Introduction

The Guideline Manual that accompanies these forms is provided so that all ArBOEC supervisors will be more uniform in rating supervisees on the 6-month evaluation forms. The Manual more completely explains each of the 30 skills.

The report forms divide 30 specific skills into three categories or types of skills: There are 13 Basic Professional Skills, 8 Identity as Professional Skills, and 9 Advanced Professional skills. Each area leaves room for the supervisor to write in a unique skill to evaluate.

Each of the 30 skills can be rated anywhere within three levels of development: Foundational, Effective, or Mastery level.

The supervisor also has an area for reporting the goals for the supervised counselor’s or therapist’s development during the next 6-month period and an area to write any other comments regarding the supervisee.

3 Categories of skills: Basic, Identity, and Advanced. Each of the 30 skills describes a distinct knowledge base or behavior in which supervisees should become progressively more adept. These areas of professional abilities apply to all modalities of counseling/therapy (i.e., different theoretical approaches; individual, group, or conjoint sessions, type of identified client, specialized approaches such as play therapy or sex therapy). The categories are supplied to help the supervisor and supervisee think in terms of the different ‘types’ of skills needed.

Ideally, the three categories will help the supervisor assess the supervisee’s progress. Higher levels in one of the three categories would represent areas of strength for the supervisee, whereas an area with lower numbers would indicate directions or goals on which to focus during future evaluation periods.

All counselors and therapists need to be skillful in each of the three categories; however, from a developmental perspective, a supervisee generally first grows in Basic Professional Skills such as joining (#2, ‘Relationship with client’), or ethical awareness (#1, application of ethics) before she or he is strong in the Advanced Professional Skills such as being able to ‘work effectively with ambiguity’ (#24) or smoothly handle conflict between the supervisee’s and client’s values, (#25).

Therefore, a new LAC or LAMFT would not be expected to rate as highly on the Professional Identity or Mastery Skills as he or she would on the Basic skills. Conversely, a supervisee who is ready for LPC or LMFT licensure should be practicing at least at Effective levels on most of the skills in all three categories.

Levels of the 30 Skills: The evaluation form looks at three general levels for each item that each supervisee should exhibit:

1 to 3 = Foundational levels (expected even of counselors or therapists who are newly licensed);
4 to 7 = Effective level (expected of supervisees with at least several months of professional practice);
8 to 10 = Mastery level (a level that would be demonstrated by an experienced, consistently effective therapist with years of experience).

Each skill can be rated at a level anywhere from 1 to 10. Rather than giving a definition of the worst and best of each range (foundational, effective, or mastery), anchor points in the middle of each range (2, 5, and 9) are given in the Guideline Manual.

For example, on the first skill a supervisor might rate a supervisee at level ‘1’ if the supervisee is sometimes not even aware of ethical guidelines regarding a case. On the other hand, a supervisee might rate a ‘7’ on that same skill if he or she consistently is aware of and able to resolve most ethical decisions, but still depends on the supervisor to help make difficult decisions.

Not even experienced counselors or therapists would achieve a ‘10’ on all skills. Hence, even experienced therapists would probably rate themselves in the effective range (7 or lower) on most items, with only a few areas of special skills rated in the mastery level. Nevertheless, by the time he or she is ready to end supervision, a supervisee may have some skills that rate consistently above the example given for mastery level.