

**KENTUCKY BOARD OF  
EXAMINERS OF PSYCHOLOGY**

**ONLINE SUPERVISION MANUAL**

Submitting supervision documents through eServices

April 2020

These instructions are only for those with a **current license**.

If you are **applying for a license**, you will need to complete the Initial Licensure Supervision Documents and submit these with your application. The Initial Licensure Supervision Documents can be found at <http://psy.ky.gov/Pages/applications.aspx>

## **TABLE OF CONTENTS**

<b>Adding A Supervisor .....</b>	<b>3</b>
<b>Supervisee.....</b>	<b>3</b>
<b>Supervisor .....</b>	<b>8</b>
<b>Removing A Supervisor .....</b>	<b>12</b>
<b>Supervisee.....</b>	<b>12</b>
<b>Supervisor .....</b>	<b>16</b>
<b>Completing Regular Supervision Documents .....</b>	<b>20</b>
<b>Supervisee.....</b>	<b>20</b>
<b>Supervisor .....</b>	<b>24</b>
<b>Requesting A Change In Frequency, Format, Duration Of Supervision, And/Or Reporting Period.....</b>	<b>29</b>
<b>Supervisee.....</b>	<b>29</b>
<b>Supervisor .....</b>	<b>31</b>
<b>Changing Supervisors .....</b>	<b>34</b>
<b>Finishing An Incomplete Transaction .....</b>	<b>35</b>

## ADDING A SUPERVISOR

This example shows the supervisee initiating the transaction, but either the supervisee or supervisor can initiate this process. Just be sure that the first person follows the “Supervisee” steps and the second person follows the “Supervisor” steps below and clicks the link under the gray box titled Supervision Forms in Process, or else duplicate transactions will be created that cannot be merged.

### SUPERVISEE

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES

**Applications**

Initial License Application

License Renewal / License Extension

**Other Services**

Record Correction (Name, Address, Phone & Email)

Verification for Other States

View Transaction History

**Incomplete/Pending Documents**

Renewals - Requested Information/Documents from Board Review

Supervision - Requested Information/Documents from Board Review

**Individual Information**

View Individual Profile and Continuing Education

**Supervision**

Supervision (Board of Examiners of Psychology)

Verification of Internship/Practicum for New Applicant

**Reports**

Print Certificate / License

Print License Card

2. Click the Select button next to your current license.

LICENSES

	License Type	Legacy Number	License Number	Status	Issue Date	Renewal / Extension Date	Expire Date
Select	Licensed Psychological Associate			Active	3/1/2006	3/1/2021	6/1/2021
	Licensed Psychological Practitioner			Pending			

3. Type your new supervisor’s last name in the field and click Search. A box will pop up with all of the supervisors with that last name. Select the correct supervisor by clicking the radio button next to their name. Then click the Add button.

**SUPERVISORS**

Our records indicate that you do not have a supervisor or your supervisor is inactive or their license has expired.

**SUPERVISOR SEARCH**

Last Name  License Number

Select	Name	License Type	License #
<input type="checkbox"/>	Adams	Licensed Psychologist	1.

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

4. The newly-added supervisor's name will now show above in the Supervisors section. Select the Click to Fill Supervision Forms link.

**SUPERVISORS**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	1	02/25/2020		<a href="#">Click To Fill Supervision Forms</a>	<input type="checkbox"/>

**SUPERVISOR SEARCH**

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

5. You will be taken into the Supervisory Plans and Goals form to complete electronically. Fill in the highlighted sections below. You will be required to upload your W2 or W4 for your current or proposed psychology employer. Once you have completed your portion of the form, type your name to digitally sign and click Continue.

## Supervisory Plans and Goals

Dates of Future Supervision From  To

Employer Name  Which is a

Individual face-to-face, one hour - 201 KAR 26:171 Section 12

Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

Direct Observation - 201 KAR 26:171 Section 8(4): Method  Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Please upload supervisee's most recent W-2 to verify employment. If the supervisee has changed employers and/or not yet received a W-2, a copy of the W-4 from the employer can be submitted until the W-2 is received. This form will not be accepted for approval without the above documentation

Please upload supervisee's most recent W-2 to verify employment. If the supervisee has changed employers and/or not yet received a W-2, a copy of the W-4 from the employer can be submitted until the W-2 is received. This form will not be accepted for approval without the above documentation

Other Request

### GOALS TO BE ACCOMPLISHED

### METHODS TO JOINTLY EVALUATE SUPERVISORY PROCESS BEYOND REQUIRED SUPERVISORY REPORTS

Supervisee Signature

Supervisor Signature

OR

5a. If you select "Other" from the employer dropdown, you will be required to upload a completed Special Application. The form can be accessed on the board's website at <http://psy.ky.gov/Pages/applications.aspx>. This form is used to verify how the supervisor is being paid. Supervisees are not permitted to pay their supervisors directly.

