beginning from September 1, 2017, all supervisor candidates must apply under the current standards.
- ***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 organization's 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 MFT clinical supervision. States/provinces and other organizations may not have the same guidelines as AAMFT.
- ***Where can I find an AAMFT Approved Supervisor for mentoring?***  
Consult with MFTs in your area for recommendations for an Approved Supervisor mentor who may be a good fit for you. Contacting your geographical network may be helpful. Also, you may search for Approved Supervisors at [www.aamft.org/asdirectory](http://www.aamft.org/asdirectory).
- ***Who is qualified to be an AAMFT Approved Supervisor mentor?***  
An AAMFT Approved Supervisor mentor is defined as a current AAMFT Approved Supervisor & Full Professional Member with Clinical Fellow Designation who has adequate supervision experience to supervise and guide a supervisor candidate. To be an Approved Supervisor mentor, an Approved Supervisor needs to have completed at least 120 post-designation supervision hours to MFT trainees. Professional Member who became an AAMFT Approved Supervisor under the doctoral track must become a Clinical Fellow in order to serve as a mentor.

- ***Can I use an “alternate supervisor” as a mentor to train for the Approved Supervisor designation?***

No. A current AAMFT Approved Supervisor who fits the guidelines of experience in this handbook must provide mentoring and oversee the training process of supervision candidates.

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

All supervision courses must be offered by AAMFT to satisfy the requirement for an AAMFT Approved Supervisor designation. A list of AAMFT-offered courses can be found at [www.aamft.org](http://www.aamft.org) under "Enhance Knowledge" and "Find Courses." Courses are primarily offered online.

For the 30-hour fundamentals of supervision course, currently we have a 30-hour course offered virtually or live over a course of 4 days, consisting of interactive components with no didactic work. We also offer a hybrid online 30-hour course over the period of 6 weeks in a combination of 15 hours of instruction and 15 hours of self-study.

**Under the doctoral track, the fundamentals of supervision course through the COAMFTE program must be pre-approved by AAMFT. Only individuals enrolled in a COAMFTE accredited PhD program may take the pre-approved full 30-hour fundamentals of supervision course through their degree program.**

- ***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?***

If you completed the fundamentals course in its entirety but it has been longer than five years at the time of application, you must either take the entire 30-hour course again or ‘update’ the course by completing a 6-hour refresher course. This is to ensure that newly designated Approved Supervisors will have recent exposure to supervision literature and evolving supervision techniques.

- ***If I did everything but the personal philosophy of supervision paper and it’s been more than five years, must I take the whole course over?***

If the course is not completed within five years of application for the designation and only the paper is needed, the supervisor candidate must take the 30-hour Fundamentals of Supervision course, in its entirety.

- ***If I let my designation lapse, must I take the Fundamentals course again?***

No. You may re-apply after taking a refresher course as long as that course was taken within two years of re-applying.

- ***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(s) were AAMFT Approved Supervisor(s) at the time the mentoring was provided,
- You provided no supervision without mentoring,
- At least 90 hours of supervision and 18 hours of mentoring are completed within 2 years of applying for the designation,
- Ask each mentor to verify your training and skills with a mentor report (page 38) to document your training. It is the final Mentor’s ethical responsibility to be sure s/he is familiar enough with your training and skills (at least 10 hours of mentoring) to give a recommendation to AAMFT.

- 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. You may put this information on a CV, or resume, or in a description of activities (e.g., “provides MFT supervision under AAMFT mentoring”). 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 65) to trainees for their own documentation of supervision and to anyone who has an interest in your progress toward the designation.
- I am a supervisor candidate and have finished my mentoring hours. May I continue to supervise without mentoring until I finish my supervision hours or receive the designation?***  
 No. All supervision by a supervisor candidate must be done under mentoring until the Approved Supervisor designation is awarded by AAMFT.
- Will the supervision provided by a supervisor candidate count toward a trainee’s AAMFT membership? How about for the state license?***  
 Supervision provided by a supervisor candidate under ongoing supervision of supervision by a current Approved Supervisor mentor may count toward the supervision hours needed for AAMFT membership. To assure that the supervisor candidate is qualified to provide the supervision, the trainee should be provided with a copy of the supervisor candidate verification form (page 65). Trainees include this documentation with their membership applications when they are ready to apply for their membership.

Whether or not such supervision counts toward a trainee’s license or certification depends upon the laws and requirements of the trainee’s jurisdiction, which should be determined before beginning supervision.
- What can I do if my mentor has died or for some other reason, I cannot locate him or her?***  
 In general, it is important to have and keep documentation of your mentoring through a verification of mentoring form and log of mentoring. If this is not possible, contact AAMFT for advice.
- 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 may be renewed. Annual Approved Supervisor dues is also required to keep the designation active. The renewal process, including the continuing education requirement, is described on page 16.
- 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?***  
 No. The Approved Supervisor Refresher course is specifically designed to cover the material on which experienced Approved Supervisors need updating and to provide opportunities for experienced supervisors to interact around common concerns and questions. Find a list of pre-approved refresher courses [here](#). Approved Supervisors who teach pre-approved refresher courses will fulfill the course requirement for the renewal of their designation.
- 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 an Approved Supervisor refresher course within two years prior to reapplication.

- **What if my five-year term is up to date, but I have not paid the annual fee?**  
It is required that both your 5-year renewal and annual payment are up to date in order for your designation to be active. Failure to pay the annual fee will result in your designation being dropped for non-payment.

## Doctoral Track-specific FAQs

**Do I have to graduate from a COAMFTE accredited doctoral program in order to apply for the designation under the doctoral track?**

Yes. You do have to graduate from a COAMFTE accredited doctoral program in order to be eligible to apply for the designation under the doctoral track. Your degree has to have been awarded already.

