



UTAH DEPARTMENT OF COMMERCE

Division of Professional Licensing

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As of January 1, 2023, the Division of Professional Licensing will NO LONGER ACCEPT backdated supervisor verification forms for licensees that fall under the [Mental Health Professional Practice Act](#).

On November 10, 2020, the Mental Health Practices Act Rule was updated with regard to supervisor verification forms. The Division will continue to accept backdated supervisor verification forms until December 31, 2022.

R156-60-302. Supervised Training Requirements - Supervision Contract - Duties and Responsibilities of Supervisor and Supervisee.

The supervised training qualifications for licensure required by Subsections 58-60-204(1)(e)(ii) and (1)(f) for a **social worker**, Subsections 58-60-305(1)(e)(ii) and (1)(f) for a **marriage and family therapist**, Subsections 58-60-405(1)(d)(ii) and (1)(e) for a **clinical mental health counselor**, and Subsections 58-60-506(2)(c) and (5)(c) for a **substance use disorder counselor**, are established and clarified as follows:

(1) Prior to beginning supervised training:

(a) the prospective supervisor and supervisee shall enter into a written supervision contract signed by both parties; and

(b) **the prospective supervisor shall submit to the Division:**

(i) **a complete verification of supervision form;** and

(ii) certification that the supervision contract meets the requirements of Section R156-60-302.

(2) A supervisee may not count any supervised training towards their supervision requirement until the Division notifies the supervisor it has received the verification of supervision form.

(4) A supervisor shall have the following duties and responsibilities:

(a) **prior to beginning any supervised training:**

(i) ensure that the supervisor and supervisee:

(A) are both appropriately licensed;

(B) enter into a written supervision contract together in accordance with Subsection (3);

(ii) **submit to the Division the verification of supervision form;** and

(iii) **receive notice from the Division that it has received the supervision form**

(5) A supervisee shall have the following duties and responsibilities:

(a) prior to beginning any supervised training:

(i) enter into a written supervision contract with the supervisor in accordance with Subsection (3); and

(ii) **ensure the required verification of supervision form is received by the Division**

Division of Professional Licensing (DOPL)

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