### Supervisory Plans and Goals

Dates of Future Supervision From  To

Employer Name  Which is a

Special application must be submitted for Board approval - 201 KAR 26:250  No file chosen

---

Individual face-to-face, one hour - 201 KAR 26:171 Section 12

---

Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

Direct Observation - 201 KAR 26:171 Section 8(4): Method  Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Please upload supervisee's most recent W-2 to verify employment. If the supervisee has changed employers and/or not yet received a W-2, a copy of the W-4 from the employer can be submitted until the W-2 is received. **This form will not be accepted for approval without the above documentation**

No file chosen

---

Other Request  No file chosen

6. Once you have completed the Supervisory Plans and Goals, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

### SUPERVISORS

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Add New Supervisor / Supervisee [View Supervision Forms](#)

---

### SUPERVISOR SEARCH

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

7. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

**TRANSACTION / ORDER INFORMATION**

**Transaction Details**

Transaction Status : **Complete**      Transaction/Order Number: 25696      Transaction Date: 2/25/2020

---

**Payment Summary**

Quantity: 1

Description: Supervision (Board of Examiners of Psychology)

Amount: \$0.00

---

Portal Administration Fee: \$0.00

Total Charged: \$0.00

---

[Print Copy of Receipt](#)

8. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Supervisor Review." This means that you have completed your part, and your Supervisor needs to now complete theirs.

**SUPERVISORS**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	1.	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Add New Supervisor / Supervisee      [Supervision Forms Pending Supervisor Review \(Pending\)](#)

---

**SUPERVISOR SEARCH**

Last Name       License Number      

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

## SUPERVISOR

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES

**Applications**

Initial License Application

License Renewal / License Extension

**Other Services**

Record Correction (Name, Address, Phone & Email)

Request Re-Examination

Verification for Other States

View Transaction History

**Incomplete/Pending Documents**

Renewals - Requested Information/Documents from Board Review

Supervision - Requested Information/Documents from Board Review

**Individual Information**

View Individual Profile and Continuing Education

**Supervision**

**Supervision (Board of Examiners of Psychology)**

Supervision (Licensed Professional Counselor Associate)

Verification of Internship/Practicum for New Applicant

Verification of Professional Experience for New Applicant

**Reports**

Print Certificate / License

Print License Card

2. Click the Select button next to your current license.

LICENSES

	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
Select	Licensed Psychologist		1*	Active	3/15/2013	3/15/2019	6/15/2019
	Licensed Psychological Associate			Expired	1/18/2006	1/18/2009	1/18/2006

3. Click the Review Supervision Forms link in the gray box titled Supervision Forms in Process. **DO NOT** click on the Click to Fill Supervision Documents link or try to add your supervisee in the Supervisee Search. This will create duplicate transactions that cannot be merged and you will not be able to see what your supervisee has already submitted.

SUPERVISEES

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1*	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Add New Supervisor / Supervisee [Review Supervision Forms](#)



4. Review the document and fill in your sections of the Supervisory Plans and Goals. You can make any changes to what your supervisee has already entered. When you have finished, type your name to digitally sign the form and click Continue.

