



**Pre-Application Checklist for BHSD Supervisory Certification Attestation, Online:**  
[Roster.NMRecovery.org](https://roster.nmrecovery.org) February 7, 2022

Behavioral Health Agency Provider Type 432 & OTP Provider Type 343 Applicants  
Adult Accredited Residential Treatment Centers (AARTC) Provider Type 216 &  
School-Based Health Center, non-FQHC Provider Type 321

**Detailed Pre-Application Guidelines:**

Visit <https://roster.nmrecovery.org/scaa-pre/> for background information, definition, roles, and responsibilities. These pre-application checklist items are included in the online guide.

**When to Submit the Attestation:**

- ✓ Agencies/Organization who have never applied for Supervisory Certification; or are providing a maintenance of certification as part of the online portal launch
- ✓ Agencies/Organizations who have a change of address to report
- ✓ Agencies/Organizations who have changed their policies and procedures
- ✓ Agencies/Organizations who are opening a new location (requires separate Attestation)

**Supporting Documentation to Gather:**

In order to demonstrate appropriate licensure and qualifications of the rendering non-independently licensed provider, Certified Peer Support Specialist, Certified Support Worker, and the Clinical Supervisor, components listed at <https://roster.nmrecovery.org/scaa-pre/> will need to be in place. These may be requested at any time by BHSD, which may conduct site visits that are intended to provide education, support, and feedback for the agency.

In order for the Supervisory Certification Attestation to be complete, please ensure the following:

- ✓ Supervisory Certification policies and procedures are in place for the agency;
- ✓ Supervisory Certification Attestation is signed by the Executive Director/Chief Executive Officer or Clinical Director;
- ✓ The roster\* (see next section) is complete with the requested information for both the Clinical Supervisor and the non-independently licensed providers, CPSWs, and/or student or post-doctoral interns;
- ✓ The current CEUs demonstrating that the Clinical Supervisor is approved to provide clinical supervision (LPCC) and the board approval letter (LCSW) or registration from (Counseling/Therapy Board – all registered supervisors) **\*\*please see attached\*\***
- ✓ BHA 432, 343, 216, 321 status from Medicaid stating that the agency is certified as one of these provider types; and
- ✓ A copy of all licenses with the date from the [NMRLD](#) or NMBHCB showing the current status of licenses/ credentials for all providers listed on the roster.



**\*Roster Information:**

- ✓ Approved agencies/organizations that have been granted Supervisory Certification status by BHSD are required to keep their roster up to date (at least every 6 months or more)
- ✓ This system is housed online, with the Attestation.
- ✓ Once you are approved, you will be directed to complete a form to allow admin access where you will indicate the responsible person(s) tasked with keeping this roster updated online.
- ✓ After that form is completed, you will receive an individual login, where you will access your agency/organization and add the appropriate Supervisors, NILs, and/or Interns.
- ✓ **You should submit an updated roster immediately following your approval of the Supervisory Certification Application**

It is the provider agency's responsibility to update the roster each time there is a new non-independently licensed provider or change/addition in clinical supervisor. All supporting documentation must be uploaded and submitted with the roster. Authorized staff with administrative privileges are permitted to submit updates and documentation. Staff must attest to the updates and information provided. Please note, updates must occur both with the BHSD and the contracted according to each MCO's policies and procedures.

**Attestation:**

Attestation confers that the agency is following the BHSD Clinical Supervisory Certification policies and procedures. Attestation further certifies that the responses in this attestation and certification application, including referenced information entered as roster updates and in supporting documents, are accurate, complete, and current as of this date. Attestation confers that the agency providers have read and understand the BIL4NILs Clinical Supervision Policy, state regulations and statutes relative to rendering and seeking reimbursement for services through the Human Services Department and Behavioral Health Services Division of the State of New Mexico. Attestation certifies that all supervisors have been trained to provide appropriate clinical supervision on the above listed items and read and understand the agency's Policies and Procedures. Attestation certifies that all providers practicing in the agency are in compliance with the applicable state board licensing regulations according to their licensure.

**Contacts:**

**Attestation/Roster Questions:**  
[Bilfornil@nmrecovery.org](mailto:Bilfornil@nmrecovery.org)

**Technical Support:**  
[hello@lokacreative.com](mailto:hello@lokacreative.com)

## NM Clinical Supervisors (January 24, 2022)

---

Clinical Supervisors need to establish with the following respective licensing boards:

1. You should know that supervisors will need to be approved by the NM Social Work Board ([apply here](#)) to be listed on the supervisory log; supervisors will now go through a similar, new process to register at the NM Counseling and Therapy Board (no application process yet - but the rules are attached - passed in Nov. 2021).
2. I have also attached the link for [NM Clinical Supervision Implementation Guide](#) that may be a resource.

