



Accredited Graduate School Programs: Approved Supervision Course Pre-Approval

COAMFTE-accredited graduate school programs are in a unique position to provide their students with training in systemic supervision that allows them to go on to become AAMFT Approved Supervisors. Universities and instructors for these courses must maintain course pre-approval for their programs to count towards the Approved Supervision designation for their students. Courses may only be offered to students enrolled in the full-doctoral program.

The information below applies only to COAMFTE-accredited programs. All other courses are approved through the instructor only and should use the associated pre-approval forms for those authorizations. For questions, please contact AAMFT Members Services at central@aamft.org or 703-838-9808.

Pre-Requisites

Authorization approvals for accredited programs are assigned to the University and cannot be used by instructors to teach courses on their own or for other institutions or groups. (To do so, requires an external instructor authorization.) However, only instructors listed on the program's application are approved to teach the course. Additional applications can be made to add instructors.

All instructors must meet the following pre-requisites:

- ✓ Have been an AAMFT Approved Supervisor for a minimum of 2 years
- ✓ Have completed the Approved Supervision training or most recent refresher course under the new requirements (effective January 1, 2014)

Approval Process

All accredited-program approvals can be done in either one-year or two-year authorizations as indicated on the application form. However, if a program chooses to add an instructor or change instructors, an additional application must be completed with an additional application fee. There will be no refunds if instructors do not teach the course.

- Program directors should fill out the application and submit it to AAMFT. Programs should leave up to four weeks for approval.

- Program directors should indicate on their application the number of students total to be taught by the listed instructors.
- Information and syllabus should be submitted for each instructor/course that will be utilized by the program.
- Upon approval of the program’s application, they will be eligible to offer the course.
- Class rosters (with instructor) must be submitted to AAMFT for course surveys to be sent out promptly after completion of each course.
- Response data will be shared with instructors and program directors.
- Instructors are expected to meet at least “satisfactory” rankings on the surveys. If instructors do not have satisfactory ratings at the end of two years, AAMFT reserves the right to deny the instructor from future approvals.

Authorization Fees

Program Fee

- Fees are based on number of students in course annually. Fees are non-refundable.

Total Number of Students	One-year Fee	Two-year Fee
12 or less annually	\$120	\$240
13 – 48 annually	\$480	\$960
49 – 96 annually	\$700	\$1,400
97 and over	\$1,000	\$2,000

Instructor Evaluation

In order to ensure the high-quality and standards of training for the AAMFT Approved Supervision Fundamentals course, authorized instructors will be required to have their courses evaluated by students through a standard survey process.

Surveys will be sent directly from AAMFT. Authorized instructors are required to submit class rosters through the online system promptly to ensure surveys are sent out in a timely manner.

The scores from these surveys will be reviewed after the interim approval and instructors will need to achieve an overall rating of at least “satisfactory” for the program to renew their authorization with that instructor.

During the authorization period, scores will be periodically assessed and instructors will be advised of any areas that need improvement.

A copy of the survey is available for review in this packet.

Evaluation Survey

INSTRUCTOR

1. The instructor was well organized and prepared.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied
2. The instructor had the experience necessary for teaching this course.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied
3. The presenter kept the course on topic.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied
4. The presenter demonstrated knowledge of systemic and broad-based supervision philosophies.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied

COURSE

5. The course content was consistent with its description, outline, and learning objectives.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied
6. The course included interactional components.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied
7. The course material included systemic supervision philosophies.
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied

OVERALL

8. Overall, how satisfied were you with the quality of this course?
 Very dissatisfied Dissatisfied Neutral Satisfied Very Satisfied

Additional comments:

Submit Survey