**Supervisory Plans and Goals**

Dates of Future Supervision From  To

Employer Name  Which is a

Individual face-to-face, one hour - 201 KAR 26:171 Section 12

Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

Direct Observation - 201 KAR 26:171 Section 8(4): Method  Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Please upload supervisee's most recent W-2 to verify employment. If the supervisee has changed employers and/or not yet received a W-2, a copy of the W-4 from the employer can be submitted until the W-2 is received. This form will not be accepted for approval without the above documentation

No file chosen  Meeting Minutes, November 8, 2019.pdf

Other Request  No file chosen

GOALS TO BE ACCOMPLISHED

METHODS TO JOINTLY EVALUATE SUPERVISORY PROCESS BEYOND REQUIRED SUPERVISORY REPORTS

Supervisee Signature

Supervisor Signature

5. Once you have completed the Supervisory Plans and Goals, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

**SUPERVISEES**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Add New Supervisor / Supervisee [View Supervision Forms](#)

**SUPERVISEE SEARCH**

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

6. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

**TRANSACTION / ORDER INFORMATION**

**Transaction Details**

Transaction Status : Complete      Transaction/Order Number: 25697      Transaction Date: 2/25/2020

---

**Payment Summary**

Quantity: 1

Description: Supervision (Board of Examiners of Psychology)

Amount: \$0.00

---

Portal Administration Fee:	\$0.00
<b>Total Charged:</b>	<b>\$0.00</b>

---

[Print Copy of Receipt](#)

7. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Board Review." This means that you have completed your part, and your documents have now been sent to the Board for review. You and your supervisee will receive an email once the documents have been reviewed.

## SUPERVISEES

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
.Allen	1.	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>
<b>Supervision Forms In Process:</b>					
Add New Supervisor / Supervisee <a href="#">Supervision Forms Pending Board Review (Pending)</a>					

## SUPERVISEE SEARCH

Last Name

License Number

Search

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

Continue

## REMOVING A SUPERVISOR

This example shows the supervisee initiating the transaction, but either the supervisee or supervisor can initiate this process. Just be sure that the first person follows the “Supervisee” steps and the second person follows the “Supervisor” steps below and clicks the link under the gray box titled Supervision Forms in Process, or else duplicate transactions will be created that cannot be merged.

\*\*\* Please note that if the supervisee’s only supervisor is removed without another being added, the supervisee’s license will be placed in **Not Practicing** status until a new supervisor is added and approved.

### SUPERVISEE

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

**DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES**

<div style="background-color: #F0F0F0; padding: 5px; margin-bottom: 5px;"><b>Applications</b></div> <p><a href="#">Initial License Application</a></p> <p><a href="#">License Renewal / License Extension</a></p> <div style="background-color: #F0F0F0; padding: 5px; margin-top: 5px;"><b>Other Services</b></div> <p><a href="#">Record Correction (Name, Address, Phone &amp; Email)</a></p> <p><a href="#">Verification for Other States</a></p> <p><a href="#">View Transaction History</a></p> <div style="background-color: #F0F0F0; padding: 5px; margin-top: 5px;"><b>Incomplete/Pending Documents</b></div> <p><a href="#">Renewals - Requested Information/Documents from Board Review</a></p> <p><a href="#">Supervision - Requested Information/Documents from Board Review</a></p>	<div style="background-color: #F0F0F0; padding: 5px; margin-bottom: 5px;"><b>Individual Information</b></div> <p><a href="#">View Individual Profile and Continuing Education</a></p> <div style="background-color: #F0F0F0; padding: 5px; margin-top: 5px;"><b>Supervision</b></div> <p style="background-color: yellow;"><a href="#">Supervision (Board of Examiners of Psychology)</a></p> <p><a href="#">Verification of Internship/Practicum for New Applicant</a></p> <div style="background-color: #F0F0F0; padding: 5px; margin-top: 5px;"><b>Reports</b></div> <p><a href="#">Print Certificate / License</a></p> <p><a href="#">Print License Card</a></p>
---	--

2. Click the Select button next to your current license.

**LICENSES**

	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
<b>Select</b>	Licensed Psychological Associate			Active	3/1/2006	3/1/2021	6/1/2021
	Licensed Psychological Practitioner			Pending			

3. Check the box under Remove Supervisor next to your supervisor’s name.

**SUPERVISORS**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
AI	1.	09/01/2017		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

4. This will cause a new link to pop up titled Click to Fill Supervisory Report. Click this link.

### SUPERVISORS

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
A	1	09/01/2017		<a href="#">Click To Fill Supervisory Report</a> <a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input checked="" type="checkbox"/>

### SUPERVISOR SEARCH

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

5. You will be taken into the Supervisory Report form to complete electronically. Fill in the sections below. Some of the sections can be completed by either the supervisee or supervisor, but certain sections can only be completed by one or the other. Once you have completed your portion of the form, type your name to digitally sign and click Continue.

