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LPC-Intern Notebook

Section 1: Accrued Hours

- Hours Log (provided weekly at each supervision session)

Section 2: Intern Licensure

- Copy of application to the Board (includes practicum experience form and supervisor agreement form for each site)
- Copy of temporary license (Certificate and wallet card)
- Copy of jurisprudence exam (pass)
- Copy of letters / correspondence to and from the Board
- Copy of professional liability insurance
- Resume / CV

Section 3: Supervisor Licensure

- Copy of license (certificate and wallet card)
- Copy of professional liability insurance
- Resume / CV
- Statement of Supervision

Section 4: Supervision

- Supervision contract
- Goal Setting
- Inventories
- Evaluative forms

Section 5: Texas Board Rules

- Current Texas LPC Board Rules (available on-line in Word document or PDF format on Board web site)

Section 6: Helpful Laws and Statutes

- Copies of statutes referred in the Texas Board Rules and listed in LPC-S class workbook (i.e., Texas Health & Safety Code, Texas Family Code, Texas Occupations Code)

Section 7: Continuing Education (Supervisee)

- Copy(ies) of training certificate(s)
- Readings / handouts provided by Supervisor (i.e., articles, practice progress notes, treatment plan activities)
- Readings / handouts the supervisee brings to the supervisor

Section 8: Employment / Experience

- Job Description
- Sample Forms
- Evaluations
- Correspondence
- Training Information