



Approved Clinical
SUPERVISOR™

Approved Clinical Supervisor (ACS) Certification Maintenance Requirements

The Center for Credentialing & Education (CCE) requires credential holders to update practice related knowledge by completing continuing education (CE) in established competency areas for the purpose of recertification. To recertify, Approved Clinical Supervisors (ACSs) must complete 20 clock hours of continuing education during each five-year certification cycle. To maintain certification, ACSs must also adhere to the *ACS Code of Ethics* and pay the ACS annual maintenance fee.

All CE clock hours counted for recertification must have supporting documentation, such as a certificate of completion or certificate of attendance. An ACS should not send CE documentation to the Center for Credentialing & Education (CCE) unless requested as part of a CE audit. Registration forms and proofs of registration payment are not an acceptable form of documentation. Conference agendas or programs are acceptable forms of documentation only when the credential holder is the documented presenter. See pages 3-4 for more information on acceptable documentation.

Activities that do not meet CE requirements for the ACS include hours providing clinical or general supervision, continuing education in general staff supervision, trade shows, and any activities not directly related to clinical supervision. See pages 3-4 for a list of approved continuing education activities. CCE may request additional information on an activity submitted for continuing education.

ACSs are encouraged to select meaningful continuing education activities that meet the requirements stated in this document and that improve, enhance, and expand skills and knowledge relevant to their areas of expertise.

Determining If a Continuing Education Activity Meets ACS Requirements

The following checklist can assist in determining if an activity meets ACS CE requirements. If a program or continuing education activity meets ACS requirements, the answer to each question will be “yes.”

- Does the content of the activity fall within a ACS competency area?
- Is the activity geared toward the practice of clinical supervision?
- Does the activity enhance the ACS’s role as a clinical supervisor?
- If a teleconference, was there an opportunity to interact with an instructor or facilitator?
- Was the activity completed during the current five-year certification period?
- Does the training provider have formal education, expertise or credentialing in clinical supervision?

CCE, Attn: ACS Recertification Reviewer
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Approved Clinical Supervisor Competency Areas

1. **Roles and functions of clinical supervisors:** includes topics such as the supervisor-supervisee relationship; contracts and expectations; dual roles (e.g. manager/supervisor, mentor/ supervisor).
2. **Models of clinical supervision:** includes topics such as theories and practices in clinical supervision, applying theory to practice; theoretical orientation; developmental models; integrated models (discriminant model); and orientation-specific models of clinical supervision.
3. **Mental health-related professional development:** includes topics related to encouraging professional development in clinical supervisees; referring, consulting, and seeking education with issues outside of the supervisor's and clinician's expertise or scope of training,
4. **Methods and techniques in clinical supervision:** includes topics such as techniques-based and process-based supervision; psychodynamic, systems, cognitive behavioral and other models of supervision; and distance supervision and the use of technology.
5. **Supervisory relationship issues:** includes topics such as boundaries in clinical supervision, attachment, self-disclosure and self-presentation; and interaction and learning styles.
6. **Cultural issues in clinical supervision:** includes topics such as multicultural competencies; cross-cultural supervision; gender issues; and perceived stereotypes.
7. **Group supervision:** includes topics such as supervision group process, roles and functions of group supervisors and supervisees, territorialism, skills and facilitative functions required to create and maintain an effective supervision group, and strengths and limitations of group supervision.
8. **Legal and ethical issues in clinical supervision:** includes topics related to the legal and ethical realities and challenges of clinical supervisors; principles of ethical analysis; and skills and techniques to avoid and manage ethical and legal dilemmas.
9. **Evaluation of supervisee competence and the supervision process:** Includes topics related to the assessment of clinical knowledge and skill; and assessment tools and techniques, their effectiveness and limitations, and providing feedback to supervisees.

Additional Continuing Education Information

- Teleconferences must feature an interactive element. Interactive teleconferences provide the opportunity for participants to communicate directly with the instructor or have a facilitator present at the conference site.
- Formalized in-service training provided by a qualified trainer may be verified by certificate, verification form, or completed CCE In-Service Participation form signed by the trainer or supervisor and with information attached regarding training content.
- One clock hour is defined as one hour of actual participation in a continuing education activity, excluding breaks, lunch, etc.