### Supervisory Report

Dates of Past Supervision From  To

Individual face-to-face, one hour - 201 KAR 26:171 Section 12

Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

Direct Observation - 201 KAR 26:171 Section 8(4): Method  Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

STRENGTHS/WEAKNESSES OF SUPERVISOR OR SUPERVISORY PROCESS (to be completed by supervisee)

Test

Evaluation of Supervisee (to be completed by supervisor)

SUPERVISEE STRENGTHS

SUPERVISEE WEAKNESSES (Address remediation of weaknesses in next Supervisory Plans and Goals)

**NOTE: Ratings below "3" should be addressed in next Supervisory Plans & Goals**

1. Foundations in Psychological theory	▼
2. Ability to conceptualize and organize cases	▼
3. Ability to formulate diagnostic impressions from interviews	▼
4. Ability to formulate diagnostic impressions from formal assessment procedures	▼
5. Ability to manage time and caseload responsibilities competently	▼
6. Practice/intervention skills	▼
7. Ability to produce written reports and evaluations that are theoretically sound and supported by the data	▼
8. Ability to utilize consultation/supervisory process	▼
9. Ability to conduct practice in a legal and ethical manner	▼

Other Comments By Supervisor

Supervisee Signature: Test Supervisee 3/26/2020

Supervisor Signature: Type Name Here

Continue

6. Once you have completed the Supervisory Report, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

### SUPERVISORS

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	111	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input checked="" type="checkbox"/>

**Supervision Forms In Process:**  
Removal of Supervisor / Supervisee [View Supervisory Report Form](#)

### SUPERVISOR SEARCH

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

7. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

### TRANSACTION / ORDER INFORMATION

**Transaction Details**  
Transaction Status : **Complete** Transaction/Order Number: 25945 Transaction Date: 3/26/2020

**Payment Summary**  
Quantity: 1  
Description: Supervision (Board of Examiners of Psychology)  
Amount: \$0.00

Portal Administration Fee:	\$0.00
Total Charged:	\$0.00

[Print Copy of Receipt](#)

8. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Supervisor Review." This means that you have completed your part, and your Supervisor needs to now complete theirs.

**SUPERVISORS**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	1.	03/01/2020	03/26/2020	<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input checked="" type="checkbox"/>

**Supervision Forms In Process:**

Removal of Supervisor / Supervisee [Supervisory Report Form Pending Supervisor Review \(Pending\)](#)

---

**SUPERVISOR SEARCH**

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

## SUPERVISOR

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

**DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES**

<p><b>Applications</b></p> <p>Initial License Application</p> <p>License Renewal / License Extension</p>	<p><b>Individual Information</b></p> <p>View Individual Profile and Continuing Education</p>
<p><b>Other Services</b></p> <p>Record Correction (Name, Address, Phone &amp; Email)</p> <p>Request Re-Examination</p> <p>Verification for Other States</p> <p>View Transaction History</p>	<p><b>Supervision</b></p> <p><a href="#">Supervision (Board of Examiners of Psychology)</a></p> <p>Supervision (Licensed Professional Counselor Associate)</p> <p>Verification of Internship/Practicum for New Applicant</p> <p>Verification of Professional Experience for New Applicant</p>
<p><b>Incomplete/Pending Documents</b></p> <p>Renewals - Requested Information/Documents from Board Review</p> <p>Supervision - Requested Information/Documents from Board Review</p>	<p><b>Reports</b></p> <p>Print Certificate / License</p> <p>Print License Card</p>

2. Click the Select button next to your current license.

	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
<input type="button" value="Select"/>	Licensed Psychologist		17	Active	3/15/2013	3/15/2019	6/15/2019
	Licensed Psychological Associate			Expired	1/18/2006	1/18/2009	1/18/2006



3. Click the Review Supervisory Report Form link in the gray box titled Supervision Forms in Process. **DO NOT** click on the Click to Fill Supervision Documents link. This will create duplicate transactions that cannot be merged and you will not be able to see what your supervisee has already submitted.

