

## Recording of Sessions Policy

### Policy:

As a training site, CAPS trains masters- and doctoral-level externs and interns, as well as postdoctoral residents. Trainees are required to record individual and relationship/couple's sessions for the purposes of supervision.

- I. Trainees are required to inform clients using any services that their work is supervised and to state the name, title, and licensure status of their supervisor in writing via the *Supervisory Disclosure Form*.
- II. If a counseling session is being recorded, the client must sign the Consent for Recording form, in addition to the Informed Consent Form.
  - a. Clients may request a copy of the *Informed Consent* that describes the general nature and course of treatment.
- III. All recordings are digitally stored on a secure drive; no recordings will ever leave the center, physically or electronically. Recordings are typically destroyed after one month and will always be destroyed at the end of the trainee's time at CAPS.
- IV. Students have the right to decline recording.
  - a. Should a student refuse recording in a First Appointment, the trainee may proceed with the assessment, but will not be able to see that student for therapy.