

LEWIS & CLARK GRADUATE SCHOOL OF EDUCATION AND COUNSELING
DEPARTMENT OF COUNSELING, THERAPY, AND SCHOOL PSYCHOLOGY
MARRIAGE, COUPLE, AND FAMILY THERAPY PROGRAM

Monthly Verification Log

(Submission NOT Required)

MONTH/YEAR: _____

Student Name: _____ *Signature:* _____ *Date:* _____

Site Supervisor: _____ *Signature:* _____ *Date:* _____

Secondary Site Supervisor: _____ *Signature:* _____ *Date:* _____

L&C CCC MCFT Supervisor: _____ *Signature:* _____ *Date:* _____

Instructions: Track time by 0.25 hour increments. Maintain monthly logs but submit the Semester Summary Log at the end of each semester. Keep a copy of this form for your own records.

CLIENT CONTACT HOURS	LC Hours/Month	Site Hours/Month	Secondary Site Hours/Month	Total Hours/Month	Total Cumulative Previous Log	Total Cumulative
Individual In-Person						
Relational In-Person						
Individual Telehealth						
Relational Telehealth						
Individual Group*						
Relational Group*						
TOTAL						

*Maximum total of 100 group hours allowed

SUPERVISION	LC Hours/Month	Site Hours/Month	Secondary Site Hours/Month	Total Hours/Month	Total Cumulative Previous Log	Total Cumulative
Individual Supervision: Case Report						
Individual Supervision: Live, Video, Audio						
Group Supervision: Case Report						
Group Supervision: Live, Video, Audio						
TOTAL						

SUPERVISION RATIO	Total / Month	Total Cumulative
Total Supervision Hours		
Total Client Contact Hours		
TOTAL RATIO (Divide Supervision Hours by Client Contact hours)		

ADDITIONAL ACTIVITIES	Total Hours / Month	Total Cumulative Previous Log	Total Cumulative
Case Management			
Record Keeping			
Staff Meetings			
Workshops/Training			
Consultation			
Other (Specify)			

Additional activities are only required for students interested in pursuing the LPC track in Oregon. Other states may count additional activities/indirect hours as well.

ALTERNATIVE HOURS	Total Hours / Month	Total Cumulative Previous Log	Total Cumulative
Individual (from all sources)			
Relational (from all sources)			
TOTAL			

Examples of alternative hours include: reflecting teams, meetings with clients and school personnel, psychoeducation groups, and additional clinical activities approved by supervisor. Alternative hours are not counted in the state of Oregon but may be counted in other states.