

CPCS Code of Ethics

In addition to the **CPCS Code of Ethics**, a CPCS shall adhere to the **Code of Ethics** of the [American Mental Health Counselors Association \(AMHCA\)](#), the **Code of Ethics** from the [American Counseling Association \(ACA\)](#), and the **Code of Ethics** of the [Georgia Composite Board of PC, SW, and MFT](#), a Certified Professional Counselor Supervisor shall:

Supervisee Status Disclosure to Clients. Ensure that supervisees inform clients of their professional status (e.g., intern) and of all conditions of supervision. A CPCS shall ensure that supervisees inform their clients of any status other than being fully licensed or qualified for independent practice. For example, a CPCS shall ensure that supervisees inform clients if they are students, interns, trainees or, if licensed with restrictions, the nature of those restrictions (e.g., associate or license-eligible).

Additionally, a CPCS shall ensure that supervisees inform clients of the pertinent requirements of supervision (e.g., the audio recording of all counseling sessions for purposes of supervision).

Supervisee Confidentiality Disclosure to Clients. Ensure that supervisees inform clients of clients' rights to confidentiality and privileged communication when applicable, as well as the limits of confidentiality and privileged communication.

The general limits of confidentiality are when harm to self or others is threatened, when the abuse (or imminent harm) of children, adolescent, elders, or persons with disabilities is suspected, and in cases when the court compels the mental health professional to testify and break confidentiality. These are the current generally accepted limitations to confidentiality and privileged communication, but they may be modified by state law or federal statute.

Supervisee Informed Consent to Supervision. Inform supervisees about the process of supervision, including supervision goals, case management procedures, evaluation processes, and the CPCS's preferred supervision model(s). A CPCS shall also inform supervisees of the CPCS's credentials, areas of expertise, and training in supervision.

Supervisors will review all public material, including all internet postings, websites, psychology today, etc will include the clinical supervisors name and contact information.

Confidentiality of Supervision Records. Keep and secure supervision records and consider all information gained in supervision as confidential.

Supervisor/Supervisee Dual Relationships. Avoid all dual relationships with supervisees that may interfere with the CPCS's professional judgment or exploit the supervisee to include social media and other areas not previously addressed. Sexual, romantic, or intimate relationships between a CPCS and supervisees shall not occur. CPCS shall not engage in sexual harassment or sexual bias towards supervisees.

Certified Professional Counselor Supervisors shall not supervise relatives.

Client Crisis Plan. Supervisee will identify the client and circumstance of crisis and supervisor will provide written procedures regarding emergency situations. Information shall include all contact information regarding emergency centers near location. *(These procedures may or may not be reflective or aligned with the procedures established in their place of employment).*

Evaluation of Supervisee. Provide supervisees with adequate and timely feedback as part of an established evaluation plan. These evaluations may include clinician development plans or remediation plans. **These formal evaluations will be conducted at established intervals and will identify any areas of concern as soon as they arise, and development plans and/or remediation plans will be properly documented. Any issues of concern regarding the supervisee will be discussed and addressed so as to not create hesitancy or denial of signing/approving the supervisees licensure application paperwork.**

Assisting Supervisees. Render assistance to any supervisee who is unable to provide competent counseling services to clients.

Intervening for Impaired Supervisees. Intervene in any situation where the supervisee is impaired and clients may be at risk. The CPCS may encourage or recommend that a supervisee seek their own services per their discretion and/or consultation.

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Endorsing Impaired Supervisees. Refrain from endorsing an impaired supervisee when such impairment deems it unlikely that the supervisee can provide adequate counselor services.

Trained Supervision Only. Offer supervision only for professional services for which supervisor is trained or has supervised experience. A CPCS shall not assist in diagnosis, assessment, or treatment without prior training or supervision. A CPCS shall correct any misrepresentations of his or her qualifications made by others.

Legal and Ethical Standards of Practice. Ensure that supervisees are aware of the current ethical standards related to the supervisees' professional practice, as well as legal standards that regulate the supervisee's professional practice.

Multicultural and Diversity Issues. CPCSs will engage and encourage supervisees to examine and explore their own multicultural biases that may impede their counseling and supervisory relationships.

Supervisor Responsibility for Supervisee's Clients. Ensure that both supervisees and clients are aware of their rights and of due process procedures. A CPCS shall be ultimately responsible for the welfare of supervisees' clients.

Consent Orders: If your license is placed under a consent order with the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists, the CPCS supervisor will immediately notify the CPCS Committee. Upon notification, your CPCS will be revoked and you will be removed immediately from the CPCS listing.

Professional Conduct with Colleagues: A CPCS will treat professional colleagues with the same dignity and respect afforded to clients. Professional discourse should be free of personal attacks, foul language, or other inappropriate behaviors.

Professional Conduct with Supervisees': A CPCS will treat supervisees with the same dignity and respect afforded to clients and professional colleagues. Professional discourse should be free of personal attacks, foul language, or other inappropriate behaviors. Supervision provided by a CPCS shall be provided in a professional and consistent manner to all supervisees regardless of age, race, national origin, religion, physical disability, sexual orientation, political affiliation, marital or social or economic status.

Professional Conduct with LPCA-GA Staff and Volunteers (which includes LPCA-GA Board members): A CPCS will treat LPCA-GA staff and volunteers with the same dignity and respect afforded to clients, colleagues, and supervisees. Professional discourse should be free of personal attacks, foul language, or other inappropriate behaviors.

CPCS Who Are CE Providers Conducting Themselves in A Professional manner: A CPCS who provide CEs shall abide by all rules and regulations of the Ga Composite Board, LPCA-GA, and NBCC regarding the delivery of professional workshops.

This includes but is not limited to:

- a) providing training for which they have been approved and are trained/qualified to provide,
- b) submitting sign-in sheets after workshops to the CPCS Committee upon request,
- c) advertising workshops on their websites for the public's view,
- d) providing workshops live, in-person at a named location, so designated on the CE certificate,
- e) providing webinars, only if approved for delivery in that format, so designated on the CE certificate.

A CPCS will include their CPCS number on the licensing board FORM E

As Supervisor you will review your supervisees transcript for compliance to Rule 135-5-.02

As Supervisor you will review the supervisees previous supervisor hours if applicable.
(verify that a supervisee is on track with DWE/SPV to get licensed)

Supervisors are required to sign FORM E no matter what length of time they supervise someone

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Supervisors will be able to direct their supervisee to the policies, rules, and laws as posted on the state licensing website, GA Composite Board of PC, SW, MFT

Supervisors will have a signed agreement with their supervisee

CPCS Utilizing Tele-Supervision: Prior to providing supervisory services through electronic means (including but not limited to phone and Internet), CPCSs ensure they are compliant with all relevant laws for the delivery of such services, including completion of the standard 6 hours for LPCs and the additional 3 CE's required by the GA Composite Board. Furthermore, a CPCS must: (a) determine that technologically-assisted supervision is appropriate for supervisees, considering professional, intellectual, emotional, and physical needs; (b) inform supervisees of the potential risks and benefits associated with technologically-assisted services; (c) ensure the security of their communication medium; and (d) only commence electronic supervision after appropriate education, training, or supervised experience using the relevant technology.

Failure to comply with the CPCS Code of Ethics will be grounds for removal from the CPCS certification program.

Approved by the CPCS Supervisor Review Board (April 2010)

Approved by the LPCA Board of Directors (June 2010)

Approved by the CPCS Supervision Committee (February 11, 2025)

Questions should be directed to the CPCS Committee at BoardChair@clinicalsupervisors.org

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