**What does my membership status need to be during my training period and at the time I submit my application?**

You must maintain the highest level of membership you are eligible for during your training period and at the time you submit application. Student or early Professional membership is acceptable during training period and Professional membership and/or Clinical Fellow Designation is acceptable at the time you apply for the designation, unless you are eligible at that time for a higher category of membership. For instance, if you hold early Professional membership at the time you apply for the supervisor designation under the doctoral track, but you already hold the highest level of MFT licensure in a state, we will not be able to approve you for the designation until you have transferred your membership to Full Professional membership with the Clinical Fellow Designation.

**Do I have to have a mentor from the faculty, and does s/he has to be an AAMFT Approved Supervisor?**

Yes, the program must have a faculty member who qualifies and serves as an Approved Supervisor mentor for students.

**What happens if I attend but do not graduate from a COAMFTE doctoral program?**

Individuals who attend but do not graduate from a COAMFTE accredited doctoral program may count a Fundamentals of Supervision course and all of their supervision and mentoring hours during the program toward the Approved Supervisor designation. However, they must fulfill all other requirements, including total supervision and mentoring hours, and Changed to lowercase first letter from capitalized membership with Clinical Fellow Designation, at time of application for the designation as outlined in Section One of the supervision handbook.

- **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; includes initial dues)	\$200.00
Annual dues for the Approved Supervisor Designation	\$100.00

## Summary Chart of Approved Supervisor Training Requirements

### Mentor Requirements

Who can be an AS mentor?	Current AAMFT Approved Supervisor (p. 8)
AAMFT membership of mentor	Clinical Fellow of AAMFT
Supervision experience of mentor	At least 120 hours post designation supervision to the MFT trainees (p. 8).
Number of mentors	1 or 2 mentors (p. 11); up to 3 for individuals applying under the doctoral track
Number of hours of mentoring	36 hours mentoring 18 hours in two years prior to application (p. 12) 10 hours (at least) from last mentor if more than one mentor (p. 12)
Continuous mentoring	Mentoring to continue until designation is awarded (p. 12)
Mentoring evaluation and reporting	Mentor reports from all mentors 1 or 2 mentors (p. 12) Last mentor performs final evaluation 1 or 2 mentors (p. 12)
Mentoring responsibilities	p. 13
Additional guidelines	p. 14

### Supervision Requirements

Fundamentals of Supervision course	Courses provided or pre-approved by AAMFT (p. 11)
Hours supervising	Supervise 180 hours (90 in two years before application for designation) (p. 12)
Hours mentoring	Mentored 36 hours by AS mentor (18 hours in two years before application; at least 10 by last mentor) (p. 12)
Number of trainees	At least 2 trainees, hours with each not specified (p. 11)
Definition of trainee	Anyone who wishes to learn systemic/relational therapy, not necessarily working toward MFT license (p. 8)
Mentor evaluations	Reports from all mentors; both final evaluation and report from last mentor (p. 12)
Time requirement	At least 18 months in training—at least half of supervision and mentoring hours need to be completed in the 2 years prior to application (p. 12)
AAMFT membership	<b>Full or Early Professional Member to train (Student ok if under doctoral track); Full Professional Member and Clinical Fellow at time of application or Early Professional if under doctoral track (p. 10)</b>

## Educational Requirement

Basic course requirement	30 hours Fundamentals of Supervision course full course (p. 11)
Philosophy of Supervision Paper	Personal Philosophy of Supervision Paper is required to complete the 30-hour fundamentals course Evaluated by your course instructor Evaluated at time of application by last mentor (p. 22) Guidelines for writing (pp. 22, 67)
Submitting the paper	Paper may not be submitted prior to completion of 30-hour course. (p. 22)
Time	30 days from completion of the 30-hour course (p. 22)
	(p. 22-23)
Relationship to application for the AS designation	Completed within 5 years of application for designation (p. 22)
If older than 5 years	If completed course is more than 5 years ago, “update” by taking: Full 30-hour course,  Or 6-hour Refresher course (p. 23)
If older than 10 years	If the completed course is more than 10 years old: Complete the Full 30-hour course,

## Other

Application submission	p. 15
Renewal	Within the last 2 years of the 5-year term 6-hour AAMFT-offered or approved course (pp. 23-24)
FAQs	pp. 25-27

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## **Section Five**

### **Forms**

## CHECKLIST FOR COMPLETING THE TRAINING REQUIREMENTS

### Training Requirement Checklist (for candidate's use only; not to be turned in to AAMFT)

- Contract with Approved Supervisor mentor.
- Begin Fundamentals of MFT Supervision course.
- Review applicable law and regulations.
- AAMFT early or Full Professional membership (for candidacy) with Clinical Fellow Designation (Clinical Fellow Designation is required at time of application; Professional membership acceptable for COAMFTE accredited doctoral graduates).**
- 180 hours supervising, 90 hours in the two years prior to applying
- 36 hours of mentoring, 18 hours in the 2 years prior to applying
- Minimum of 18 months of training (supervising and mentoring).
- Supervision of at least two supervisees for sufficient time to work through development phases, etc.
- Mentor reports from all mentors; final mentor's evaluation.
- Revise philosophy of supervision paper that was written for Fundamentals of Supervision course near the time of application to AAMFT for the designation.