### **SPECIFIC BOARD INFORMATION BELOW**

I am enclosing links and information for both the **Social Work and Counseling/Therapy Boards** below regarding **applying to be an approved/registered supervisor according to the state licensing boards**. The Counseling and Therapy Board does not have the process **yet** in place but you should check their website frequently.

The tabs below are for the **SW Board** to get you started. I recommend that your candidate for supervisor apply to be an approved supervisor (or as an interdisciplinary supervisor) because they will likely be supervising social workers. The resource links below are included so that you are aware of all of the continuing education, ethical, and supervision requirements.

To access all forms and applications, use this main link then see the options below:  
<https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/social-work/sw-forms-and-applications/>

Supervisor Application for SW Board (under Supervision Forms)  
Approved Supervision CEU Classes for SW Board (under Supervision Classes)  
The most recent approved supervisor list is called (Supervision Log) and once you're approved, you'd be added to the excel log.

NM SW Board Rules and Statutes ([entire rule book is here](#)). Be sure to review relevant portions including Code of Conduct and Supervision, and CEU requirements.

**The Counseling and Therapy Board** rules for application and registration to be a clinical supervisor are attached. This is brand new as of 11/30/2021. Again, the process is not yet available but will be very soon at their website. <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/counseling-and-therapy-practice-overview/>

I also recommend that your candidate consider getting registered as a supervisor in the Counseling and Therapy Board because if they work in an agency, they are likely to be supervising others (LMHC, LSAA, LADAC, etc.) besides social workers. The new regulations went into effect 11/30/21 but the process for applying and registering in that Board is not yet available.

### **NMAC Specialized Behavioral Health Services and BHSD Provider Toolkit & Billing Manual**

[NMAC Specialized Behavioral Health Services \(08/10/2021\) Statutes](#) that address expansion of Supervisory Certification

There are two guides available as resources for behavioral health providers through BHSD, likely pending revisions given the August 2021 NMAC revisions. Both of these discuss billing:

- (1) [BHSD Provider Toolkit 2021 Rev. 07.01.2021](#)
- (2) [Behavioral Health Policy and Billing Manual, Appendices, and Revised SED Criteria](#)

**TITLE 16            OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 27        COUNSELORS AND THERAPISTS**  
**PART 19            APPROVED SUPERVISORS**

**16.27.19.1            ISSUING AGENCY:** Regulation and Licensing Department Counseling and Therapy Practice Board  
[16.27.19.1 NMAC- Rp 16 NMAC 27.16.1, 6/15/2001]

**16.27.19.2            SCOPE:** All professional clinical mental health counselors, marriage and family therapists, professional art therapists, professional mental health counselors, alcohol and drug abuse counselors, who are acting as supervisors.  
[16.27.19.2 NMAC- Rp 16 NMAC 27.16.2, 6/15/2001]

**16.27.19.3            STATUTORY AUTHORITY:** These parts are promulgated pursuant to the Counselor and Therapist Practice Act, Sections 61-9A-1, 61-9A-3, 61-9A-5 and 61-9A-9 through 61-9A-30 NMSA 1978.  
[16.27.19.3 NMAC- Rp 16 NMAC 27.16.3, 6/15/2001]

**16.27.19.4            DURATION:** Permanent.  
[16.27.19.4 NMAC- Rp 16 NMAC 27.16.4, 6/15/2001]

**16.27.19.5            EFFECTIVE DATE:** June 15, 2001 unless a later date is cited at the end of a section.  
[16.27.19.5 NMAC- Rp 16 NMAC 27.16.5, 6/15/2001]

**16.27.19.6            OBJECTIVE:** The objective of Part 19 is to provide guidelines for a supervisor.  
[16.27.19.6 NMAC- Rp 16 NMAC 27.16.6, 6/15/2001]

**16.27.19.7            DEFINITIONS:** Approved supervisor definitions.

**A.**            Administrative supervision means those supervisory activities, which increase the efficiency and management of the delivery of counseling services.

**B.**            Clinical supervision means the supportive and educative activities of the supervisor designed to improve the application of counseling theory and technique directly to clients. Clinical supervision is the only supervision acceptable for licensure.

**C.**            Applied counseling settings means public, state/federal agencies, or private organizations of counselors and therapists such as community mental health counselors, hospitals, schools, and group or individual private practice settings.

