

## Supervisor Training LPC Questions and Answers

### Code of Ethics

1. When an LPC licensee advertises his or her services, what kind of claim or statement must not appear in the advertisement?  
**False, deceptive, or misleading information**
2. Regarding qualifications and advertising, in what 10 areas must an LPC licensee not cause confusion or misunderstanding?  
**1) Qualifications, 2) capabilities, 3)background, 4)training, 5)experience, 6)education, 7) professional affiliations, 8)fees, 9) products, or 10) publications**
3. An LPC shall not make false, misleading, or exaggerated claims regarding what types of entities?  
**Mental health organizations or agencies**
4. If an LPC learns of a misrepresentation, exaggerated or false claim, or false, deceptive, or fraudulent statement made about his or her services, what should be done?  
**The licensee shall take immediate or reasonable action to correct the statement.**
5. An LPC shall only provide services in the context of what type of relationship?  
**A professional relationship**
6. An informed consent or written receipt of information must be signed by the client. It must also include what 8 things?  
**1)Fees and arrangements for payment, 2)counseling purposes, goals, and techniques 3)restrictions on the licensee, 4)limits on confidentiality, 5)using another individual to provide counseling, 6)supervision of a licensee, 7)the name, address, and phone number of the Council, and 8)an established plan for custody and control of the client's mental health records**
7. Regarding new clients, an LPC shall not pay any person or firm or agree to accept any remuneration from any person or firm for doing what?  
**Securing or soliciting clients**
8. An LPC licensee shall not engage in activities for the licensee's personal gain at whose expense?  
**The client's**
9. What must an LPC licensee inform the client of if the licensee is promoting personal or business activities to a client regarding services or products?

**The licensee's personal or business interest**

10. What types of boundaries must an LPC set and maintain?  
**Professional boundaries**
11. What kind of relationship between the LPC and his/her client is strictly prohibited?  
**A non-therapeutic relationship**
12. What is a non-therapeutic relationship?  
**A relationship between a licensee and a client that is unrelated to therapy and is initiated either by the counselor or client**
13. According to the LPC rules, when can a non-therapeutic relationship begin between a licensee and a former client?  
**Two years after the end of the counseling relationship**
14. How much time must pass after the end of the counseling relationship before an LPC may have sexual contact with a client?  
**Five years**
15. For an LPC in a non-therapeutic relationship following the 2-5 year guideline after counseling has ended, what must a counselor be able to demonstrate?  
**That there has been no exploitation or the relationship being detrimental to the client**
16. An LPC shall not provide services to whom?  
**1)family members, 2)personal friends, 3)educational associates, or 4)business associates**
17. An LPC licensee shall not give or accept a gift, borrow or lend money, or accept payment in the forms of goods or services from a client or relative of a client higher than what amount?  
**\$50.00**
18. An LPC shall not enter into a non-professional relationship with what 3 types of people?  
**1)family members of a client or 2)any person with a personal relationship with a client or 3)any person with a professional relationship with a client**
19. What must an LPC licensee do before knowingly offering or providing professional services to an individual concurrently receiving services from another provider?  
**Request a release from the client to inform the other professional**

20. What state does not require a licensee to notify medical personnel and/or law enforcement when a client threatens harm to someone else?  
**Texas**
21. If an LPC licensee determines that there is a probability of imminent physical injury by the client to the client or others, he or she may notify whom?  
**Medical personnel or law enforcement**
22. In research involving a human participant, what must an LPC licensee take reasonable precautions to ensure?  
**That the participant does not suffer physical or emotional harm**
23. What 7 items must be included in an LPC's accurate records for each client?  
**1) signed informed consent, written receipt of information, or copy of court order for involuntary treatment, 2) intake assessment, 3) dates of counseling treatment, 4) principal treatment methods, 5) progress notes, 6) treatment plan, and 7) billing information**
24. How long must an LPC licensee hold records after the last contact with an adult client?  
**7 years**
25. How long must an LPC licensee keep accurate records for a minor client?  
**Five years beyond when the client turns 18, or seven years, whichever is longer**
26. What is an LPC allowed to bill clients or third parties for?  
**Services that are actually rendered or agreed to by mutual understanding**
27. What must an LPC do before modifying charges after the initiation of services?  
**Notify the client by mutual written agreement**
28. An LPC must disclose any relationship between him/herself and any other person used by the licensee to provide services on what document?  
**The billing document**
29. Upon the written request of a client, or client's guardian, or parent (if the client is a minor), what information must an LPC provide on a bill or statement in plain language?  
**Types of treatment and charges for counseling treatment**
30. Regarding billing a client, an LPC may not do what?  
**Overcharge a client**
31. For what kind of treatment intervention is an LPC not allowed to submit a bill to a client or third-party payer?