## CHECKLIST FOR COMPLETING THE APPROVED SUPERVISOR APPLICATION PACKET

When the final 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 requirement is actually a prerequisite to begin training and it should be re-verified at this point.
- Is the Approved Supervisor mentor a current AAMFT Approved Supervisor or was at time of mentoring? Had the Approved Supervisor mentor completed at least 300 hours (120 past own Approved Supervisor Designation training)?
- Was the supervisor candidate in training for the Approved Supervisor designation for at least 18 months?
- Did the supervisor candidate complete a pre-approved or AAMFT offered 30-hour supervision fundamentals course?
- Was the course completed within 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? (Completion of AAMFT-offered courses is kept in candidate's file, it does not need to be submitted with application).
- Has the supervisor candidate supervised at least 2 trainees in sufficient time to evaluate developmental clinical progress?
- Has the supervisor candidate provided 180 hours of clinical supervision to at least 2 MFTs during the 18-month training period?

- If 2 Approved Supervisor mentors were used, did the supervisor candidate receive at least 10 hours of mentoring from the final Approved Supervisor mentor?
- Did the supervisor candidate receive at least 36 hours of supervision mentoring from one or two AAMFT Approved Supervisors during the 18-month training period?
- Were at least 90 hours of supervising and 18 hours of supervision mentoring obtained within the immediate two years prior to the submission of the application packet?
- Is the supervisor candidate an AAMFT Full Professional Member with Clinical Fellow Designation? (Professional Fellow Membership acceptable if graduated from a COAMFTE accredited doctoral program.)**

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

- Approved Supervisor Application,
- Supervision Mentoring Report,
- Approved Supervisor's Evaluation,
- Official supervision course verification such as certificate, letter or transcript (certificates for AAMFT offered courses are kept on file, no need to submit verification), and
- 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 email address. If information is omitted, the application review will be delayed.

## APPROVED SUPERVISOR APPLICATION

The following section includes the forms a supervisor candidate will submit as part of the Approved Supervisor application packet.

### **The Approved Supervisor designation application packet must include:**

- Your completed application materials (please keep a copy for your files):
  1. Approved Supervisor Application
  2. Supervision Mentoring Report(s)
  3. Approved Supervisor's Evaluation
- The supervision fundamentals course verification. The verification may be a certificate or letter of completion, and must indicate the dates, contact hours, and sponsor of the course. A transcript will suffice if the course was taken in a university setting. If the course was taken through AAMFT, verification does not need to be submitted.
- The non-refundable processing fee of \$200.00.
- Applications must be emailed to [central@aamft.org](mailto:central@aamft.org)

## AAMFT Approved Supervisor Application-Regular Track

Please print or type. All information is required.

### Contact/Personal Information

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Nickname \_\_\_\_\_

Mail should be sent to (select one):  Office Address  Home Address

#### Office Address:

Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

#### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

#### Other Information

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Gender \_\_\_\_\_

Primary Work Setting \_\_\_\_\_

Ethnicity \_\_\_\_\_

AAMFT offers all Clinical Fellows a personal listing on the TherapistLocator.net referral service. This also links Clinical Fellow/ 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  Office

Referral Phone \_\_\_\_\_ Referral E-mail \_\_\_\_\_

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

#### Payment Options:

Please submit the non-refundable processing fee of \$200 in U.S. currency ONLY. Supervisor candidates will receive notice of their application approximately two weeks from the date the application is received by AAMFT. After receiving the designation, you will be billed for an annual Approved Supervisor fee of \$100 at the time of your next membership renewal.

VISA  Master Card  American Express

Name on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Credit Card Billing Address:  Home  Work  Other:

\_\_\_\_\_  
Signature

For AAMFT Office Use Only  
Date Received \_\_\_\_\_  
Case Worker \_\_\_\_\_  
ID# \_\_\_\_\_

## Educational/Training Information

### 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 marriage and family therapy. 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 9.4 and 9.5 of the *AAMFT Code of Ethics* when listing your preferred degree, which states:

*9.4 Professional Identification. 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.*

*9.5 Educational Credentials. Marriage and family therapists claim degrees for their clinical services only if those degrees demonstrate training and education in marriage and family therapy or related fields.*

Your AAMFT membership record can reflect only one relevant graduate degree. In the space below please list the graduate degree initials (not license initials) that you want listed (example: MA, MS, MFT, or PhD, etc.)

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

### Supervision Course

When did you begin the supervisor fundamental course? \_\_\_\_\_ Date completed \_\_\_\_\_

Course was offered by \_\_\_\_\_ Location \_\_\_\_\_

Primary instructor \_\_\_\_\_

*If it has been more than 5 years but less than 10 years since you have completed the Fundamentals of Supervision course, you must update the course by completing an AAMFT supervision refresher course. Please provide us with proof of your supervision refresher course completion.*

Updated course date completion: \_\_\_\_\_ Course taken & offered by: \_\_\_\_\_

### Membership Verification

All Approved Supervisors must also be an active AAMFT Full Professional Member with Clinical Fellow Designation, (Early Professional membership is acceptable under the doctoral track only).

AAMFT Member ID# \_\_\_\_\_

### Supervisory Training Experience

When did you begin training (supervising & mentoring; supervision before mentoring does not count) for the Approved Supervisor designation? \_\_\_\_\_

#### 1. Supervision and Mentoring

Name of Approved Supervisor mentor 1

\_\_\_\_\_

AAMFT Member ID# \_\_\_\_\_

Dates of supervision you provided: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_

Number of supervision hours you provided \_\_\_\_\_

Dates of supervision mentoring acquired: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_

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

Name of Approved Supervisor mentor **2** (if you had two mentors)

\_\_\_\_\_

AAMFT Member ID# \_\_\_\_\_

Dates of supervision you provided: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_

Number of supervision hours you provided \_\_\_\_\_

Dates of supervision mentoring acquired: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_

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

2. During your training period, did you supervise at least two MFT supervisees?  Yes  No
3. Of the supervision provided to trainees, have at least 90 of these hours been provided in the past two years?  
 Yes  No
4. Of the supervision mentoring you have received, have at least 18 of these hours been obtained in the last two years?  
 Yes  No
5. If you had more than one mentor, did the final mentor supervise for a minimum of 10 hours?  Yes  No  N/A

### Statement of Professional Ethics and Conduct

This question **MUST** be answered.

