Weekly associate hours audit

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use every week you claim experience and before asking a supervisor to sign a log.	This is not a BBS weekly log, supervision agreement, or determination that hours qualify.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Separate each work setting** Record hours and supervision by setting rather than combining employers into one apparently compliant week. **Your record:** _____ **Source:** BBS: LMFT resources and forms
2	**[ ] Classify the experience** Use the current Board categories for your registration type; do not create a private category that cannot map to the application. **Your record:** _____ **Source:** BBS: LMFT resources and forms
3	**[ ] Record direct-clinical work** Keep the client-contact subtotal visible and supported by the contemporaneous practice record. **Your record:** _____ **Source:** BBS: LCSW resources and forms
4	**[ ] Match supervision to the week** Record the date, format, duration, and supervisor for the contact supporting that week. **Your record:** _____ **Source:** BBS: LPCC resources and forms
5	**[ ] Flag unusual weeks** Mark absences, multiple settings, high-hour weeks, or changes for review before signature. **Your record:** _____ **Source:** BBS: statutes, regulations, and law changes

6	**[ ] Reconcile and preserve** Compare your copy with the signed official log and preserve the controlling form, not only this worksheet. **Your record:** _____ **Source:** BBS: LMFT resources and forms

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- BBS: LMFT resources and forms
- BBS: LCSW resources and forms
- BBS: LPCC resources and forms
- BBS: statutes, regulations, and law changes

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.