**Treatment intervention that was not provided or was improper, unreasonable, or unnecessary**

32. What must an LPC obtain, review, and maintain prior to the commencement of counseling services to a minor client who is named in a custody agreement or court order?  
**The custody agreement and any applicable part of the divorce decree**
33. What should an LPC do when a client is not benefiting from a professional relationship?  
**Terminate the client**
34. What shall an LPC do upon termination of a client if counseling is still necessary?  
**Facilitate the transfer to appropriate care**
35. What must an LPC do before evaluating any individual's mental, emotional, or behavioral condition?  
**Personally interview the individual**
36. What should an LPC licensee do upon discovering any unlicensed practice of counseling by a person required to be licensed?  
**Report it to the Council**
37. What is prohibited for an LPC regarding application or renewal of a license?  
**Falsification of materials**

**Sexual Misconduct**

38. What is the term used for the pattern, practice, or scheme of conduct, which may include sexual contact, that can reasonably be construed as being for the purposes of sexual arousal, gratification, or abuse?  
**Sexual exploitation**
39. What is the term used to describe the representation by any licensee that sexual contact or exploitation is consistent with or part of a client or former client's counseling?  
**Therapeutic deception**
40. A licensee shall not engage in sexual contact with what three types of people?  
**1)A client, 2)an LPC Associate supervised by the licensee, or 3)a student of a licensee at an educational institution in which the licensee provides services**
41. If sexual contact occurs more than five years after the termination of a client/counselor relationship, the licensee must demonstrate no exploitation considering what seven factors?

- 1)The amount of time since termination of therapy, 2)nature and duration of therapy, 3)circumstances of termination, 4)client's , Associate's, or student's personal history, 5)client's, Associate's, or student's current mental status, 6) likelihood of adverse impact, 7)any statements in the course of therapy suggesting or inviting a post-termination sexual or romantic relationship**
42. An LPC may not use what three reasons as a defense for sexual contact, exploitation, or deception?  
**1)Consent of the client, Associate, or student 2)being outside of professional counseling sessions, or 3)being off the premises of counseling sessions**
43. How many days does an LPC have to report reasonable cause to suspect that a client has been the victim of sexual exploitation, sexual contact, or therapeutic deception by another licensee or provider of mental health services?  
**Three business days**
44. To whom must an LPC report reasonable cause to suspect that a client has been the victim of sexual exploitation, sexual contact, or therapeutic deception?  
**The prosecuting attorney and the Council**
45. Before making a report of reasonable cause to suspect that a client has been the victim of sexual exploitation, sexual contact, or therapeutic deception, an LPC shall inform whom?  
**The alleged victim**
46. What shall an LPC determine regarding the alleged victim before making a report about sexual exploitation, sexual contact, or therapeutic deception?  
**If the alleged victim wants to remain anonymous**
47. In the event an LPC is reporting another licensee, what four things need to be included in the report?  
**1)The reporter, 2)the alleged victim, if not anonymous, 3)suspicion of exploitation, contact, or therapeutic deception, and 4)the name of the alleged perpetrator**

### **Testing**

48. If an LPC administers any test, what must be disclosed to the client prior to or following administration?  
**The purpose and explicit use to be made of the test**
49. What must an LPC do before appropriating, reproducing, or modifying a test?  
**Obtain the acknowledgment and permission of the copyright owner**
50. What must an LPC acquire before administering a test?  
**Appropriate training and experience**

51. What types of testing techniques are prohibited for an LPC?  
**Standardized projective techniques**

### **Drug and Alcohol Use**

52. In what manner should an LPC not use alcohol or drugs?  
**A manner that adversely affects the licensee's ability to provide counseling**

### **Confidentiality and Required Reporting**

53. What kinds of information shall an LPC not disclose?  
**Communication, records, or identity of clients**
54. If required by the statutes, an LPC licensee shall report information concerning what five circumstances (not including harm to self or someone else)?  
**1)Abuse or neglect of minors, 2)abuse, neglect, or exploitation of elderly or disabled persons, 3)abuse, neglect, and illegal, unprofessional, or unethical conduct in health care facilities, 4)sexual exploitation by mental health provider, and 5)the treatment of a sex offender?**
55. How many days does an LPC have to report the licensee's arrest other than class C traffic offense, filing of criminal case, criminal conviction, or filing of disciplinary action by another state licensing agency?  
**30 days**