Approved Methods for Earning Clock Hours

RECEIVING SUPERVISION OF SUPERVISION- [limited to nine (9) clock hours]

ACSs who receive up to nine (9) clock hours of supervision of their work as a clinical supervisor during a recertification cycle may fulfill up to nine (9) CE hours with documentation from ACSs supervisor is required. One clock hour of supervision of supervision equals one CE hour.

COLLEGE OR UNIVERSITY COURSES*—No limit.

Each course can only be counted once during a five-year certification cycle. Courses must be graduate level and fall within the ACS competency areas. Courses may be audited. A transcript, grade report or verification form is required for documentation. Each successfully completed semester credit is worth 15 clock hours, and each successfully completed quarter credit is worth 10 clock hours.

*College or university must be a postsecondary educational institution or program accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

SEMINARS, WORKSHOPS OR CONFERENCES—No limit.

CE clock hours can be earned by attending or presenting at seminars, workshops or conferences. The activity must cover at least one of the ACS competency areas. To claim clock hours for attending an event, a certificate, verification form or letter verifying attendance is required for documentation.

To qualify for CE credit, presentations must be given to peers and cover at least one of the ACS competency areas. Only actual presentation time may be counted, and each presentation can only be counted once in a certification cycle. A letter from the sponsor or a copy of the official event program stating the presenter's name, the presentation title, and the duration and date of the presentation is required for documentation.

PUBLICATIONS—Maximum of 10 or 20 clock hours.

- ACSs can claim up to 10 CE clock hours for articles in peer-reviewed journals or a chapter in an edited book. The article or book chapter must be directly related to clinical supervision. A copy of the cover page of the article, journal or book is required for documentation.
- ACSs can fulfill all 20 CE clock hour requirements in a certification cycle for authoring or editing a published book on the topic of clinical supervision. A copy of the cover page of the book and the table of contents is the required documentation. The publication date must fall within the five-year certification cycle to be eligible.

HOME-STUDY PROGRAMS—No limit.

Any number of CE clock hours may be earned through home-study programs in one or more of the ACS competency areas. Home-study programs must meet all continuing education requirements. A certificate of completion or verification letter is the required documentation. This category includes online programs that are not broadcast in real time.

CLINICAL SUPERVISION CURRICULUM AUTHORS—Maximum of 15 clock hours.

Clinical supervision curriculum authors can earn a maximum of 15 clock hours of continuing education in each five-year recertification cycle for developing a new CCE-approved ACS curriculum.

EDUCATORS—Maximum of 15 clock hours.

An educator can count up to 15 clock hours of continuing education for teaching or developing a clinical supervision course. Required documentation consists of a letter of verification including the educator's name, the institution's name, the course credit given to students, course dates and contact information. A specific course can be counted only once during each recertification cycle.

LEADERSHIP—Maximum of 15 clock hours.

ACSs may claim a maximum of 15 clock hours for leadership activities. Acceptable leadership positions include officer of a regional or national organization with a significant focus on clinical supervision, editor of a professional clinical journal, member of a state or national certification board with a focus on clinical supervision, member of a national ethics disciplinary review committee rendering certification or professional membership, active member of a clinical committee producing a substantial written product, chair of a major supervisor, or clinician-focused conference or convention, or other leadership position with justifiable professional learning experiences. A letter from the organization with the dates and type of service is required for documentation.

Failure to Renew and/or Recertify

There are two different, but related, processes for credential maintenance: renewal and recertification. Renewal of the ACS credential requires payment of an annual maintenance fee and adherence to the ACS *Code of Ethics*. Recertification is necessary every five years and requires documentation of CE clock hours. Failure to complete the renewal or recertification processes will negatively impact a credential holder's ACS certification.

Annual Renewal: Each year, ACSs must pay an annual maintenance fee. If CCE does not receive payment by the due date, the ACS's certification becomes inactive. Reactivation requires completion of a reinstatement application and full payment of the reinstatement fee and past due balance. Please contact CCE for more information.

Recertification: If an ACS credential is not recertified by the deadline, it will expire. Reinstatement of an expired certification requires completion of a reinstatement application, documentation of 20 CE clock hours of qualifying continuing education, and full payment of the reinstatement fee and any past due balance. Please contact CCE for more information.