**D.**            Supervisees means licensed mental health counselors, associate marriage and family therapist or substance abuse associates, or licensees who are working with clients in an applied counseling settings.

**E.**            Supervisors means independently licensed alcohol and drug abuse counselors (LADAC), professional art therapists (LPAT), licensed professional clinical mental health counselors (LPCC), licensed clinical social workers (LCSW), licensed marriage and family therapists (LMFT), and licensed psychologists having completed the requisite nine continuing education units in supervision and having registered as supervisors with the New Mexico counseling and therapy practice board.

**F.**            Electronic and telephonic supervision means supervision of counseling and psychotherapy services provided by supervisors either electronically or telephonically. Virtually supervised contact hours are subject to the supervision requirements required for services supervised in-person.

[16.27.19.7 NMAC- Rp 16 NMAC 27.16.7, 6/15/2001; A, 7/1/2004; A, 2/10/2006]

**16.27.19.8            SUPERVISEE'S WELFARE AND RIGHTS:**

**A.**            Supervisors shall instruct supervisees to notify clients that they are being supervised and that observation or recordings of the session may be reviewed by the supervisor.

**B.**            Supervisors who are licensed counselors and therapists and are conducting supervision to aid a supervisee to become licensed shall instruct the supervisee not to communicate or in anyway convey to the supervisee's clients or to other parties that the supervisee is licensed as independent practitioners.

**C.**            Supervisors shall instruct supervisees of clients' rights, including protecting clients' right to privacy and confidentiality in the counseling and therapy relationship and the information resulting from it, and to notify clients that their right to privacy and confidentiality will not be violated by the supervisory relationship.

**D.** Records of the counseling and therapy relationship, including interview notes, test data, correspondence, the electronic storage of these documents, and audio and videotape recordings are considered to be confidential professional information. Supervisors shall assure that these materials are used in counseling/therapy, research, and training and supervision of counselors and therapists with the full knowledge of the client and that permission to use these materials is granted by the applied counseling setting offering service to the client. This professional information is to be used for the full protection of the client.

**E.** Written consent from the client (or legal guardian, if a minor) shall be secured prior to the use of such information for instructional, supervisory, or research purposes. Policies of the applied counseling setting regarding client records also shall be followed.

**F.** Supervisors shall adhere to current professional and legal guidelines when conducting research with human participants.

**G.** Supervisors are responsible for making every effort to monitor both the professional actions, and failures to take action, of their supervisees.

**H.** Supervised clinical client contact hours shall not exceed 40 hours per week.  
[16.27.19.8 NMAC- Rp 16 NMAC 27.16.8, 6/15/2001]

#### **16.27.19.9 SUPERVISORY ROLE.**

**A.** The primary obligation of supervisors is to train counselors and therapists so that they respect the integrity and promote the welfare of the client. Inherent and integral to the role of supervisor are responsibilities for:

- (1) monitoring client welfare;
- (2) encouraging compliance with relevant legal, ethical, and professional standards for clinical practice;
- (3) monitoring clinical performance, qualifications and professional development of supervisees;
- (4) evaluating and certifying current performance and potential of supervisees for academic, screening, selection, placement, employment, and credentialing purposes ;
- (5) tracking supervisee's professionalism and ethical conduct; and
- (6) documentation to include a supervisory agreement and a supervision log to include notes

**B.** Supervisors shall obtain and maintain the supervisor designation issued by the board prior to initiating their role as supervisors.

**C.** Supervisors shall inform their supervisees of professional and ethical standards and legal responsibilities of the counseling and therapy profession.

**D.** Supervisors of postgraduate counselors and therapists who are seeking state licensure should encourage these counselors and therapists to adhere to the standards for practice established by the state licensure board of the state in which they practice.

**E.** Procedures for contacting the supervisor, or an alternative supervisor, to assist in handling crisis situations shall be established and communicated to supervisees.

**F.** Actual work samples via session process notes, audio or video tape or live observation in addition to case notes shall be reviewed by the supervisor as a regular part of the ongoing supervisory process.

**G.** Supervisors shall meet regularly in face-to-face or virtual sessions with their supervisees.

**H.** Supervisors shall provide supervisees with ongoing feedback on their performance. This feedback should take a variety of forms, both formal and informal, and should include verbal and written evaluations. It should be formative during the supervisory experience and summative at the conclusion of the experience.

**I.** Supervisors who have multiple roles (e.g., teacher, clinical supervisor, administrative supervisor, etc.) with supervisees shall minimize potential conflicts. Where possible, the roles should be divided among several and it should be conveyed to the supervisee as to the expectations and responsibilities associated with each supervisory role.

