



1801 SW 22nd, Suite 204, Miami FL,
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786.509.6012

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Ethical Informed Consent

Welcome!

I am pleased that you have chosen me as your supervisor. The purpose of this document is to provide you with information about my background, our professional relationship, and the supervision process.

I. Qualifications and Background

I am a licensed mental health counselor in the state of Florida since 2022. I am also a Nationally Certified Counselor (NCC) as well as a Certified Clinical Mental Health Counselor (CCMHC) from the National Board of Certified Counselors (NBCC). I am currently completing my doctoral degree in counseling education and supervision at Liberty University. I completed my master's in mental health counseling and applied behavioral analysis, at Nova Southeastern University. I have had experience in partial hospitalization setting and outpatient setting. I have and currently provide telehealth services and in person counseling for various ages including kids (4+), teens and adults. I also obtained my trauma certification from Evergreen Certification and am now a Certified Trauma Professional and am trained in EMDR (Eye Movement Reprocessing Desensitization). Due to the fact that I was previously a special education teacher, I also completed training to be a Certified Autism Spectrum Disorder Clinical Specialist (ASDCS). I love using various creative counseling interventions with my clients and am always eager to teach or consult others on new and creative interventions to better help clients.

I was a special education teacher for 15 years prior to becoming a mental health counselor. I not only hold degrees in counseling but bachelors and master's in special education as well. I have worked in various settings including PHP (partial hospitalization) and outpatient setting. I worked with kids, as young as 4 and adults as old as 95. I have worked with various disabilities and mental health disorders, including autism, anxiety, oppositional defiant, grief, adjustment, bipolar and narcissism. I use creative arts in my counseling. I have presented and written on various topics, however, my passion is in disability with respect to counseling and the Latino community. I provide counseling in both Spanish and English and therefore enjoy to train counselors on how to provide bilingual counseling. I also practice Christian integration in my counseling sessions and my supervision sessions.

II. Models used.



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Professional counselors benefit greatly from research and professional developments. One-way professional counselor grow in competencies and professional development is through supervision and consultation. Clinical supervision allows a counselor to self-assess and grow in the art of counseling and be of better assistance to their clients. I will share with you my counseling modality as it may impact the way I supervise. I will also share my supervisory model for you to get a bigger picture of what to expect.

a. Counseling Models

Counseling for me is very eclectic in nature. Working with children and teens, I feel very driven by Adlerian therapy, especially while in play and sand therapy. Seeing how individuals portray themselves in the world and/or in their family gives me a bigger idea of how to help them. This of course is taking their goals and strengths and creating a plan to better assist them in the journey. For adults, I tend to use a mixture between person centered therapy and Jungian therapy. I really feel that individuals have the potential to heal themselves, like Rogers believed, however, I also believe the unconscious mind sometimes affects a person's growth, therefore exploring the unconscious mind helps a person grow. Among all this, cognitive behavioral therapy and acceptance behavioral therapy is something else I practice with clients. It is important to assess a client to see what best works for them.

b. Supervision Models

There are many supervision models, which is why I use a blended/integrated model known as the transformation model. This model allows me to see the supervisee, developmentally, with a psychotherapy approach, as well as behaviorally. Therefore, I aim to meet you where you are and work with you with your counselor identity.

III. Rights and Responsibilities

a. Supervisor Rights

1. To discuss concerns and issues about supervisee's cases as well as their professionalism.
2. To challenge supervisee about his/her cases and caseload.
3. To give supervisee constructive feedback on their counseling techniques, conceptualization, and professional identity.
4. To observe supervisee's practicing skills (live/video/audio) and provide corrective feedback.

b. Supervisor Responsibilities

1. To uphold ethical guidelines and professional standards.
2. To make sure supervision sessions happen as agreed and to keep a record of the meeting.
3. To create an agenda for each supervision session.
4. To create a supervision file containing supervision records and other documents relating to development and training, including session agendas.



