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.