

Sample Letter of Agreement¹

It is hereby agreed that _____
(Supervisor)
hereinafter referred to as supervisor, agrees to supervise the intern/trainee
listed below, for _____
(Employer/Organization)
Supervisor agrees to provide this service to _____
(Employer/Organization)
on a voluntary basis.² _____
(Employer/Organization)
agrees to allow _____
(Supervisor)
to supervise the intern/trainee listed below. Supervisor agrees to ensure that the extent, kind, and quality of
counseling/psychotherapy performed by the intern or trainee, is consistent with the intern or trainee's
training, education, and experience and is appropriate in extent, kind and quality.

Employer is aware of the licensing requirements that must be met by the intern or trainee and agrees
not to interfere with the supervisor's legal and ethical obligations to ensure compliance with those
requirements, and employer agrees to provide the supervisor access to clinical records of the clients,
counseled by the intern or trainee.

Supervisor agrees to ensure that the counseling/psychotherapy performed by the intern or trainee listed
below and the supervision provided by the supervisor will be in accordance with Chapter 13, Division 2 of
the Business and Professions Code (the MFT Licensing Law) and any regulations promulgated thereunder.
The intern/trainee listed below is employed by the _____
(Employer/Organization)
and performs counseling/psychotherapy services of a nature specified in Chapter 13, Division 2 of the
Business and Professions Code and any regulations promulgated thereunder.

Trainee/Intern (print)	Supervisor (print)	License
Trainee/Intern (signature)	Supervisor (signature)	
Employer/Organization (print name)		
Street	City	State
Zip		
Authorized Representative (print name and title)		
Dated	Authorized Representative (signature)	

¹ This Letter of Agreement is to be signed and dated prior to providing services, which are to be counted as hours of experience.

² Although the supervisor provides service for employer on a voluntary basis, the intern or trainee may lawfully pay the supervisor for supervision.

Sample Letter of Agreement for Offsite Supervision

This is not a form. This suggested information should appear on the letterhead of the employer and should be signed and dated prior to gaining hours of experience.

This document is referred to as “the letter of agreement for offsite supervision.” This is frankly a misstatement as this letter is to exist when the supervisor is not paid by the intern’s/trainee’s employer for the provision of supervision, (i.e., the supervisor volunteers to provide the supervision or the supervisor is paid by the supervisee). Typically, this situation occurs when there is no qualified supervisor “on site,” thus, the commonly used phrase, “offsite supervision.” Such an agreement is permitted in all work settings *except* private practice.

The intern/trainee shall maintain an original of this letter of agreement for each work setting where the letter is necessary and shall submit this letter with the application for the license/exam.