SUPERVISEES						
Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee	
- Allen	1. ...	03/01/2020	03/26/2020	<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input checked="" type="checkbox"/>	
<b>Supervision Forms In Process:</b> Removal of Supervisor / Supervisee <a href="#">Review Supervisory Report Form</a>						

4. Review the document and fill in your sections of the Supervisory Report. You can make any changes to what your supervisee has already entered in the sections that can be completed by either person. You will not be able to change what has been entered in the supervisee's section. When you have finished, type your name to digitally sign the form and click Continue.

Supervisory Report

Dates of Past Supervision      From:        To:

Individual face-to-face, one hour - 201 KAR 26:171 Section 12

Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

Direct Observation - 201 KAR 26:171 Section 8(4): Method       Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Supervisory Report Submission Requirements

**STRENGTHS/WEAKNESSES OF SUPERVISOR OR SUPERVISORY PROCESS (to be completed by supervisee)**

Test

**Evaluation of Supervisee (to be completed by supervisor)**

**SUPERVISEE STRENGTHS**

Test

**SUPERVISEE WEAKNESSES (Address remediation of weaknesses in next Supervisory Plans and Goals)**

Test

NOTE: Ratings below "3" should be addressed in next Supervisory Plans & Goals

- 1. Foundations in Psychological theory 4-Good ▼
- 2. Ability to conceptualize and organize cases 5-Exceptional ▼
- 3. Ability to formulate diagnostic impressions from interviews 5-Exceptional ▼
- 4. Ability to formulate diagnostic impressions from formal assessment procedures 4-Good ▼
- 5. Ability to manage time and caseload responsibilities competently 4-Good ▼
- 6. Practice/Intervention skills 5-Exceptional ▼
- 7. Ability to produce written reports and evaluations that are theoretically sound and supported by the data 5-Exceptional ▼
- 8. Ability to utilize consultation/supervisory process 4-Good ▼
- 9. Ability to conduct practice in a legal and ethical manner 4-Good ▼

Other Comments By Supervisor

Test

Supervisee Signature

Test Supervisee 3/26/2020

Supervisor Signature

Test Supervisor 3/26/2020

[Continue](#)

5. Once you have completed the Supervisory Report, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

#### SUPERVISEES

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020	03/26/2020	<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input checked="" type="checkbox"/>
<b>Supervision Forms In Process:</b>					
Removal of Supervisor / Supervisee		<a href="#">View Supervisory Report Form</a>			

**SUPERVISEE SEARCH**

Last Name  License Number  [Search](#)

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

[Continue](#)

6. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

**TRANSACTION / ORDER INFORMATION**

**Transaction Details**

Transaction Status : **Complete** Transaction/Order Number: 25946 Transaction Date: 3/26/2020

**Payment Summary**

Quantity: 1

Description: Supervision (Board of Examiners of Psychology)

Amount: \$0.00

---

Portal Administration Fee: \$0.00

Total Charged: \$0.00

[Print Copy of Receipt](#)

7. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Board Review." This means that you have completed your part, and your documents have now been sent to the Board for review. You and your supervisee will receive an email once the documents have been reviewed.

**SUPERVISEES**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020	03/26/2020	<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input checked="" type="checkbox"/>

