

## Sample Letter of Agreement <sup>1</sup>

It is hereby agreed that \_\_\_\_\_ hereinafter referred to as supervisor,  
(Supervisor)  
agrees to supervise the intern/trainee listed below for \_\_\_\_\_.  
(Employer/Organization)  
Supervisor agrees to provide this service to \_\_\_\_\_ on a voluntary  
(Employer/Organization)  
basis. \_\_\_\_\_ agrees to allow \_\_\_\_\_.  
(Employer/Organization) (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.

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

_____ <i>Dated</i>	_____ <i>Authorized Representative (signature)</i>
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<sup>1</sup>This Letter of Agreement is to be signed and dated prior to providing services, which are to be counted as hours of experience.