

Professional Disclosure Statement

Sara Schwartz, MBA, MA, LPC, NCC, CAADC, NPT-C
Licenses: 6401224023 (LPC), 1583815 (NCC), C-05051 (CAADC)
3Cs Counseling Center
43000 W. 9 Mile Rd, Novi, MI 48375
Direct line: 248-397-5075

This information is intended to inform you about my professional background and to describe certain aspects of the supervision relationship. Please read it carefully and feel free to ask questions.

Introduction

Let me start by thanking you for choosing me, Sara Schwartz, MBA, MA, LPC, NCC, CAADC, NPT-C, as your clinical supervisor. In this role, I am responsible for the clinical supervision you receive as you work towards obtaining your Michigan licensure and develop as a professional counselor. My purpose in presenting this disclosure statement to you is to make you aware of some of my goals for supervision, to provide you with an overview of the supervision process, and to outline some of the conditions under which we both must operate.

Prior to delving into what you can expect from our time together, I'd like to briefly outline my licensure qualifications providing me the ability to act as your supervisor:

- M.A in Clinician Mental Health Counseling, Antioch University, 2021
- Licensed Professional Counselor (Michigan – LPC 6401224023)
- National Certified Counselor (NCC #1583815)
- Certified Advanced Alcohol and Drug Counselor (CAADC #C-05051)

More information will be provided in the sections that follow.

Overview: The Supervision Relationship

Clinical supervision has two basic goals: the development of the clinical skills of the supervisee and the protection of the client. These are simultaneous goals during supervision with maintaining client welfare as the primary objective. Most of the time, it will seem that your developing skills are given top priority, and this is to ensure your clients are receiving safe and adequate services. If there is any question about the adequacy of the clinical services that your clients receive, supervision will become notably more active in an effort to help improve your skills. In addition, if you are working with a site supervisor, they will be informed of the need to address any concerns regarding clinical services provided.

Supervision can involve the following forms of observation or a combination of such: direct/live observation; co-therapy; audio or video recordings; and/or live sessions. Written materials and self-reports brought to the attention of the supervisor by the supervisee may be used to supplement the process but shall not be the sole basis of any supervision session.

If, at any time, you have a concern about a client while we are engaged in ongoing supervision, please feel free to call me at 248.397.5075. Non-urgent matters may be texted to this number or emailed to 3CsCounselingCenter@gmail.com. However, when in doubt, it is always best to reach me

by phone. You may also use this phone number or my email for regular communications. In case of an emergency or when I am out of town, you will be advised as to an alternate plan which best fits the specific circumstances.

Counseling & Supervisor Qualifications

Here is a more in-depth overview of my qualifications for conducting supervision with developing clinicians.

In 2021, I obtained a Master of Art's degree in Clinical Mental Health Counseling from Antioch University (accredited by the CHEA), graduating from the program with a 4.0/4.0 GPA and as a member of Antioch's AlphaNu Epsilon CSI Chapter, an honors society for counseling students. I completed my practicum and internship field work at Sollars & Associates, where I continued to see clients for several months after receiving my LLPC license that same year.

In addition to an MA in CMHC, I hold a Master of Business Administration degree from Wayne State University and am now the owner of 3Cs Counseling Center (est. 2022), which provides teletherapy, as well as a homebased therapist at MiSide, formerly Development Centers. In 2023, I also served as a clinical therapist on the Assertive Community Treatment team at Team Wellness Center.

My full CV is available for your review at 3CsCounselingCenter.com.

History of Supervised Practice

My practicum and internship experience (totaling over 900 hours) were completed under the supervision of Tiffany Hodges, MA, LPC, NCC (license number 6401017307). Post-graduation, I was supervised by Kelli Anderson, LPC (6401018186), Tracy Purnell, LPC (6401006537), Dr. Rebekah D. Montgomery, PhD, LPC (6401013825) and Elizabeth Carr, LPC (6401014557). Supervision continued until I received my LPC license in 2024.