Have you ever been convicted of a felony or of any misdemeanor which might relate to your qualifications or functions as a therapist or other professional; or have you ever had your registration, certification or license to practice in the health care industry suspended, revoked, restricted or denied; or has any other disciplinary action been taken against you by any federal, state, or provincial regulatory body or foreign jurisdiction; or are you presently under investigation by any regulatory body to the best of your knowledge?

Yes  No

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

I have read and understand the AAMFT Diversity and Inclusivity Statement.

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

***I hereby give AAMFT 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 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, or 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 Final Approved Supervisor Mentor**

\_\_\_\_\_  
**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, the final supervisor mentor **must have** provided a minimum of 10 hours. 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/Day/Year) to \_\_\_\_\_ (Month/Day/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 AAMFT Approved Supervisor designation?  Yes  No

**The following needs 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 18 months.
- The candidate must have received 36 hours of supervision mentoring from one or two AAMFT Approved Supervisor mentors. At least 18 hours of mentoring and 90 hours of supervision must have been completed within the past two years. If more than one (1) supervisor mentor, the final supervisor mentor must have provided a minimum of 10 hours of mentoring and must sign the supervisor candidate form.
- The supervisor candidate must have provided at least 180 hours of supervision during his/her training period. During this time she/he must have supervised at least 2 supervisees.
- The candidate must have completed 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 Full Professional membership and Clinical Fellow Designation.

As the Approved Supervisor mentor 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 Mentor*

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

## APPROVED SUPERVISOR'S EVALUATION

The final 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 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 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.

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" 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 AAMFT.

**Scoring: Use the following scale to rate the *Nine Learning Objectives and Evaluation of the Supervisor Candidate's Skill as a Supervisor* using the evaluation forms:**

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 as appropriate. Some areas may stand alone, e.g., supervisory modalities.

Please score each objective with scoring chart on page 39 and place the average score for the section in the last box.

<b>I. Integration of Eleven Learning Objectives for Prospective Approved Supervisors</b>	<b>Scoring</b>
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
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
Does the candidate facilitate the co-evolving therapist-client and supervisor-therapist-client relationships?	0 1 2 3 4
Does the candidate evaluate and identify problems in therapist-client and supervisor-therapist-client relationships?	0 1 2 3 4
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
Is the candidate able to address distinctive issues that arise in supervision mentoring?	0 1 2 3 4
Is the candidate sensitive to power and privilege contextual variables such as culture, gender, ethnicity and economics?	0 1 2 3 4
Is the candidate knowledgeable of ethical and legal issues of supervision?	0 1 2 3 4
Is the candidate aware of the requirements and procedures for supervising applicants for AAMFT Early or Full Professional membership and Clinical Fellow Designation?	0 1 2 3 4
<b>Average Score on Learning Objectives</b>	

Please use the chart below to score Philosophy of Supervision section only. Please score each item and place the average score for the section in the last box.

0 - Not Present	1 – Inadequate (named but not defined)	2 – Fair (name and defined but not discussed/explained)	3 – Good (named, defined/explained, illustrated)	4- Excellent (named, defined, discussed/explained, illustrated, integrated)
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(Scores may also indicate subjective quality of articulation in the area.)

<b>II. Fundamentals of Supervision Personal Philosophy of Supervision Evaluation</b>	<b>Scoring</b>
Evidence of systems thinking.	0 1 2 3 4
Clarity of purpose and goals for supervision including documentation and contracts	0 1 2 3 4
Clarity of supervisory roles and relationships.	0 1 2 3 4
Evidence of awareness of personal and professional experiences that impact supervision.	0 1 2 3 4
Preferred supervision model and connection between own therapy model and supervision model.	0 1 2 3 4
Evidence of sensitivity to contextual factors such as developmental phase of trainee, training setting, culture, ethnicity, race, sexual orientation, age, sex, gender, economics, and so forth.	0 1 2 3 4
Clarity of preferred process of supervision (individual/group; live/audio/video/technology-assisted; frequency, ; evaluating).	0 1 2 3 4
Evidence of sensitivity to ethics and legal factors.	0 1 2 3 4
Awareness of requirements for AAMFT membership, regulatory requirements, and standards for the Approved Supervisor designation.	0 1 2 3 4
Integrated literature.	0 1 2 3 4
<b>Average Score for Philosophy of Supervision Paper</b>	

Please score each item with scoring chart on page 39 and place the average score for the 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>
Is the supervisor candidate aware of the influence of external systems on the supervision of the therapist (for example, limitations, and resources)?	0 1 2 3 4
Does the supervisor candidate demonstrate awareness of power and privilege in contextual considerations (ethnicity, culture, gender, sexual orientation, etc.) in supervision of MFTs/therapists/trainees?	0 1 2 3 4
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
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
Does the supervisor candidate describe the structure of the supervision process, specifically delineating goals and objectives?	0 1 2 3 4
Does the supervisor candidate maintain clear and appropriate professional boundaries and ethical behavior with therapists/trainees?	0 1 2 3 4
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
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
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
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
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
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 **learning objectives** into their 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. They have 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.

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 the evaluation to AAMFT.

