The *Annual Supervision Progress Report* is to be filed on the anniversary of the issue date of the ALC’s license. **Failure to file this report could result in an interruption in the licensure process for the ALC or denial of future Plans of Supervision filed by the Supervising Counselor/Supervising Associate.**

On Page 1:

Complete the information and the evaluation.

On Page 2:

(a) enter the beginning date of the report;

(b) enter the ending date of the report. Keep in mind that reports are due on the anniversary of the **issue date** of the ALC’s license;

(c) enter the number of hours of one-to-one, face-to-face **supervision** hours provided by the Supervising Counselor during the report period;

(d) enter the number of hours of **other supervision** hours provided by the Supervising Counselor during the report period;

(e) enter the number of **direct counseling service** hours provided by the ALC during the report period;

(f) enter the number of **indirect counseling service** hours provided by the ALC during the report period.

Read and sign the **Affidavit** on page 2. Your signatures **must** be notarized. Submit notarized form to: Alabama Board of Examiners in Counseling, 950 22nd Street North, Suite 765, Birmingham, Alabama 35203. Call the Board office with any questions (205) 458-8716 or 800 822-3307.

**IMPORTANT**-The Supervising Counselor is to notify the Board immediately and in **writing** of any change in the status of the ALC’s supervision. If supervision is provided by Supervising Associate; the ALC, Supervising Associate, and Supervising Counselor must contact the Board immediately and in writing upon any disruption of supervision.

The Supervising Counselor and ALC are required by the Administrative Code to maintain ongoing records of supervision hours and direct and indirect counseling service hours.

Rev. 12/06