

INSTRUCTIONS

MFT CHANGE OF SUPERVISOR AND/OR SITE

In order to assure all sections are accurate, the applicant and supervisor are encouraged to work together on completing the Change of Supervisor and/or Site form. Section IV of the form must be discussed and agreed upon by both the supervisor and applicant. All sections of must be completed, unless otherwise noted. If additional space is necessary, please include the detail on an additional sheet of paper. Failure to complete the application or include the \$25 fee will result in a delay in reviewing the application by the State Committee.

SECTION I - APPLICANT DATA

Section I must be completed by the **applicant** for supervision as it relates to personal data.

SECTION II - SUPERVISOR DATA

Section II provides information regarding the licensure supervisor. This section **must** be completed by the supervisor. If the supervisor is not employed at the site listed in **Section III-Supervised Practice Site**, a contract affiliating the supervisor to the site must be submitted to the State Committee. A model contract is available by contacting the State committee office or web site <http://pr.mo.gov/marital.asp>.

SECTION III - SUPERVISED PRACTICE SITE

Section III provides information regarding the location where clients will receive therapy. NOTE: If the supervision site is a private practice; numbers 16-18 **must** be completed.

SECTION IV - NATURE OF SUPERVISION

Section IV must be completed by the applicant and reviewed by the licensure supervisor. This section identifies clients that will receive therapy from the applicant, therapy related duties performed by the applicant and how the supervisor will oversee the progress of the applicant. Please check all boxes applicable within number 23 of this section.

SECTION V - STATEMENT OF EMPLOYER

Section V must be signed and dated by a representative of the supervision site when both the supervisor and applicant is employed at the site. A human resource or personnel representative, clinic director etc. may sign this section. If the applicant is obtaining supervision from someone not employed at this setting, please skip Section V and complete a contract affiliating the supervisor to the setting. A model contract is available by contacting the state committee office or at the web site <http://pr.mo.gov/marital.asp>.

SECTION VI – APPLICANT HISTORY

Section VII relates to the applicant's background. If "yes" is marked for any of the answers, the applicant must submit an explanation in writing on a separate sheet of paper. If this information has been disclosed previously, the applicant must note when the information was disclosed to the state committee.

SECTION VII – STATEMENT OF APPLICANT

Signing and dating this form confirms that the applicant understands the law and regulations concerning the supervision process.

SECTION VIII – STATEMENT OF SUPERVISOR

Signing and dating this form confirms that the supervisor understands the law and regulations regarding the supervision process.