**Supervision Forms In Process:**

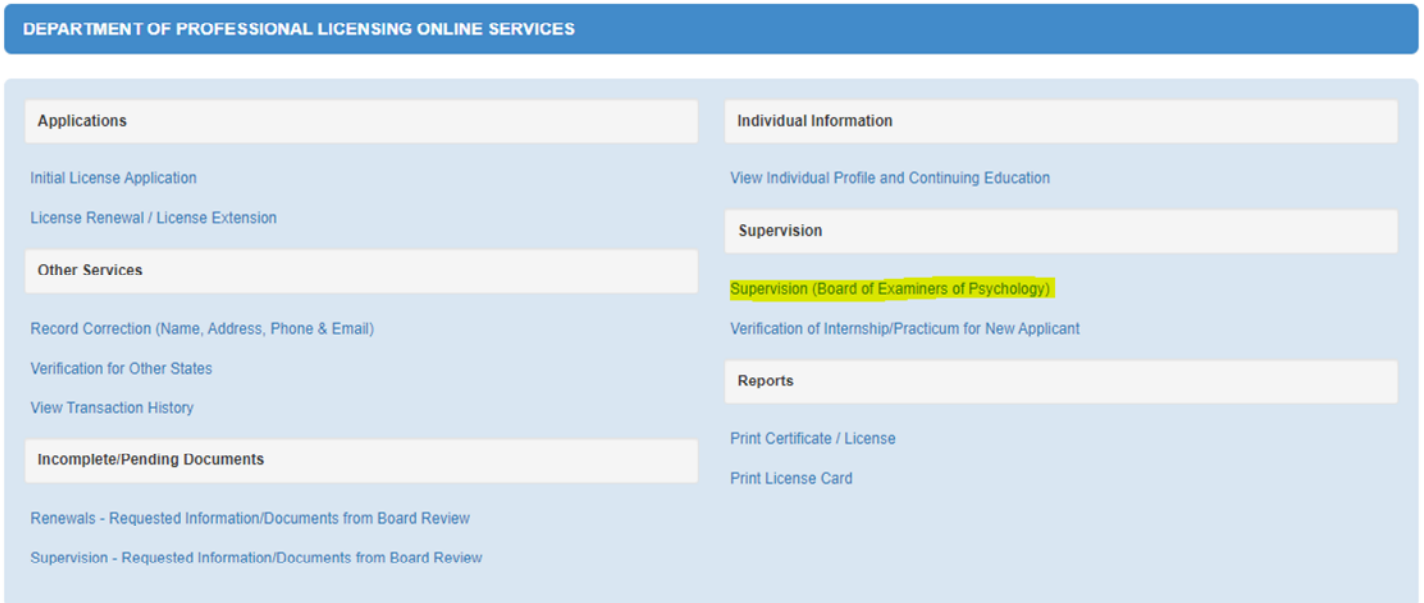
Removal of Supervisor / Supervisee [Supervisory Report Form](#) Pending Board Review (Pending)

## COMPLETING REGULAR SUPERVISION DOCUMENTS

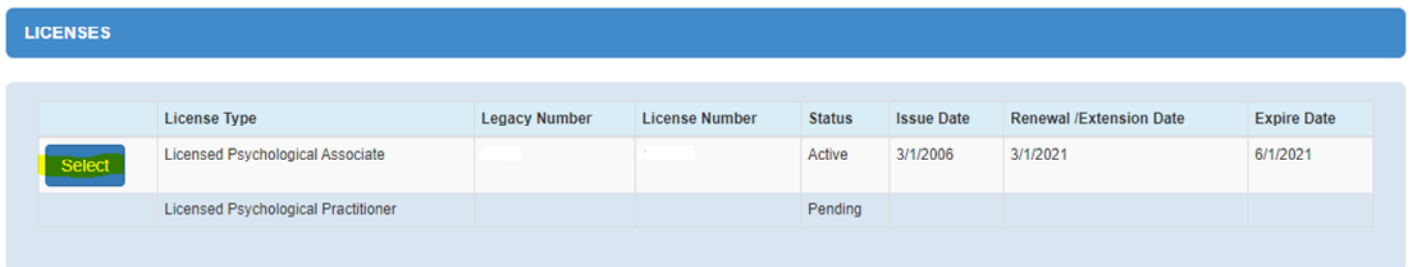
This example shows the supervisee initiating the transaction, but either the supervisee or supervisor can initiate this process. Just be sure that the first person follows the “Supervisee” steps and the second person follows the “Supervisor” steps below and clicks the link under the gray box titled Supervision Forms in Process, or else duplicate transactions will be created that cannot be merged.

