



Counselor, Social Worker & Marriage and Family Therapist Board

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Easy Steps to Counselor Trainee Status

READ PRINT AND RETAIN THESE INSTRUCTIONS

Simeon.Frazier@cswb.state.oh.us will be your contact person during the counselor trainee process. Contacting Simeon to check for receipt or missing parts of your file can be counterproductive adding to his already busy schedule. The Board asks that you instead follow these instructions: keep copies of all faxed or mailed forms, read and follow all instructions. Allow at least two weeks for processing, then contact him, if necessary. Simeon's other jobs include but are not limited to Clinical Residents and Supervision Designation for all licensees in Ohio.

Steps towards CT Status

A. You must complete: Criminal records check both the BCI & FBI

1. The Criminal Records Check can take 2-4 weeks to process. Print the **BCI & FBI INSTRUCTIONS** sheet here: <http://cswmft.ohio.gov/pdfs/CRC0308.pdf> and take it with you to a Sheriff or Police Department. After Board receipt of your background check, with a written request, the board may mail you a copy of your BCI & FBI reports for your future use.

B. The Board will need proof of enrollment in a master's or doctoral-level practicum or internship

2. Current or future term documents before (30 days) or near beginning of term in which asking for CT status.

C. Complete the Counselor Trainee Initial Application:

<http://cswmft.ohio.gov/pdfs/CTApp.pdf>

D. You must be Supervised by a PC-S or PCC-S

3. A counselor trainee in their practicum may be supervised by a PC-S or PCC-S. A practicum consists of no less than 100 hours of which 40 hours are direct service ...with clients and or groups
4. A counselor trainee in their internship may be supervised by a PC-S or PCC-S. Supervised internship shall be no less than 600 hundred hours of which 240 hours shall be in direct services, which include diagnosis and treatment of mental and emotional disorders and conditions under a PCC-S.
5. Training supervision shall include an average of one hour of face-to face contact between the supervisor and supervisee for every twenty-hours of work by the supervisee.

Due to budget cuts, the Board will not mail proof of CT status. Follow the steps below for verification of your status. CT status can take up to 30 days. Therefore, please start early and follow all directions. Your name will show up on [license verification](#) as pending once your application is processed.

For license verification go to the board's web site: www.cswmft.ohio.gov

Click on **license verification** on the left panel, fill in **only** two areas **Division** and **-or-Name (Last, First)**

Beside **Division** set the drop down menu on **Counselor, Social Worker, and Marriage & Family Therapist Board**

Scroll down to **-or- Name (Last, First)** in the first box type your **last name** in the next box type your **first name** click the **search** button. (No hyphens, no middle initials) **IMPORTANT!** Fill in **no** other boxes!

Once the page re-loads click on your **NAME** (bottom of page). The page that comes up next will be the page you print for **license verification**.

Counselor Trainee Extension

Complete and sign form and fax the extension form along with proof of enrollment.

<http://cswmft.ohio.gov/pdfs/CTextend.pdf> With each new quarter or semester the Board will need:

1. proof of enrollment through the next term w/name, class title and term begin/end dates
2. proof that you are diagnosing and treating (internship only)
3. confirmation that you have the same supervisor or have your new supervisor sign the form
4. confirm same site or provide new site
5. confirm same duties or provide new duties

Internship Supervision Evaluation Form

Once you have met your internship requirements, you will complete part A and sign. Your supervisor will complete part B and will return **all four pages** to you in a business size envelope signed across the seal. The form needs to be in the Board's offices within 30 days of completing your internship.

<http://cswmft.ohio.gov/pdfs/PC-SupvInt.pdf>

1. If you are ending supervision with a supervisor without completing your internship hours, your supervisor will need to complete the [Internship Supervision Evaluation Form](#).
2. If you have more than one supervisor, each supervisor will complete a form.

COUNSELOR TRAINEE

Excerpt from 4757-17-01

(E) Registration of training supervision for practicum or internship for counselor trainee status:

(1) Students enrolled in a practicum or internship prior to receiving their counseling degree are eligible for "counselor trainee" status...Students are not required by the board to have counselor trainee status to complete their practicum or internship requirement...but may be required to obtain registration as a counselor trainee by the supervising agency as a condition of acceptance for practicum or internship...

Counselor trainee ...is seeking licensure as a professional counselor and filed a training agreement with the Board...and currently enrolled in either a practicum or internship...

Excerpt from 4757-17-01: *(E)(2)Ensuring the counselor trainee is properly registered and listed on the licensure website is primarily the responsibility of the counselor trainee...*

All forms for counselor trainee status (except background checks) may be faxed to Simeon Frazier at FAX # (614)728-7790

Note to PC-S & PCC-S supervisors

Excerpt from 4757-17-01 Counseling supervision

(A)(1)... This type of supervision requires extensive time and involvement on the part of the supervisor in order to help supervisees improve their skills and/or learn new skills. Training supervision shall include an average of one hour of face-to-face contact between the supervisor and supervisee for every twenty hours of work by the supervisee.

(2) Training supervisees may not choose a supervisor who is a family member or who is related to them in any way.

(3) "Group supervision" is board approved supervision that consists of not more than six supervisees for one supervisor.

(f) Complete and forward to the board all supervision evaluation forms required by the board within thirty days of receipt of the form from a supervisee.

(4) All supervisee reports dealing with client welfare shall be co-signed by the supervisor.