

TIME<sup>2</sup>TRACK

# YOUR GUIDE TO EARNING HOURS

A CHECKLIST OF IDEAS FOR EARNING  
EXTRA HOURS FOR YOUR LPC, LMFT,  
LMHC, LCSW, & MORE

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## INTRODUCTION

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Whether you're earning hours for licensure as an LPC, LMFT, LCSW, or LMHC, state requirements can be confusing. What are hours, and how do you accumulate all the hours you need to get licensed? This eBook breaks down definitions of each type of "hour" and gives you ideas for how to earn extra hours in each category.

For more detailed information, [click here](#).

*\*\*Disclaimer: Since requirements vary from state-to-state, always double check this information with your supervisor and/or state licensing board.*

EARN MORE

# COUNSELING HOURS

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*A counseling hour is a face-to-face session with a client.*

## Start a Therapy Group

Team up with a fellow intern to start a low-cost group you can lead together.

*Hours Estimate: 1-3 hours/week*

## Take on a Second Internship

Search for an internship and take on a second site.

*Hours Estimate: 5-15 hours/week*

## Market Yourself

Create a flyer explaining the benefits of your services and share it with local community resources to increase your referrals.

*Hours Estimate: 1-5 hours/month*

# PROFESSIONAL DEVELOPMENT HOURS

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*Professional development hours include conferences, seminars, webinars, and special training or certification.*

- Find CEU Trainings**  
Visit a CEU provider and take part in trainings to earn professional development hours.  
**Hours Estimate: 1-10 hours**
  
- Get Your E-Therapy Certificate**  
Check out [AllCEUs.com](http://AllCEUs.com) and enroll in their E-Therapy Certificate Training.  
**Hours Estimate: 20 hours**
  
- Join ACA**  
Join ACA as a student member and get a free CE every month.  
**Hours Estimate: 12 hours/year**
  
- Write a Blog**  
Start a blog (or write a guest blog post) about a counseling-related topic and you should be able to count the time spent researching and writing.  
**Hours Estimate: Unlimited**
  
- Subscribe to Professional Blogs**  
Subscribe to the [American Counseling Association Blog](#) and the [Time2Track Blog](#) for professional development and/or research hours.  
**Hours Estimate: 1-5 hours/week**
  
- Join the Beginning Counselor Group**  
Join the free Facebook group for new counselors at [Beginning Counselor: Building Your Ideal Internship](#). The group members are always sharing CE events, workshops, certifications, articles, and more that can help with accruing hours.  
**Hours Estimate: 1-5 hours/week**

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# CASE MANAGEMENT HOURS

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*Case management has to do with referring clients to other counselors or agencies or evaluating whether a client is a good fit for your services. Hours include taking notes, filling out forms, administration, and filing.*

## Call Your Client's Insurance

Go the extra mile and call a client's insurance provider to see if they are covered for your services.

***Hours Estimate: 1 hour***

## Network with Other Counselors

Call another local counselor and find out more about what kinds of cases they see. You'll have an expert to refer to if you get a case that's too complicated for you to treat on your own, and get great experience in networking.

***Hours Estimate: 1 hour***

## Coordinate Care

Get a release and speak with a client's social worker, physician, or school counselor to coordinate care.

***Hours Estimate: 1 hour***

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# RECORD-KEEPING HOURS

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*Record-keeping is treatment planning, assessment, administration, scheduling, paperwork, responding to subpoenas, and more.*

## Play Office Manager

Give your office manager the day off and start organizing the piles of files that need to be allocated and alphabetized.

***Hours Estimate: 1-5 hours/week***

## Read the PracticePlanners Series

Read the PracticePlanners series – they have dozens of titles on treatment planning, from addiction to adolescents to couples. Utilizing these tools to help plan your client sessions could be worth several hours.

***Hours Estimate: 5-20 hours***

## Record Hours with Time2Track

Register and record your training hours with Time2Track.

***Hours Estimate: 2-3 hours/week***

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# RESEARCH HOURS

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*Research hours include reading psychological journals and publications by qualified authors, as well as conducting your own research.*



### Survey Your Peers

Develop a short survey for your fellow professionals on favorite marketing techniques, ways they've dealt with difficult clients, or professional boundaries.

**Hours Estimate: 5-20 hours**



### Subscribe to a Scholarly Journal

Subscribe to (and read) a journal like one published by the ACA.

**Hours Estimate: 1-2 hours/month**



### Use Google Scholar

Research and read articles on Google Scholar.