### **Licensees and the Council**

56. How many days does an LPC have to report changes in name, address, phone number, employment setting, etc.?  
**30 days**
57. During an investigation by the Council, an LPC licensee shall not misrepresent what?  
**Facts**

### **Consumer Information**

58. With what three pieces of information must the LPC provide the client should the client want to make a complaint?  
**1)Name, 2)address, and 3)telephone number of the Council**
59. An LPC must provide the name, address, and telephone number of the Council on one of what three areas?  
**1)Application for services, 2)a sign prominently displayed in the place of business, or 3)on a bill**
60. Where shall an LPC licensee display his or her license?  
**A prominent place in the primary practice location**

61. If an LPC uses an assumed name, what must be listed on all advertising?

**License number**

62. What name shall appear on the license certificate?

**The legal name of the licensee**

63. What types of license certificates shall the LPC not display?

**Reproduced, expired, suspended, or revoked licenses**

64. What must follow the LPC Associate's name and title on all advertisements, billing, and announcements of counseling treatment by the Associate?

**The supervisor's name**

### **Advertising and Announcements**

65. What type of information shall not appear on any announcement of services, letterhead, business cards, commercial products and billing statements for an LPC licensee?

**False, inaccurate, misleading, incomplete, out of context, deceptive or not readily verifiable information**

66. Under what circumstance may an LPC licensee, when advertising, compare his or her services with another health care professional?

**When it is factually substantiated**

67. An LPC licensee shall not advertise that what two things may be waived or are not applicable if they are required when the client is using insurance benefits?

**The copay and the deductible**

68. Under what circumstances shall an LPC licensee not advertise using a professional name or title or professional identification?

**When the name, title, or identification is being used by another profession or professional**

69. What is the highest academic degree an LPC may use when advertising?

**The highest degree in a counseling related field from an accredited school**

70. If an LPC advertises or announces a non-counseling degree from an accredited university, what must be specified?

**The subject of the degree**

71. What titles may be used on advertisements or announcements for a fully licensed LPC?

**LPC, Licensed Counselor, or Licensed Professional Counselor**

72. For individuals holding a temporary LPC license, what title shall be used on all advertisements, billings, and announcements (followed by the name of the supervisor in the same type size and font)?

**LPC Associate**

73. An LPC who is a Council Approved Supervisor may use what designation when advertising supervisory status?

**LPC-S**

### **Research and Publications**

74. When obtaining data from a professional counseling relationship, of what shall an LPC ensure full protection?

**The client's identity**

75. When conducting or reporting research, what must an LPC do in regard to previous work?

**Give recognition to previous work and observe copyright laws**

76. What must an LPC licensee give to persons who have contributed significantly to the licensee's research or publications?

**Credit**

### **General Application Procedures**

77. To upgrade from LPC Associate to LPC, what three things must be submitted to the Council?

**1)The experience documentation form, 2)proof of passing the jurisprudence within 6 months of the upgrade, and 3)the upgrade fee**

78. Applicants who held a Texas license previously may reapply by submitting a new application including what two things?

**Supporting documents of having met all current requirements (including examination requirements) and applicable fees**

### **Required Application Materials**

79. When applying for LPC Associate status, which two exams (with a passing score from the National Board of Certified Counselors) meet the requirements of the Council?

**National Counselor Exam or National Clinical Mental Health Counselor Exam**

80. How many years after receiving a passing score on one of the exams can the score be used towards licensure?

**No more than five years (before the date the application is received)**



81. How long must an LPC licensee hold his or her Texas license before being a supervisor?

**60 months/5 years**

82. How long does an applicant have to submit LPC Supervisor status after completing the 40-hour training?

**2 years**

### **Academic Requirements**

83. A person applying for LPC licensure must have completed a graduate degree with how many hours?

**60**

84. If the applicant has held a full LPC in good standing in another jurisdiction for the two years preceding the application, what is considered to have been met?