\_\_\_\_\_  
Signature of Final Approved Supervisor Mentor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Credit Experience Track Addendum

**Applicants under the Credit Experience track must provide the following documents in addition to the application forms (pages 35-38):**

- Two case studies of supervision provided
- Supervision Experience Form (page 43)
- Two endorsements each from AAMFT Approved Supervisors familiar with your work (see the endorsement form on page 44)
  - Please refer to the chart below.
  - If you are applying under the second category of the credit experience chart, one of the endorsements must be from the AAMFT Approved Supervisor of your post-degree clinical hours.

Years of Supervision	30-hour Fundamentals Course	Minimum Hours of Supervision	Hours of Mentoring Needed	Letters of Recommendation
<b>&lt; 5 years</b>	Current standards apply for all candidates			
	Yes	180	36	0
<b>&lt; 5 years and received post-degree clinical hours under an AAMFT Approved Supervisor</b>	Yes	180	30	2 One must be from the AAMFT Approved Supervisor of your post-degree clinical hours
<b>5 years</b>	Yes	600	27	2
<b>10 years</b>	Yes	1,200	18	2
<b>15 years</b>	Yes	1,800	9	2
<b>20 years</b>	Yes	2,400	0	2

## SUPERVISION EXPERIENCE FORM

This Supervision Experience form must be completed by the supervisor candidate applying under the Credit Experience Track, to indicate years and number of supervision hours provided to trainees. This information is used to determine your eligibility for the Credit Experience Track.

Name of Supervisor candidate \_\_\_\_\_ Candidate's AAMFT ID# \_\_\_\_\_

1. Name of Agency/Institution:

From: Month/Year:

To: Month/Year:

Number of Supervision hours provided:

Briefly describe the setting and frequency of the supervision you provided \_\_\_\_\_

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2. Name of Agency/Institution:

From: Month/Year:

To: Month/Year:

Number of Supervision hours provided:

Briefly describe the setting and frequency of the supervision you provided \_\_\_\_\_

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3. Name of Agency/Institution:

From: Month/Year:

To: Month/Year:

Number of Supervision hours provided:

Briefly describe the setting and frequency of the supervision you provided \_\_\_\_\_

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4. Name of Agency/Institution:

From: Month/Year:

To: Month/Year:

Number of Supervision hours provided:

Briefly describe the setting and frequency of the supervision you provided \_\_\_\_\_

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I certify that all information provided on this form is correct.

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

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

- Please feel free to make copies of this form as needed, if you have additional experience to document.

## Endorsement Form

Supervisor candidates/applicants are responsible for selecting their own endorser, who confirms that supervisor candidate/applicants meet the requirements for the Approved Supervisor Designation. Endorsers must have a Clinical Fellow and/or Approved Supervisor Designation with AAMFT.

### Name of Endorser

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

AAMFT Member ID: \_\_\_\_\_

Discipline of Endorser \_\_\_\_\_

Relationship to supervisor candidate/applicant

- Mentor
- Supervisor
- Colleague
- Other (Please specify) \_\_\_\_\_

### Name of supervisor candidate/applicant

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

AAMFT Member ID: \_\_\_\_\_

How long have you known the supervisor candidate/applicant and in what capacity?

As a mentor, supervisor or colleague, what are your impressions of the supervisor candidate/applicant as a supervisor?

In your opinion, is the supervisor candidate/applicant qualified for the AAMFT Approved Supervisor Designation?

- Yes
- No

Endorser's signature \_\_\_\_\_

Date \_\_\_\_\_

## AAMFT Approved Supervisor Application-Doctoral Track Only

Please print or type. All information is required. Pages 45-52 are for doctoral track applicants only.

### Contact/Personal Information

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Nick Name \_\_\_\_\_

Mail should be sent to (select one):  Office Address  Home Address

#### Office Address:

Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

#### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

#### Other Information

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender \_\_\_\_\_

Primary Work Setting \_\_\_\_\_ Ethnicity \_\_\_\_\_

AAMFT offers all Clinical Fellows a personal listing on the TherapistLocator.net referral service. This also links Clinical Fellow/ 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  Office

Referral Phone \_\_\_\_\_ Referral E-mail \_\_\_\_\_

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

#### Payment Options:

Please submit the non-refundable processing fee of \$200 in U.S. currency ONLY. Supervisor candidates will receive notice of their application approximately two weeks from the date the application is received by AAMFT. After receiving the designation, you will be billed for an annual Approved Supervisor fee of \$100 at the time of your next membership renewal.

VISA  Master Card  American Express

Name on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Credit Card Billing Address:  Home  Work  Other:

\_\_\_\_\_  
Signature

For AAMFT Office Use Only
Date Received _____
Case Worker _____
ID# _____

**Educational Training Information**

**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 correspondences, and in AAMFT's online membership directory. Please be reminded of Sections 9.4 and 9.5 of the *AAMFT Code of Ethics* when listing your preferred degree, which states:

*9.4 Professional Identification. 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.*

*9.5 Educational Credentials. Marriage and family therapists claim degrees for their clinical services only if those degrees demonstrate training and education in marriage and family therapy or related fields.*

Your AAMFT membership record can reflect only one relevant graduate degree. In the space below please list the graduate degree initials (not license initials) that you want listed (example: MA, MS, MFT, or PhD, etc.)