**Hours Estimate: 1-2 hours/week**



### Read a Book

Read a book on therapy techniques or research.

**Hours Estimate: 2-5 hours**



### Interview a Practitioner

Take some time to interview a practitioner who has developed a unique technique. You'll learn something new and earn an extra hour.

**Hours Estimate: 1 hour**



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# SUPERVISION HOURS

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*Supervision is the time spent in supervision sessions with your supervisor and the time spent asking questions, writing emails, and talking to them on the phone.*

## Ask Your Supervisor

Ask your supervisor if you can complete an additional assignment for him or her and take 30 minutes to discuss the results. Whether you record an extra session or write a case study, the time spent doing so could be worth another 1-2 hours.

***Hours Estimate: 1-2 hours***

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# OBSERVATION HOURS

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*Observation hours include watching another counselor or intern perform therapy, either in the room or through a two-way mirror. It may also include watching fellow students role-play in class or watching a recorded session.*

## Watch Recorded Sessions

Check out a professional development website like [Psychotherapy.net](http://Psychotherapy.net) and watch recorded counseling sessions. The hours you could accrue are nearly limitless!

***Hours Estimate: Unlimited***

## Observe a Live Session

Sit in on a counseling session conducted by your supervisor or a fellow intern, with permission from their client.

***Hours Estimate: 1 hour/session***

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# CONSULTATION HOURS

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*Consultation hours include time spent talking to other professionals when you're determining standard of care.*

## Join a Consultation Group

Find out if you have a local private practice consultation group in your area. Start by asking your supervisor – if he or she doesn't know of one, ask if there's someone they know that might. Sitting in on these groups can be incredibly valuable to your clinical development – and count as hours for every meeting!

***Hours Estimate: 1 hour/week***



## ABOUT THE AUTHOR

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Stephanie Ann Adams, MA, LPC is the co-author of *The Beginning Counselor's Survival Guide: The New Counselor's Plan for Success from Practicum to Licensure* (available in eBook and paperback).

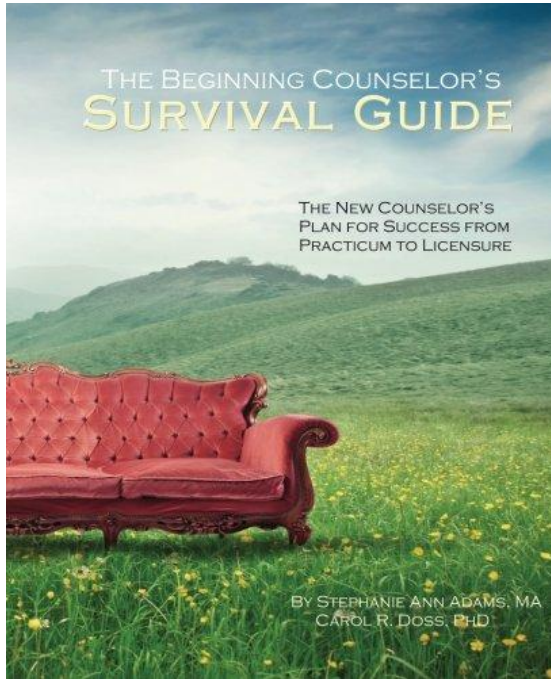
Thinking about starting a private practice someday? Consider joining Stephanie's private Facebook group [Beginning Counselor](#) for counselors-in-training.

# TRACK YOUR HOURS WITH TIME2TRACK

Now that you know what hours are and how you can earn more of them, sign up for a free trial of Time2Track and keep track of your training hours with ease.

[START MY FREE TRIAL](#)





## The Beginning Counselor's Survival Guide: The New Counselor's Plan for Success from Practicum to Licensure

Have you ever wondered how you can have a graduate degree in counseling and still feel so lost? Do you feel discouraged sometimes about your ability to succeed as a counselor? Then *The Beginning Counselor's Survival Guide* is the book for you! In this book, you will learn how to: Interview a potential counseling site as they are interviewing you. Develop, step-by-step, your new counselor marketing strategy. Apply for temporary licensure. Practice self-care so you can avoid career-ending burnout. Work with the special needs of particular client groups. Study for both the NCE and NCMHCE, as well as other tests you might be required to take. Work productively with a counselor supervisor. Identify your own unique counseling style. Plan for the career you want to have after your internship. And SO MUCH MORE...

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