Additional Credentials/Certifications

In addition to my LPC license, in 2021, I passed the National Counselor Exam and hold my National Counselor Certification, and in 2023, I took MCBAP's IC&RC exam and am currently a Certified Advanced Alcohol & Drug Counselor. That same year, I became certified in neuro-psychotherapy, obtaining my NPT-C credential.

To become a qualified supervisor of counseling professionals in training, I enrolled in the Michigan Supervision Conference series offered by Advanced Counselor Training, completing 45 clock hours of clinical supervision training via live webinar and home study.

Counseling Background

My counseling work has been with all client populations including children, adolescents, and adults. I have worked with couples and families, as well as with youth who struggle with severe emotional disturbances and adults with several mental illness and co-occurring disorders. In addition, I have niched expertise working with personality disorders, trauma, addiction, and emotional abuse.

Clients commonly meet with me in individual, couples, or family sessions, although I have also facilitated process and psychoeducational groups. I am able to provide comprehensive intakes, administer assessment tools, identify and address a wide range of clinical diagnoses, and develop and maintain all clinical documentation including progress notes, treatment plans, and the like.

I utilize an array of approaches in my practice, with chosen approaches specifically tailored to each client. I regularly use motivational interviewing, assessing for stages of change, psychodynamic and schematic work, cognitive, dialectical, and acceptance and commitment behavioral therapies, mindfulness interventions, grounding, and body-based therapies. Some specific techniques may include inner child work, examining attachment styles and the family system, exposure hierarchies, discussions of core values and beliefs, thought challenging and reframing, and many more. This integrative approach allows me to express empathetic support, congruence and unconditional positive regard for each client as we engage collaboratively to minimize the client's physical, mental, and emotional distress.

My versatile counseling experience and approach lends well to properly guiding clinicians in supervision. It allows me to adequately address any questions or concerns my supervisees may have as well as intervene when necessary to strengthen their skills and protect client welfare.

Supervision Approaches

I adhere to the American Counseling Association (ACA) Code of Ethics, the National Board for Certified Counselors (NBCC) Code of Ethics, and the Public Health Code, Public Act 368 of 1978 which was amended to create the Michigan Board of Counseling. As an Approved Clinical Supervisor, I also adhere to the ACS Code of Ethics. ACS Credential holders have the obligation to maintain high standards of integrity and conduct, act in a manner that protects the welfare and interests of both supervisees and the clients they serve, facilitate additional skill acquisition, promote supervisee development of ethical and legal decision-making skills and model quality service provision.

My supervision draws from the Developmental Model of Supervision, which proposes that supervisees develop through stages in different areas of functioning and competencies. Supervisees have specific issues and concerns at each stage of development, and my goal is to take your level of development into account, modify interventions appropriately depending on your needs at any given time. As your supervisor, I will encompass the roles of teacher, consultant, and counselor to assist you with your own development as a clinician, and person-centered behavioral therapies will be used in addition to psychodynamic and schematic approaches. Concepts related to social justice and empowerment may also be included from time to time. As your supervisor, I will encourage you to consider your thoughts, your behaviors, and your feelings as you conduct clinical sessions and interact with your clients.

The supervision you will be offered will be developmentally appropriate for you so that it matches your level of experience and your therapeutic abilities. You will receive information about cultural context, your own, the supervisor's and the client's, and how those affect the clinical and supervisory relationships of which you are a part. Matters discussed will also be sensitive to your personal goals for yourself as a clinician and will be consistent with how you conceptualize client issues theoretically. You will be challenged and supported throughout supervision and will always be treated with respect.

In general, supervision is meant to aid in the development of a supervisee's clinical skills. Objectives

are as follows: 1) Gain a thorough understanding of different evidence-based models of therapy; and 2) To develop clinical skills in assessment, utilization of the DSM-5-TR and utilization of medical necessity patient placement criteria.