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

**Supervision Course**

When did you begin the supervisor fundamental course? \_\_\_\_\_ Date completed \_\_\_\_\_  
 Course was offered by \_\_\_\_\_ Location \_\_\_\_\_  
 Primary instructor \_\_\_\_\_

*If it has been more than 5 years but less than 10 years since you have completed the Fundamentals of Supervision course, you must update the course by completing an AAMFT supervision refresher course. Please provide us with proof of your supervision refresher course completion.*

Updated course date completion: \_\_\_\_\_ Course taken & offered by: \_\_\_\_\_

**Membership Verification**

All Approved Supervisors must also be an active AAMFT Full Professional Member with Clinical Fellow Designation or Early Professional Member (under the doctoral track).  
 AAMFT Member ID# \_\_\_\_\_

**Supervisory Training Experience**

When did you begin training (supervising & mentoring; supervision before mentoring does not count) for the Approved Supervisor designation? \_\_\_\_\_

- Supervision and Mentoring
  - Name of Approved Supervisor mentor 1 \_\_\_\_\_
  - AAMFT Member ID# \_\_\_\_\_
  - Dates of supervision you provided: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_
  - Number of supervision hours you provided \_\_\_\_\_
  - Dates of supervision mentoring acquired: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_
  - Number of supervision mentoring hours \_\_\_\_\_
  
  - Name of Approved Supervisor mentor 2 (if you had two mentors) \_\_\_\_\_
  - AAMFT Member ID# \_\_\_\_\_
  - Dates of supervision you provided: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_
  - Number of supervision hours you provided \_\_\_\_\_
  - Dates of supervision mentoring acquired: month/day/year \_\_\_\_\_ to month/day/year \_\_\_\_\_
  - Number of supervision mentoring hours \_\_\_\_\_

2. During your training period, did you supervise at least two MFT supervisees?  Yes  No
3. Of the supervision provided to trainees have at least 90 of these hours been provided in the past two years?  
 Yes  No
4. Of the supervision mentoring you have received, have at least 18 of these hours been obtained in the last two years?  
 Yes  No
5. If you had more than one mentor did the final mentor supervise for a minimum of 10 hours?  Yes  No  N/A

### **AAMFT Approved Supervisor Designation Application Addendum for Doctoral Track**

**Please answer the following questions if you are applying for the AAMFT Approved Supervisor Designation under the Doctoral Track:**

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

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

Member Type: \_\_\_\_\_ Early Professional \_\_\_\_\_ Full Professional \_\_\_\_\_ Clinical Fellow Designation

**Please answer the following questions:**

1. Did you graduate with a doctoral degree from a COAMFTE accredited program? (transcript required)  
 Yes  No
2. Have you completed two years of MFT or other mental health post-master's clinical experience with clinical or supervisory hours not specified?  Yes  No
3. Have you received at least one year of post-master's degree experience in couple/marital and family therapy supervision by an AAMFT Approved Supervisor or supervisor candidate?  Yes  No
4. Are you clinically active as an MFT?  Yes  No
5. Did you complete a Fundamentals of MFT Supervision course within your doctoral program? (transcript required)  
 Yes  No
6. Did you complete at least one year of supervision under mentorship other than that which occurred during your Fundamentals of Supervision course?  Yes  No
7. Did you receive mentoring during your MFT program from at least one Approved Supervisor faculty member?  
 Yes  No

## Statement of Professional Ethics and Conduct

This question **MUST** be answered:

Have you ever been convicted of a felony or of any misdemeanor which might relate to your qualifications or functions as a therapist or other professional; or have you ever had your registration, certification or license to practice in the health care industry suspended, revoked, restricted or denied; or has any other disciplinary action been taken against you by any federal, state, or provincial regulatory body or foreign jurisdiction; or are you presently under investigation by any regulatory body to the best of your knowledge?

Yes  No

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

I have read and understand the AAMFT Diversity and Inclusivity Statement.

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

***I hereby give AAMFT 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 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, or 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)).

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***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 Final Approved Supervisor Mentor***

***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, the final supervisor mentor **must have** provided a minimum of 10 hours. Please submit along 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/Day/Year \_\_\_\_\_ to \_\_\_\_\_ Month/Day/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 AAMFT Approved Supervisor designation?  Yes  No

**The following needs 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 18 months.
- The candidate must have received 36 hours of supervision mentoring from one or two AAMFT Approved Supervisor mentors. At least 18 hours of mentoring and 90 hours of supervision must have been completed within the past two years. If more than one (1) supervisor mentor, the final supervisor mentor must have provided a minimum of 10 hours of mentoring and must sign the supervisor candidate form.
- The supervisor candidate must have provided at least 180 hours of supervision during his/her training period. During this time, she/he must have supervised at least 2 supervisees.
- The candidate must have completed 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 Full Professional membership and Clinical Fellow Designation or Early Professional (under the doctoral track ONLY) membership.

As the Approved Supervisor mentor 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 Mentor*

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

## APPROVED SUPERVISOR'S EVALUATION

The final 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 AAMFT separately from the Approved Supervisor application packet.

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

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

**The evaluation is broken into three sections:**

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

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" 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 AAMFT.

**Scoring: Use the following scale to rate the *Nine Learning Objectives and Evaluation of the Supervisor Candidate's Skill as a Supervisor using the evaluation forms:***

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 as appropriate. Some areas may stand alone, e.g., supervisory modalities.

Please score each objective with scoring chart on page 50 and place the average score for the section in the last box.

<b>I. Integration of Eleven Learning Objectives for Prospective Approved Supervisors</b>	<b>Scoring</b>
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
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
Does the candidate facilitate the co-evolving therapist-client and supervisor-therapist-client relationships?	0 1 2 3 4
Does the candidate evaluate and identify problems in therapist-client and supervisor-therapist-client relationships?	0 1 2 3 4
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
Is the candidate able to address distinctive issues that arise in supervision mentoring?	0 1 2 3 4
Is the candidate sensitive to power and privilege contextual variables such as culture, gender, ethnicity and economics?	0 1 2 3 4
Is the candidate knowledgeable of ethical and legal issues of supervision?	0 1 2 3 4
Is the candidate aware of the requirements and procedures for supervising applicants for AAMFT Early or Full Professional membership and Clinical Fellow Designation?	0 1 2 3 4
<b>Average Score on Learning Objectives</b>	

Please use the chart below to score Philosophy of Supervision section only. Please score each item and place the average score for the section in the last box.

