

Intern Hints and Checklist

Professional Credential Verification

<input type="checkbox"/> Primary Source Verification	<i>Visit the state licensing board's website to confirm the supervisor holds an active, unrestricted license.</i>
<input type="checkbox"/> Supervision Designation	<i>Confirm the individual has the specific "Supervisor" designation required by your Board (e.g., CADC-S, LCADC-S).</i>
<input type="checkbox"/> Disciplinary History	<i>Check for any past or pending disciplinary actions or ethical violations on the Board's public registry.</i>

Experience and Expertise

<input type="checkbox"/> Clinical Fit	<i>Does the supervisor have at least 3 years of experience in the specific area you wish to practice (e.g., substance abuse, family therapy)?</i>
<input type="checkbox"/> Supervision Style	<i>In an initial interview, ask about their supervision style to ensure it aligns with your learning style.</i>
<input type="checkbox"/> Reference Check	<i>If possible, speak with a current or former supervisee to ask about the supervisor's reliability and feedback style.</i>

Compliance and Logistics

<input type="checkbox"/> Insurance	<i>Verify that the supervisor carries professional liability insurance that covers supervision activities.</i>
<input type="checkbox"/> Availability	<i>Confirm they can meet the Board's minimum required hours for individual and/or group supervision per month.</i>
<input type="checkbox"/> Supervision Contract	<i>Ensure they are willing to sign a formal Supervision Agreement that explicitly outlines roles, fees, and emergency contact protocols.</i>

Interview Questions for the Supervisor

"How do you handle emergency situations or crises that occur between our scheduled sessions?"

"What is your process for providing regular evaluative feedback on my clinical skills?"

"Are you currently in good standing with the Board, and are there any pending changes to your license?"