Professional Boundaries

Although our supervision sessions may be at times very intimate emotionally and psychologically, please understand that ours is a professional relationship rather than a social one. Please also note that I will not serve as your own personal therapist; rather, I will model therapeutic behaviors to assist you in your development as a clinician. There may be times when I appear to be in a therapeutic role. However, it is important for you to understand that this is only to help you understand any personal reactions you may be having that are diminishing your positive effect as a clinician.

Maintaining professional boundaries for is a vital component of the work we will be doing together, and I will uphold these boundaries, as ethically required, to maximize the quality of support and benefits you will receive from our sessions.

Please understand that the resolution of personal difficulties cannot be attained through supervision. I will make appropriate referrals for you to consider should it appear that you would benefit from addressing personal concerns within the context of individual therapy for yourself. It is not unusual for clinicians-in-training to seek personal therapy while working toward a degree or while developing their skills post-degree.

Confidentiality

Your trust in me as your supervisor is of utmost importance to me, and you can expect that much of our skill-building conversations had while we are meeting will remain confidential. Moreover, the confidentiality of your clients will also be maintained.

However, given the fact you are in supervision, that you may be fulfilling practicum and/or internship requirements through a university program, and/or have to report your progress to the State Board of Michigan (Supervision Agreement 4/2021 LARA), I cannot guarantee confidentiality of information gained in supervision if it is relevant to your overall progress towards licensure as a professional clinician.

Moreover, there are a few rare circumstances in which I may be required to break confidentiality and disclose information from our supervision sessions:

- (a) You give written permission to disclose information to a third party.
- (b) There is reasonable suspicion to believe you are a danger to yourself or to others, which is including but not limited to, displaying visible signs of impairment (defined as a loss or reduction in ability or functioning).
- (c) You disclose information that leads me to believe a child, disabled person, or elderly person is being abused or neglected.
- (d) I am ordered by a court to disclose information. In unusual cases a client's involvement in a custody or criminal dispute may lead to me receiving such a court order. Confidentiality may also be broken in one's defense against a legal action before a court.

From time to time, I may feel obligated to seek outside guidance from other clinicians with whom I have a professional relationship I will make every effort to preserve your anonymity in these situations and will disclose only what is reasonable, relevant, and ethical. You will be made aware of these discussions.

General Logistics

Length of Service

Unless agreed to otherwise, our supervision sessions will be fifty (50) minutes once a week or once bi-weekly at a mutually agreed upon time. Our arrangement may include individual and/or group supervision.

Documentation and Forms

You and I will utilize different forms throughout supervision, such as, but not limited to, the Supervisee Bill of Rights and the Supervisee Levels Questionnaire. These instruments are meant to enhance the supervision you receive and support our face-to-face supervision time. I will provide you with verbal and/or written feedback regarding my observations of your clinical work (i.e., live observation, audiotapes, videotapes, etc.).

Should your university program and/or employer require additional documentation pertaining to our meetings, this must be discussed prior to our first meeting to allot time for any set up, questions, or clarifications. I will make every effort to accommodate these once it's been determined that the requests are ethical, necessary, and will enhance your clinical skills and/or supervision experience.

Fees and Terms of Payment

We agree to a fee of \$125 for each hour-long (60-minute) supervision session and/or \$125 for each hour-and-a-half (1.5 hours) group supervision session. Please note: This fee includes the time I spend between our supervision sessions reviewing your tapes and noting feedback to share with you during supervision, maintaining and submitting paperwork, visiting your site, and/or consulting with you between supervision sessions should there be a need to do so.

Please note, Michigan Counselors Training Institute requires a billing consent form to be signed and a method of payment to be placed on file upon contract execution. Your method of payment will be automatically charged following each supervision session held, both individual and group. Please ensure MCTI has a valid payment method on file at all times in order to avoid service delays. MCTI reserves the right to terminate an agreement for nonpayment of services rendered.

Cancellations, Reschedules, and No-shows

If you wish to cancel or re-schedule your supervision session, a 24-hour notice must be given (for both individual and group supervision). Otherwise, you will be charged the full amount for the scheduled supervision meeting.