**J.** Supervisors shall not participate in any form of sexual contact with supervisees. Dual relationships with supervisees that might impair the supervisor's objectivity and professional judgment should be avoided and the supervisory relationship terminated.

**K.** Supervisors shall not establish a psychotherapeutic relationship as a substitute for supervision. Personal issues should be addressed in supervision only in terms of the impact of these issues on clients and on professional functioning.

**L.** Supervisors, through ongoing supervisee assessment and evaluation, should be aware of any personal or professional limitations of supervisees which are likely to impede future professional performance. Supervisors have the responsibility of recommending remedial assistance to the supervisee and of screening from the training program, applied counseling setting, or state licensure those supervisees who are unable to provide competent professional services. These recommendations should be clearly and professionally explained in writing to the supervisees who are so evaluated.

**M.** Supervisors shall not endorse a supervisee for certification, licensure, completion of an academic training program, or continued employment if the supervisor believes the supervisee is impaired in any way that would interfere with the performance of counseling and therapy duties. The presence of any such impairment should begin a process of feedback and remediation wherever possible so that the supervisee understands the nature of the impairment and has the opportunity to remedy the problem and continue with their professional development.

**N.** Supervisors shall supervise clinical work only in areas where they are fully competent, and experienced.

**O.** Supervisors shall inform supervisees of the goals, policies, theoretical orientations toward counseling/therapy, training, and supervision model or approach on which the supervision is based.

**P.** Supervisors shall use the following prioritized sequence in resolving conflicts among the needs of the client, the needs of the supervisee, and the needs of the program or agency. Insofar as the client must be protected, it shall be understood that client welfare is usually subsumed in federal and state laws such that these statutes should be the first point of reference. Where laws and ethical standards are not present or are unclear, the good judgment of the supervisor shall be guided by the following list:

- (1) relevant legal and ethical standards (e.g. duty to warn, state child abuse laws, etc.);
- (2) client welfare;
- (3) supervisee welfare;
- (4) supervisor welfare; and
- (5) program or agency service and administrative needs.

**Q.** Supervised contact hours shall not exceed 40 hours per week.  
[16.27.19.9 NMAC- Rp 16 NMAC 27.16.9, 6/15/2001; A, 2/10/2006]

**16.27.19.10 APPLICATION FOR SUPERVISOR DESIGNATION REQUIREMENTS:**

- A.** All applicants must submit the following documentation to the board:
- (1) a completed application, signed by the applicant
  - (2) a 2" x 2" photograph of the applicant taken within the preceding six months, affixed to the application;
  - (3) an application fee of \$75 as provided in Part 17;
  - (4) submit evidence of completing the following:
    - (a) three continuing education unit hours in counseling or therapy supervision, and
    - (b) six continuing education unit hours pertaining to ethics in supervision in addition to the ethics continuing education unit hours required for license renewal; or
    - (c) evidence of holding a current supervision credential through the applicable national professional association;
  - (5) a copy of a current New Mexico license as one of the following credentials:
    - a) licensed professional clinical counselor;
    - b) licensed marriage and family therapist;
    - c) licensed professional art therapist;
    - d) licensed alcohol and drug abuse counselor;
    - e) licensed clinical social worker;
    - f) licensed independent social worker;
    - g) licensed psychiatrist; or
    - h) licensed psychologist

**C.** Supervisor certification will be valid for a period not to exceed 24 months. All certifications shall expire on September 30 of the renewal year. CEUs submitted for initial supervisor designation certification will qualify toward the renewal requirements for the applicant's individual professional license. Initial certifications may be issued for a period of less than 24 months in order to establish the certification in a renewal cycle.

**B.** Renewal of supervision certification must be completed by September 30 of the renewal year by submitting the following documentation to the board office:

(1) a complete renewal application available for download on the board's website or by completing the renewal online; and

(2) evidence of completing at least three continuing education unit hours specific to counseling and therapy supervision and six continuing education unit hours specific to ethics in supervision in addition to the ethics continuing education unit hours required for license renewal obtained during the current licensing period.

[16.27.19.9 NMAC - N, 11/29/2021]

**HISTORY OF 16.27.19 NMAC:**

**Pre-NMAC History:** The material in this part was derived from that previously filed with the State Records Center and Archives under:

Rule 16, Approved Supervisors, 3/20/1995

**HISTORY OF REPEALED MATERIAL:**

16 NMAC 27.16, Approved Supervisors - Repealed 6/15/2001