**Academic requirements for licensure**

### **Academic Course Content**

85. In what 14 areas of study must an LPC applicant complete courses?

**1)human growth and development, 2)abnormal human behavior, 3)assessment, 4)counseling theories, 5)counseling methods to individuals and groups, 6)research, 7)lifestyle and career development, 8) social, cultural, and family issues, 9) professional orientation, 10)practicum, 11)addictions counseling with gambling, sexual, eating, alcohol, or drug, 12)counselor ethics additional course with record management, business/family law and Council rules, 13)couples, marriage, or families, and 14)psychopathology with a basic knowledge of psychopharmacological medications**

86. How many hours are required for the completion of an LPC applicant's supervised practicum experience?

**300**

87. How many excess hours from a practicum experience can be used toward full licensure?

**0**

88. For an LPC applicant, how many hours must be in direct counseling contact for completion of the practicum?

**100**

### **LPC Associate License**

90. What two types of things is the LPC Associate prohibited from owning?

**Independent professional counseling practices and client records**

91. How many supervisors is an LPC Associate allowed to have at any given time?

**2**

92. How many months does an LPC Associate have to complete the experience requirements?

**60 months**

93. What must an LPC Associate do if he or she does not complete the required supervised experience hours during the 60-month time frame?

**Reapply for licensure**

94. When does an LPC Associate's supervision officially end?

**When the LPC Associate receives his/her LPC license**

95. An LPC Associate may not be the employer of whom?

**A supervisor**

96. Under what circumstance may a supervisor be compensated for time spent supervising LPC Associates?

**When the supervision is not part of the supervisor's responsibilities as a paid employee**

97. What person is not allowed to accept direct payment for services?

**An LPC Associate**

98. On what items must the LPC Associate's name be followed by the name of the supervisor?

**Advertisements, billings, and announcements, including websites and intake documents**

### **Experience Requirements (Internship)**

99. How many hours of supervised experience must be completed under a Council-approved supervisor?

**3,000**

100. How many direct counseling hours are required for full licensure as an LPC?

**1,500**

101. For full LPC licensure, what percentage of hours may be gained by technological means?

**100%**

102. What is the minimum amount of time allowed for an LPC Associate to complete his or her hours?

**18 months**

103. At least how many hours of supervision must an LPC Associate receive each month?

**4**

104. How many LPC Associates may participate in supervision for it to be considered individual supervision?

**2**

105. An LPC Associate may complete what percentage of his or her individual supervision by live internet webcam?

**100%**

106. What percentage of supervision may an LPC Associate receive in group supervision?

**50%**

107. What percentage of an LPC Associate's group supervision may be acquired through live internet webcam?

**100%**

108. For what length of time can an LPC Supervisor approve an extended leave?

**One month or more**

### **Supervisor Requirements**

109. What must the supervisor record and keep in the file for the LPC Associate?

**A written record of each supervisory session**

110. An LPC Supervisor shall keep a written record of what six things for each LPC Associate?

**1) Signed and dated copy of supervisory agreement form for each supervisor, 2) copy of the Associate's wall certificate, 3) fees and record of payment, 4) date of each session, 5) record of an LPC Associate's leave of one month or more with documented supervisor's approval, signed by the LPC Associate and the supervisor, and 6) a record of any concerns the supervisor discussed with the Associate, including a written remediation plan**

111. What must be provided to an LPC Associate upon his or her request?

**A copy of all supervision records**

112. Who must take full professional responsibility for an LPC Associate?

**The supervisor**

113. Who must review all provisions of the Act and Council rules during supervision?  
**The supervisor**

114. Who must ensure that the LPC Associate is aware of and is adhering to all provisions of the Act and Council rules?

**The supervisor**

115. What kind of relationship should be avoided between the supervisor and the LPC Associate?

**A relationship that impairs the supervisor's objective, professional judgment**

116. To what degree must a supervisor not be related to his or her LPC Associate?

**2<sup>nd</sup> degree by affinity or 3<sup>rd</sup> degree by consanguinity**

117. How long does an LPC Supervisor have to turn in documentation of supervised experience after the end of supervision?

**30 days**

118. If a supervisor determines that an LPC Associate may not have the counseling skills necessary to practice professionally under an LPC license, what must the LPC Associate review and sign?

**A remediation plan**

119. What is the result of a supervisor's license expiring?

**He or she is no longer considered an approved supervisor**

### **Continuing Education Requirements**

120. How many hours of continuing education are required for an LPC every two years?

**24**

121. How many hours of Texas Ethics are required by an LPC each renewal period?

**2**

122. How many CE hours must be face to face?

**None**

123. How many supervision CE's must an LPC Supervisor complete every renewal period?

**6**

124. How many Sex Trafficking CE's are required?

**1 hour**

**Acceptable Continuing Education**

125. How long must a continuing education provider keep documentation for CE participants?

**There is no requirement.**

126. Who is considered to be an approved continuing education provider?

**Anyone who has necessary experience and knowledge in the topic**

**40 Clock-Hour Supervisor Training**

127. The related coursework and assignments for the training must be completed within how many days?

**90 days**