

# To terminate agreement-Candidate/Licensee Portal

## What the candidate will see when they log in

They will need to click on the links on the left:

**Dashboard**

**Your Information**

Legal First Name:       Legal Last Name:       Legal Middle Name:

Telephone:       E-mail address:

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**Candidacy**

Candidacy	Candidate Number	Status	Effective Date	Expiration Date
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## Sign in and click on Board Approved Supervisors

**Board Approved Supervisors**

To request for a new board approved supervisor, you will have to create a new Supervision Agreement in the Applicant Portal.

Supervision:

Supervisor	License #	Supervision	Supervision Status	Supervision Approval	
Test Supervisor 1	LMFTCANDIDATE10037	LMFT Candidate	Active	06/22/2022	<input type="button" value="Update"/>

## Then click Update

Fill in the information and then click save.

**Termination**

Before using the features below, you and your supervisor must have already agreed to terminate the supervisory relationship.

If you are the party requesting to terminate the supervisory relationship, provide the reasons for termination and your proposed end date for the supervisory relationship (please note that the end date set by the supervisor will be followed)

Once you have provided all the necessary fields to terminate the relationship, please click the "Save" button. Otherwise, please click "Cancel" to discard any changes.

Your Reason(s) for Termination \*

New Supervision End Date \*