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5. To ensure that supervisee is clear about their role and responsibilities.
 6. To set standards and assess the supervisee and monitor their progress.
 7. To have knowledge of supervisee's cases and how each client is being treated.
 8. To support, supervisee and help them in an agreed personal developmental plan.
 9. To complete all forms as requested by the State of Florida or the National Board Certified Counsellors or graduate program, in a timely manner.
 10. To assure client safety.
 11. To help supervisee, obtain counseling services if needed.
 12. To ensure a safe place for supervisee and be multiculturally aware.
- c. Supervisee Rights:
1. To obtain supervision in a private venue where they are uninterrupted.
 2. To receive feedback in a timely manner.
 3. To ask questions.
 4. To expect supervisor to carry out agreed action or provide an appropriate explanation, within an agreed time frame.
 5. To have developmental/training needs met.
 6. To challenge ideas and guidance in a constructive way.
- d. Supervisee Responsibilities:
1. To uphold ethical guidelines and professional standards.
 2. To be prepared to discuss client cases with the aid of written case notes and / or video / audio tapes.
 3. To validate diagnoses, interventions, approaches and techniques used.
 4. To be open to change and feedback.
 5. To consult supervisor or designated contact person in cases of emergency.
 6. Provide documents that need signature in a timely manner to supervisor.
 7. Maintain a commitment to on-going counsellor education and the counselling profession.
 8. Disclose to clients about being in supervision and about supervisor.
 9. Gain consent for video/audio recording from client.
 10. Report any impairment that affects their counseling sessions (alcohol, drugs, depression, anxiety, etc)

IV. Risks of Supervision

There can be some risks to being supervised. The most common risks are anxiety due to receiving feedback.

V. Supervision Context

- a. Types of Supervision
1. Individual therapy: one hour a week
 2. Group: 1 hours a week (if interested)



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b. Scheduling

Supervision will consist of in person and/or video sessions at a pre-determined location and time. Notification of a change must take place within 24 hours of the scheduled supervision session unless there is an emergency.

c. Financial and scheduling

The cost of supervision is \$70 per individual session, or \$40 per person for a group session. Payment will be made at the end of each session via cash, credit card, or Stripe. Please note there is a no-show/late cancellation fee of \$35.

(Not applicable for Liberty University masters students)

VI. Confidentiality

- a. As part of confidentiality, everything shared about the clients, with me on an individual basis will be kept confidential. As regards to the information you share, please keep in mind that I will treat your disclosures with discretion. However, keeping legal and ethical violations, indication of harm to self and others (and others as specific to the setting). Also note, that the information might be shared with doctoral faculty and students to better aid your supervision.
- b. Please keep in mind, even though I aim to keep confidentiality, when participating in group supervision, I cannot completely guarantee confidentiality and privacy of topics shared, even though I will try my best.

VII. Record keeping.

Record keeping is an ethical compliance process. Record keeping means that the supervisor will keep records such as day/time of meetings, agendas, what was discussed, recommendations provided, and if there were any actions that took place. This record keeping is to keep both supervisors safe in case there are any client decides to pursue legal actions. Also, note that you should be keeping track of your hours and documents, while sharing it with supervisor. Note, in case if need documents and cannot reach supervisor due to sickness or death please reach out to Dr. Kristy Ford at kford27@liberty.edu.

VIII. Process of evaluation

- a. Feedback will be provided in each supervision session.
- b. Feedback will be related to competency documents.
- c. Summative evaluation will occur every months or unless requested by supervisee.
- d. Supervisors may provide supervisee with written notes of session for their developmental growth.
- e. All evaluations should be copied and placed in supervisee file for supervisor's documentation.



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- f. The supervisor has the right to terminate agreement if there are concerns for attendance, being unwilling to take suggestions, or withholding information about crisis situations.

IX. Emergency procedures

In the event of an emergency, supervisee should contact supervisor at 786.509.6012 (3 times in a row). If not available, then contact (Kristy Ford at kford27@liberty.edu). This contract is subject to revision at any time, upon the request of either the supervisee or the supervisor.

X. Dual relationships

Supervisee and supervisor should have a professional relationship and may not have any other dual relationship such as friend, family, or romantic partner, to assure professionalism and ethical competence. Also, note that as your supervisor, dual relationship also is connected to social media.

XI. ACA Code of Ethics

Supervisor aims to abide by the 2014 ACA Code of Ethics. Supervisor will also aim for supervisee to abide and learn the 2014 ACA Code of Ethics.

This contract is in effect from _____ to _____.

This agreement is subject to revision at any time, upon the request of either the supervisee or the supervisor. A formal review, however, will be conducted every six months and revisions to the contract will be made only with the consent of the supervisee and approval of the supervisor.

Both, supervisee, and supervisor, agree, to uphold the policies and procedures specified in this supervision contract and to manage the supervisory relationship and supervisory process according to the ACA Code of Ethics.

Supervisor Signature	Supervisee Signature
Print Name Supervisor	Print Name Supervisee Signature



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