0 - Not Present	1 – Inadequate (named but not defined)	2 – Fair (name and defined but not discussed/explained)	3 – Good (named, defined/explained, illustrated)	4- Excellent (named, defined, discussed/explained, illustrated, integrated)
-----------------	--	---	--	---

(scores may also indicate subjective quality of articulation in the area.)

<b>II. Fundamentals of Supervision Personal Philosophy of Supervision Evaluation</b>	<b>Scoring</b>
Evidence of systems thinking.	0 1 2 3 4
Clarity of purpose and goals for supervision including documentation and contracts	0 1 2 3 4
Clarity of supervisory roles and relationships.	0 1 2 3 4
Evidence of awareness of personal and professional experiences that impact supervision.	0 1 2 3 4
Preferred supervision model and connection between own therapy model and supervision model.	0 1 2 3 4
Evidence of sensitivity to contextual factors such as developmental phase of trainee, training setting, culture, ethnicity, race, sexual orientation, age, sex, gender, economics, and so forth.	0 1 2 3 4
Clarity of preferred process of supervision (individual/group; live/audio/video/technology-assisted; frequency, ; evaluating).	0 1 2 3 4
Evidence of sensitivity to ethics and legal factors.	0 1 2 3 4
Awareness of requirements for AAMFT membership, regulatory requirements, and standards for the Approved Supervisor designation.	0 1 2 3 4
Integrated literature.	0 1 2 3 4
<b>Average Score for Philosophy of Supervision Paper</b>	

Please score each item with scoring chart on page 50 and place the average score for the 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>
Is the supervisor candidate aware of the influence of external systems on the supervision of the therapist (for example, limitations, and resources)?	0 1 2 3 4
Does the supervisor candidate demonstrate awareness of power and privilege in contextual considerations (ethnicity, culture, gender, sexual orientation, etc.) in supervision of MFTs/therapists/trainees?	0 1 2 3 4
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
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
Does the supervisor candidate describe the structure of the supervision process, specifically delineating goals and objectives?	0 1 2 3 4
Does the supervisor candidate maintain clear and appropriate professional boundaries and ethical behavior with therapists/trainees?	0 1 2 3 4
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
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
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
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
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
Does the supervisor candidate address his/her own development as a supervisor, and identify 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 **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.

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 the evaluation to AAMFT.

\_\_\_\_\_  
Signature of Final Approved Supervisor Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 two years of his/her renewal date. Please attach course completion verification – a certificate, or CE verification letter (completion of AAMFT-offered courses is kept in candidate's file, it does not need to be submitted with application). *The renewal application must be submitted within a year from the renewal date and not earlier than that (see page 16).* **Please email the completed form to [central@aamft.org](mailto:central@aamft.org).**

The refresher course must be offered by AAMFT. Courses are offered on-line through the AAMFT website and in-person at the AAMFT Annual Conference, AAMFT Institutes for Advanced Clinical Training, and AAMFT Leadership Symposiums. 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 by 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 this form and attach CE verification. The annual Approved Supervisor fee is \$100 (U.S.). Please Do NOT send payment now. Billing will be included on your next AAMFT annual dues statement.
- 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 a note informing AAMFT of the reason(s) for the resignation.

### Contact/Personal Information

Member ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_  
Nick Name \_\_\_\_\_  
Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_ Primary Work Setting \_\_\_\_\_

**Mail should be sent to (select one):**  Office Address  Home Address

#### Office Address:

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

#### Home Address

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

For AAMFT Office Use Only

Date Received \_\_\_\_\_

Case Worker \_\_\_\_\_

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

### Course Completion

Please send course completion verification with the application. If you completed the course at the AAMFT Annual Conference or Institute for Advanced Clinical Training, you do not need to send course verification. Complete the section below.

Instructor \_\_\_\_\_ Date \_\_\_\_\_

### Other Information

AAMFT offers all Clinical Fellows a personal listing on the Therapist Locator referral service. This also links Clinical Fellow/ Approved Supervisors to the online directory for AAMFT Approved Supervisors.

Would you like to receive referrals through our Therapist Locator referral directory?  Yes  No

Which address would you like to use?  Home  Office

Referral Phone \_\_\_\_\_ Referral E-mail \_\_\_\_\_

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

### 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 correspondences, and in AAMFT's online membership directory. Please be reminded of Sections 9.4 and 9.5 of the 2015 AAMFT Code of Ethics when listing your preferred degree, which states:

**9.4 Professional Identification.** *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.*

**9.5 Educational Credentials.** *Marriage and family therapists claim degrees for their clinical services only if those degrees demonstrate training and education in marriage and family therapy or related fields.*

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

### Statement of Professional Ethics and Conduct

This question MUST be answered

Have you ever been convicted of a felony or of any misdemeanor which might relate to your qualifications or functions as a therapist or other professional; or have you ever had your registration, certification or license to practice in the health care industry suspended, revoked, restricted or denied; or has any other disciplinary action been taken against you by any federal, state, or provincial regulatory body or foreign jurisdiction; or are you presently under investigation by any regulatory body to the best of your knowledge?

Yes  No

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

I have read and understand the AAMFT Diversity and Inclusivity Statement.