If you find that you must cancel, please make an effort to contact me at 248-397-5075 (call/text) and/or 3CsCounselingCenter@gmail.com.

Evaluation

Summative evaluations for supervisees will be conducted once per year. Supervisees will be evaluated using structured evaluation tools that assess specific competencies. These competencies include: 1) intervention skills competence (ability to carry out specific interventions); 2) assessment techniques and client conceptualization (assessing the client's diagnosis, level of care necessity, etc.); 3) assessing a client's interpersonal skills; 4) utilization/understanding of individual differences as it relates to the client, supervisor, agency, and community; 5) utilization of theoretical orientation; 6) treatment planning and record keeping; 7) case management and referral abilities; 8) discharge planning; and 9) professional ethics and understanding legal standards of care. Supervisee will be able to thoroughly review feedback and ask questions to deepen their understanding of the feedback given and how to enhance these skills in practice.

Termination

Generally, supervision begins with termination in mind. In other words, this is a temporary relationship meant to guide you in building your skills as a clinician while you are working towards licensure. Supervision may also be terminated for a number of reasons, including, but not limited to:

- You, as the supervisee, determine you would like to end this supervision relationship for any reason and/or seek supervision elsewhere.
- Extenuating circumstances, including schedule changes, emergency situations, relocation, and the like, make it impossible to continue to meet.
- There is evidence of repeated inability to adhere to the standards outline in this disclosure statement, including frequently missing sessions and payments, refusing to uphold client welfare, becoming impaired during the process, and the like.
- You stop pursuing your clinical licensure.
- You are granted licensure and no longer need to/wish to continue supervision.

Given this, open and honest communication, as well as mutually agreed upon expectations (like those outlined in this document), are key to developing the best plan moving forward. Should supervision need to terminate, steps will be taken to ensure the best interests of both parties are maintained.

Complaints

I adhere to the CCE Approved Clinical Supervisor (ACS) Code of Ethics. Although it is rare, occasionally a supervisee feels she or he has not received adequate supervision or a fair evaluation. If this should occur, your first step is to attempt to resolve the issue with me. Most issues can be resolved in this way. If you remain dissatisfied, you may report your concerns to:

National Board for Certified Counselors, 3 Terrace Way Greensboro, North Carolina 27403-3660

Michigan Department of Licensing and Regulatory Affairs, P.O Box 30004, Lansing, MI 48909

Please also take the time to review the following ethical codes:

American Counseling Association, [counseling.org/resources/aca-code-of-ethics.pdf](https://www.counseling.org/resources/aca-code-of-ethics.pdf)

National Board for Certified Counselors, [NBCCCodeofEthics.pdf](https://www.nbcc.org/resources/codeofethics.pdf)

Michigan Public Health Code, Counseling Section, [Michigan Legislature - 368-1978-15-181](https://legislature.mi.gov/doc.aspx/mcl-368-1978-15-181)

Center for Credentialing & Education, ACS, [ACScodeofethics.pdf](#)

Should you feel that I have violated an ethical standard, you may contact the governing boards above in addition to The Center for Credentialing & Education at 3 Terrace Way Greensboro, NC 27403. All such correspondence should be marked ATTN: ETHICS.

Signatures

Although the process of supervision may appear overwhelming or intimidating at times, please be assured that I consider this a very exciting time in your professional development as a clinician and am privileged to be a part of this process with you. I look forward to working with you and to celebrating your progress as you take the next step in your goal of entering a noble and rewarding profession.

Acknowledgement and Acceptance of Terms

I have read and agree to these terms and will abide by these guidelines. I understand that I am free to ask questions or raise concerns at any point during the supervision process.

Supervisee Name (Please Print):

Date:

Supervisee Signature:

Date:

Supervisor agrees to uphold these terms as evidenced by my signature below:

Supervisor Name:

Date:

Supervisor Signature:

Date:
