CCE Approved Clinical Supervisor (ACS) Program Credential Maintenance Requirements

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The Center for Credentialing & Education (CCE) requires credential holders to update practice-related knowledge by completing continuing education (CE) in established competency areas for the purpose of recredentialing. To recredential, Approved Clinical Supervisors (ACSs) must complete 20 clock hours of continuing education during each 5-year credential cycle. To maintain the credential, ACSs must also adhere to the CCE Approved Clinical Supervisor (ACS) Program *Code of Ethics* and pay the CCE Approved Clinical Supervisor (ACS) Program annual maintenance fee.

All CE clock hours counted for recredentialing must have supporting documentation, such as a certificate of completion or certificate of attendance. An ACS should not send CE documentation to CCE unless requested as part of a CE audit. Registration forms and proofs of registration payment are not an acceptable form of documentation. Conference agendas or programs are acceptable forms of documentation only when the credential holder is the documented presenter. See pages 3–4 for more information on acceptable documentation.

Activities that do not meet CE requirements for the CCE Approved Clinical Supervisor (ACS) Program include hours providing clinical or general supervision, continuing education in general staff supervision, trade shows, and any activities not directly related to clinical supervision. See pages 3–4 for a list of approved continuing education activities. CCE may request additional information on an activity submitted for continuing education.

ACSs are encouraged to select meaningful continuing education activities that meet the requirements stated in this document and that improve, enhance, and expand skills and knowledge relevant to their areas of expertise.

Determining if a Continuing Education Activity Meets CCE Approved Clinical Supervisor (ACS) Program Requirements

The following checklist can assist in determining if an activity meets CCE Approved Clinical Supervisor (ACS) Program CE requirements. If a program or continuing education activity meets CCE Approved Clinical Supervisor (ACS) Program requirements, the answer to each question will be "yes."

- Does the content of the activity fall within a CCE Approved Clinical Supervisor (ACS) Program competency area?
- Is the activity geared toward the practice of clinical supervision?
- Does the activity enhance the ACS's role as a clinical supervisor?
- If a teleconference, was there an opportunity to interact with an instructor or facilitator?
- Was the activity completed during the current 5-year certification period?
- Does the training provider have formal education, expertise, or credentialing in clinical supervision?

CCE Approved Clinical Supervisor (ACS) Program Competency Areas

1. **Roles and functions of clinical supervisors**: includes topics such as the supervisor-supervisee relationship; contracts and expectations; dual roles (e.g., manager/supervisor, mentor/ supervisor).
2. **Theoretical frameworks and models of clinical supervision**: includes topics such as theories and practices in clinical supervision and applying theory to practice; theoretical orientation; developmental models; integrated models (discriminant model); and orientation-specific models of clinical supervision.
3. **Supervisory relationship issues**: includes topics such as boundaries in clinical supervision, attachment, self-disclosure, and self-presentation; and interaction and learning styles.
4. **Methods and techniques for clinical supervision**: includes topics such as techniques-based and process-based supervision; psychodynamic, systems, cognitive behavioral, and other models of supervision; and distance supervision and the use of technology.
5. **Group supervision**: includes topics such as supervision group process; roles and functions of group supervisors and supervisees; territorialism; skills and facilitative functions required to create and maintain an effective supervision group; and strengths and limitations of group supervision.

6. **Evaluation, remediation, and gatekeeping in supervision**: includes topics related to the assessment of clinical knowledge and skills; assessment tools and techniques, their effectiveness and limitations; and providing feedback to supervisees.
7. **Utilization of technology in clinical supervision**: includes selecting and using appropriate and secure technological tools and platforms for clinical supervision; ethical responsibilities regarding use of technology in clinical supervision, including protecting confidentiality; and rules and regulations regarding sharing, viewing, and destroying client sessions.
8. **Administrative procedures and responsibilities related to clinical supervision**: includes documentation of supervision hours; appropriate submission procedures for supervisor's license; supervisee reporting; and understanding responsibilities relevant to fees and filing for services.
9. **Legal and ethical issues and responsibilities in clinical supervision**: includes topics related to the legal and ethical realities and challenges of clinical supervisors; principles of ethical analysis; and skills and techniques to avoid and manage ethical and legal dilemmas.
10. **Culturally responsive clinical supervision**: includes topics such as multicultural competencies; cross-cultural supervision; gender issues; and perceived stereotypes.

Additional Continuing Education Information

- Teleconferences must feature an interactive element. Interactive teleconferences provide the opportunity for participants to communicate directly with the instructor or have a facilitator present at the conference site.
- Formalized in-service training provided by a qualified trainer may be verified by certificate, verification form, or completed CCE In-Service Participation form signed by the trainer or supervisor and with information attached regarding training content.
- One clock hour is defined as one hour of actual participation in a continuing education activity, excluding breaks, lunch, etc.

Approved Methods for Earning Clock Hours

RECEIVING SUPERVISION OF SUPERVISION—Limited to nine (9) clock hours.
ACSs who receive up to nine (9) clock hours of supervision of their work as a clinical supervisor during a recertification cycle may fulfill up to nine (9) CE hours; documentation from the ACS's supervisor is required. One clock hour of supervision of supervision equals one CE hour.

COLLEGE OR UNIVERSITY COURSES*—No limit.
Each course can only be counted once during a 5-year credentialing cycle. Courses must be graduate level and fall within the ACS competency areas. Courses may be audited. A transcript, grade report, or verification form is required for documentation. Each successfully completed semester credit is worth 15 clock hours, and each successfully completed quarter credit is worth 10 clock hours.
*College or university must be a postsecondary educational institution or program accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education.

SEMINARS, WORKSHOPS, OR CONFERENCES—No limit.
CE clock hours can be earned by attending or presenting at seminars, workshops, or conferences. The activity must cover at least one of the ACS competency areas. To claim clock hours for attending an event, a certificate, verification form, or letter verifying attendance is required for documentation.

To qualify for CE credit, presentations must be given to peers and cover at least one of the ACS competency areas. Only actual presentation time may be counted, and each presentation can only be counted once in a credentialing cycle. A letter from the sponsor or a copy of the official event program stating the presenter's name, the presentation title, and the duration and date of the presentation is required for documentation.

PUBLICATIONS—Maximum of 10 or 20 clock hours.

- ACSs can claim up to 10 CE clock hours for articles in peer-reviewed journals or a chapter in an edited book. The article or book chapter must be directly related to clinical supervision. A copy of the cover page of the article, journal, or book is required for documentation.
- ACSs can fulfill all 20 CE clock hour requirements in a credentialing cycle for authoring or editing a published book on the topic of clinical supervision. A copy of the cover page of the book and the table of contents is the required documentation. The publication date must fall within the 5-year certification cycle to be eligible.

HOME-STUDY PROGRAMS—No limit.
Any number of CE clock hours may be earned through home-study programs in one or more of the ACS competency areas. Home-study programs must meet all continuing education requirements. A certificate of completion or verification letter is the required documentation. This category includes online programs that are not broadcast in real time.

CLINICAL SUPERVISION CURRICULUM AUTHORS—Maximum of 15 clock hours.
Clinical supervision curriculum authors can earn a maximum of 15 clock hours of continuing education in each 5-year recredentialing cycle for developing a new CCE-approved ACS curriculum.

EDUCATORS—Maximum of 15 clock hours.
An educator can claim up to 15 clock hours of continuing education for teaching or developing a clinical supervision course. Required documentation consists of a letter of verification including the educator's name, the institution's name, the course credit given to students, course dates, and contact information. A specific course can be counted only once during each recredentialing cycle.

LEADERSHIP—Maximum of 15 clock hours.
ACSs may claim a maximum of 15 clock hours for leadership activities. Acceptable leadership positions include officer of a regional or national organization with a significant focus on clinical supervision, editor of a professional clinical journal, member of a state or national certification board with a focus on clinical supervision, member of a national ethics disciplinary review committee rendering certification or professional membership, active member of a clinical committee producing a substantial written product, chair of a major supervisor- or clinician-focused conference or convention, or other leadership position with justifiable professional learning experiences. A letter from the organization with the dates and type of service is required for documentation.

Failure to Renew and/or Recertify

There are two different, but related, processes for credential maintenance: renewal and recertification. Renewal of the CCE Approved Clinical Supervisor (ACS) Program credential requires payment of an annual maintenance fee and adherence to the CCE Approved Clinical Supervisor (ACS) Program *Code of Ethics*. Recredentialing is necessary every 5 years and requires documentation of CE clock hours. Failure to complete the renewal or recredentialing processes will negatively impact a credential holder's ACS recredentialing.

Annual Renewal: Each year, ACSs must pay an annual maintenance fee. If CCE does not receive payment by the due date, the ACS's credential becomes inactive. Reactivation requires completion of a reinstatement application and full payment of the reinstatement fee and past-due balance. Please contact CCE for more information.

Recertification: If a CCE Approved Clinical Supervisor (ACS) Program credential is not recertified by the deadline, it will expire. Reinstatement of an expired credential requires completion of a reinstatement application, documentation of 20 CE clock hours of qualifying continuing education, and full payment of the reinstatement fee and any past-due balance. Please contact CCE for more information.