

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	L&C 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						
<b>Monthly Total</b>						
<b>Total Cumulative Previous Log</b>						
<b>Total Cumulative</b>						

SUPERVISION	L&C Hours/Month *AAMFT Approved	Site Hours/Month	Secondary Site Hours/Month	Total Hours/Month	Total Cumulative Previous Log	Total Cumulative
Individual: Case Report						
Individual: Live, Video, Audio						
Group: Case Report						
Group: Live, Video, Audio						
<b>Monthly Total</b>						
<b>Total Cumulative Previous Log</b>						
<b>Total Cumulative</b>						

**SUPERVISION RATIO** **Total / Month** **Total Cumulative**

Total AAMFT Approved Supervision Hours		
Total Client Contact Hours		
<b>TOTAL RATIO (Divide AAMFT Approved Supervision Hours by Client Contact hours)</b>		

The total ratio must be at least 1 hour of supervision for 5 hours of direct client contact (1:5, or 0.2). If your ratio is less than 0.2, work with your supervisor to adjust your client case load.

The supervisor ratio table is color-coded. The total AAMFT Approved Supervision Hours for the month is purple – locate the purple box in the supervision table on page 1. Copy that number here. The cumulative total of AAMFT Approved Supervision Hours is orange – locate the orange box in the supervision table on page 1. Copy that number here. The total client contact hours for the month is blue – locate the blue box in the direct client contact hours table on page 1. Copy that number here. The cumulative total of direct client contact hours is green – locate the green box in the direct client contact hours table on page 1. Copy that number here. Follow the directions in the ratio box above to get the supervision ratio.

**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.