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*Cognitive Behavior Institute Clinical Supervision Contract*

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This contract is designed to assist the supervisor and trainee in establishing clear expectations about the supervisory process.

Supervisor: Alexander Antonucci, LPC, CGT, ACS

Trainee:

**Outline of Logistics and Schedule:**

The supervisor and trainee have agreed to commit to a \_\_\_\_\_ Practicum and \_\_\_\_\_ internship beginning \_\_\_\_\_ and continuing until \_\_\_\_\_. They have decided to divide up this time in the following ways:

**Counseling Practicum (avg. of 10 hrs. per week)**

40% direct service (4 hours per week)

60 % indirect service (4-6 hours per week)

- 1 hour for recordkeeping (writing intake notes, progress notes, treatment plans, and discharge summaries)
- 2 hours of clinical supervision (1 individual supervision with site supervisor and 1 group supervision)
- 1 hour of program development (researching, planning, marketing & developing a group to run for internship)
- 2-3 hours of admin, research, clinical observations, other assigned projects

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**Counseling Internship (at least 20 hrs. per week)**

40% direct service (8 hours per week)

60% indirect (12 hours per week)

- 2 hours for recordkeeping
- 2 hours of clinical supervision (1 individual supervision with site supervisor and 1 group supervision)

- Other tasks might include program development, blog posts, administration, grant writing, research, observations, program marketing, etc.

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**Individual supervision:** Meetings will take place on (weekday) from (Time). (Cranberry Township office and/or virtually).

Supervisor reserves the right to require an extra hour of supervision during any particular week if it is believed by the supervisor to be of benefit to the trainee's professional development.

If the supervisor will miss two or more consecutive individual supervision meetings with the trainee due to personal reasons a substitute supervisor for the trainee will be assigned during the designated time. If the supervisor will miss a single individual supervision meeting with the trainee, the supervisor and trainee will discuss whether it is necessary to schedule a substitute supervision meeting while the supervisor is unavailable. In all cases where the supervisor is predictably unavailable, an alternative supervisory point of contact will be designated for emergency procedures.

### **Group Supervision**

It is expected that the trainee attends one group supervision each week in addition to the New Trainee Peer Supervision Group. Virtual attendance is sufficient. Listed below are the options for group supervision and/or peer supervision.

1. Dr. Impellizzeri- Tuesdays @ 9 A.M. (Cranberry Township)
2. Dr. Bantum- Thursdays @ 12 P.M. (Cranberry Township)
3. Alexander Antonucci – Bi-weekly Thursdays @ 9 A.M. Couples Therapy Supervision (Cranberry Township)
4. Dr. Venesky - Every other Friday @ 1 P.M. (Mt Lebanon) Interlocking with Krista Elston's supervision group
5. Krista Elston- Every other Wednesday @ 12 P.M. (Monroeville)
6. Peer supervision is held Saturdays @ 12 P.M. (This can only count as 1 of your monthly supervisions) (Cranberry Township)
7. **\*\*Trainee Peer Supervision Group on Wednesdays @ 2 P.M. (Cranberry Township)**

### **Client Attendance/Emergency Events**

In the case of a client cancellation, the trainee will recommend that the client and/or parent contact the office directly to coordinate scheduling. The trainee will be responsible for contacting any client who they have not met with in the past month to carry out discharge protocol as outlined in the Clinician Manual. The trainee is responsible for contacting all clients to cancel if personal matters arise.

In the case of an emergency, the trainee will activate the procedure outlined in *Crisis Consultation Pathway for Trainees*.

**Note: If the trainee thinks that they, a client, or another individual is in imminent danger, they will first call the police department and then follow the Crisis Consultation Pathway for Trainees.**

**Supervisor credentials, licenses, academic background:**

Alexander Antonucci is a licensed professional counselor (LPC) in the state of Pennsylvania, a Certified Gottman Therapist (CGT) through The Gottman Institute, and an Approved Clinical Supervisor (ACS) through the Center for Credentialing and Education. In 2012 he earned his BA in Psychology from Florida Atlantic University. In 2015 he earned his MA in Transpersonal Counseling Psychology from Naropa University.

**Confidentiality/Ethical Considerations:**

The trainee is expected to follow CBI's privacy practices, HIPAA privacy policies, and familiarize themselves with the American Counseling Association's Code of Ethics and Standard Practice. The trainee is aware that any breach of these policies may result in her internship being terminated.

Supervisor attends monthly group supervision of supervision sessions where he further develops his skills as a supervisor. Information about the trainee's development as a counselor may be shared in these meetings and will be limited to the impacts on the supervisor's ability to provide the best possible clinical supervision to the trainee.

During the initial counseling session with a client, the trainee will inform the client that they are in training and being supervised. Inform them that there is the possibility of videotaped sessions as this is a requirement for supervision. Please add the following statement to all your intake and progress notes: "This note was completed by (Trainee Full Name) under the supervision of Alexander Antonucci, LPC".

The supervisor is ultimately responsible for the welfare of trainee's clients. During each supervision session, the trainee will review each client's progress and relate specific concerns. To help accomplish this, the trainee is responsible for creating and maintaining a Google Sheet that lists all clients (PIMSY ID), first name, diagnosis, and risk level (google drive).

Trainee will keep supervisor informed of:

- Disputes with clients and/or impasses in therapy
- Allegations of unethical behavior by clients, colleagues, and others (family members)
- Threats of complaint or lawsuit
- Mental health emergencies requiring immediate action
- High risk cases (suicidal thoughts, gestures, attempts, or a significant history of attempts, or those presenting with a history of, propensity for, or threats of violence)

- Contemplated departures from standards of practice or exceptions to general rules, standards, policies, or practices
- Suspected or known clinical or ethical errors
- Contact with clients outside the context of treatment, incidental or otherwise
- Legal issues such as possible reporting obligations related to suspected abuse or neglect, or ethical violations by a professional

**Plan for providing two-way feedback:**

The trainee and supervisor will allot time during weekly supervision for Alexander to provide formative feedback on the trainee’s performance. A summative evaluation will be completed at mid-term and at the end of the semester. The evaluation forms of the trainee’s educational institution will be used for this purpose.

Weekly supervision sessions will be a mixture of: Self-report, progress notes, video tapes, audio tapes, reflective process, and live supervision. It is requested that the trainee produce at least 1 video tape for supervision per 6 weeks. the trainee is encouraged to bring up any questions, concerns and/or feedback that they may have about the supervisory relationship. Supervisor will send the Supervisor Working Alliance (SWAI) form at least once per month to better understand the trainee’s experience and needs relating to supervisor and the supervisor.

Trainee Signature	Print	Date

Alexander Antonucci, LPC	Date