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

***I hereby give AAMFT 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 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, or 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)).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please email the complete form to [central@aamft.org](mailto:central@aamft.org)**



## **Section Six**

### **Tools for Approved Supervisors, Supervisor Candidates, and Supervisor Mentors**

## **TOOLS FOR THE SUPERVISOR CANDIDATES AND SUPERVISOR MENTORS**

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 AAMFT but are offered as samples to which supervisors can refer when developing their own forms.

Contracting Tips

Sample Supervision Contract

Sample Contract Checklist

Sample Training Plan

Sample Supervision Log

Sample Supervisory Record Form

Supervisor Candidate Verification Form

Evaluation Guidelines

Guidelines for Writing a Philosophy of Supervision Paper

Checklist for Completing the Approved Supervisor Application Packet

Professional Development Resources

## 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 preferred therapy and supervision philosophies.
- Clarifications 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).
- Information that the trainee-supervisor relationship is confidential and its limits.
- 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.

### Therapist/Trainee

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### Supervisor

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 case of an emergency, we have discussed the following procedure(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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

Confidentially

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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*

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

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

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

## AAMFT Approved Supervisor Sample Contract Checklist

These areas are important for supervision contracts.

- Philosophy, preliminary information**
- Expectation to follow AAMFT Code of Ethics**
- Pragmatics/logistics** (provide a few details)
- Methods** (list your preferred methods for supervising, including evaluation criteria and process)
- Responsibilities and expectations of supervisor, trainee, others** (e.g., graduate program, agency, other supervisors)
- Agreements regarding keeping supervisor informed** (list a few details)
- Confidentiality, including trainee confidentiality and limits**
- Contact information and emergency procedures**
- Potential supplemental requirements** (list any you think of for yourself)
- Due process**
- Duration of the contract and criteria for termination**
- Inclusion of other parties** (e.g., graduate program, agency, other supervisors)
- Other**

## 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 mentoring contract. The mentoring 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 is not sent to AAMFT).

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Timeframe: A supervisor candidate must be in training (supervising & mentoring) for a minimum of 18 months. 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-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 two MFTs during the 18-month 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).

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

**Obtain AAMFT Professional membership and/or Clinical Fellow Designation (Early Professional membership is acceptable under doctoral track only):** Applicants for the Approved Supervisor designation must be AAMFT Full Professional Member.

Is the candidate already an AAMFT Professional Member?  Yes  No

If not, does the candidate understand the requirements for Full Professional membership with Clinical Fellow Designation and is it likely that he/she will be able to complete those requirements before the training is complete?  Yes  No

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

When did (or when will) the candidate obtain AAMFT Full Professional membership with Clinical Fellow Designation, (early Professional membership is acceptable under doctoral track only) 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 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 an 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 is a student in a COAMFTE accredited doctoral program.

Further, I verify that the above-named candidate is actively engaged in fulfilling the requirements to become an AAMFT Approved Supervisor and is current with ongoing supervision mentoring with me. The candidate has been under my mentoring since:

Start date \_\_\_\_\_ (mm/yy), and we anticipate that he/she will complete the training requirement and apply to be an AAMFT Approved Supervisor on: Completion date \_\_\_\_\_ (mm/yy).

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

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

\_\_\_\_\_  
*Supervisor Candidate*

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

## SUPERVISION 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 how 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?
- What ethical or legal concerns emerged in supervision?
- Is the supervisee sufficiently aware of contextual factors (race, gender, sexual orientation, socio-economics, etc.) that emerge in the therapy and/or supervisory relationships?
- Have personal issues emerged for which the supervisee might 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? If not, how will this be accomplished?
- 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? Is the mentoring occurring whenever the candidate is supervising trainees?
- Review the nine learning objectives and consider if the experiences in the training program are 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.

## SUPERVISION EVALUATION GUIDELINES

- 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 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 their Approved Supervisor mentor for discussion and feedback. The paper does not need to be submitted to AAMFT. The course instructor and mentor may have different requirements within the general requirements of the paper.

The paper will be looked at as one method of determining whether the supervisor candidate has integrated the learning objectives into their 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 their practice of supervision. There should also be evidence that the supervisor candidate conceptualizes treatment and supervision within a systemic orientation.

**Format:** The length of the Philosophy of Supervision paper is generally four single-spaced, typewritten pages or approximately 1,500 to 2000 words not counting references or appendices. Supervisor candidates are required to include a minimum of two professional, scholarly references. They may use the Lee& Nelson text for one of the references for each topic.

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

- 1) how they will utilize a systems approach in their supervision
- 2) the purpose and goals of supervision and how they will make these clear in their contract? (e.g. may vary by setting and developmental phase of the trainee)
- 3) the supervisory roles and relationships and how they will make these clear in your contract (e.g., formal and informal evaluation, teacher, coach, mentor, gatekeeper, clear boundaries, frequency)
- 4) the ways in which a supervisor must be aware of the personal and professional experiences that impact supervision.
- 5) their preferred supervision model and the connection between your therapy model and your supervision model.
- 6) how they will be attentive to contextual factors (e.g., culture, ethnicity, race, sexual orientation, age, sex, gender, ability, religion, economics, institutional and systemic racism, implicit bias) in your supervision.
- 7) the process of supervision (e.g., individual/group, live/video/audio/telehealth).
- 8) how they will be sensitive to the ethical and legal factors in supervision including regulatory requirements.
- 9) the requirements for AAMFT membership and Approved Supervision designation.
- 10) Integrated Literature

## PROFESSIONAL DEVELOPMENT RESOURCES

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

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

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.

*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 6-hour Approved Supervisor refresher courses. It also contains information about all 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/video recordings 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 Fellow Designees. The listings indicate those Clinical Fellows 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.

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## NOTES

## NOTES

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