### SUPERVISEE

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

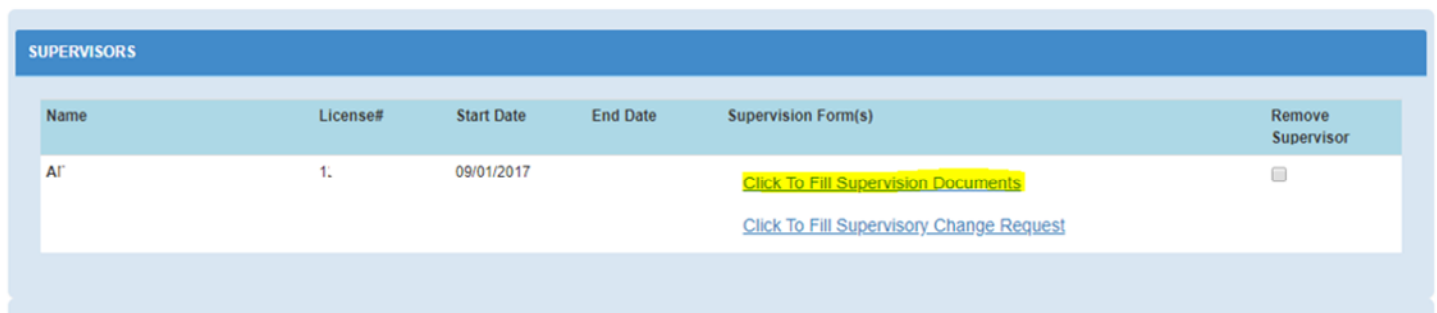


2. Click the Select button next to your current license.



	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
Select	Licensed Psychological Associate			Active	3/1/2006	3/1/2021	6/1/2021
	Licensed Psychological Practitioner			Pending			

3. Select the Click to Fill Supervision Documents link.



Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Af	1.	09/01/2017		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

5. You will first be taken into the Supervisory Report form to complete electronically. Fill in the sections below. Some of the sections can be completed by either the supervisee or supervisor, but certain sections can only be completed by one or the other. Once you have completed your portion of the form, type your name to digitally sign and click Continue.

## Supervisory Report

Dates of Past Supervision

From

10/01/2019



To

04/01/2020



Individual face-to-face, one hour - 201 KAR 26:171 Section 12

Weekly



Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

At least once every two months



Direct Observation - 201 KAR 26:171 Section 8(4): Method

Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Supervisory Report Submission Requirements

6 months

STRENGTHS/WEAKNESSES OF SUPERVISOR OR SUPERVISORY PROCESS (to be completed by supervisee)

Test

Evaluation of Supervisee (to be completed by supervisor)

SUPERVISEE STRENGTHS

SUPERVISEE WEAKNESSES (Address remediation of weaknesses in next Supervisory Plans and Goals)

**NOTE: Ratings below "3" should be addressed in next Supervisory Plans & Goals**

1. Foundations in Psychological theory

2. Ability to conceptualize and organize cases

3. Ability to formulate diagnostic impressions from interviews

4. Ability to formulate diagnostic impressions from formal assessment procedures

5. Ability to manage time and caseload responsibilities competently

6. Practice/intervention skills

7. Ability to produce written reports and evaluations that are theoretically sound and supported by the data

8. Ability to utilize consultation/supervisory process

9. Ability to conduct practice in a legal and ethical manner

Other Comments By Supervisor

Supervisee Signature

Supervisor Signature

[Continue](#)

6. You will then be taken into the Supervisory Plans and Goals form to complete electronically. Fill in the highlighted sections below. You will be required to upload your W2 or W4 for your current or proposed psychology employer. Once you have completed your portion of the form, type your name to digitally sign and click Continue.

Supervisory Plans and Goals

Dates of Future Supervision From  To

Employer Name  Which is a

Individual face-to-face, one hour - 201 KAR 26.171 Section 12

Direct Observation - 201 KAR 26.171 Section 8(4): Frequency

Direct Observation - 201 KAR 26.171 Section 8(4): Method  Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Please upload supervisee's most recent W-2 to verify employment. If the supervisee has changed employers and/or not yet received a W-2, a copy of the W-4 from the employer can be submitted until the W-2 is received. This form will not be accepted for approval without the above documentation

[Choose File](#) No file chosen [Upload](#)

Other Request [Choose File](#) No file chosen [Upload](#)

**GOALS TO BE ACCOMPLISHED**

**METHODS TO JOINTLY EVALUATE SUPERVISORY PROCESS BEYOND REQUIRED SUPERVISORY REPORTS**

Supervisee Signature

Supervisor Signature

Click to fill Request for Change in Frequency, Format, Duration of Supervision, and/or Reporting Period

OR

[Continue](#)

6a. If you select “Other” from the employer dropdown, you will be required to upload a completed Special Application. The form can be accessed on the board’s website at <http://psy.ky.gov/Pages/applications.aspx>. This form is used to verify how the supervisor is being paid. Supervisees are not permitted to pay their supervisors directly.

7. Once you have completed the Supervisory Plans and Goals, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

8. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

9. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Supervisor Review." This means that you have completed your part, and your Supervisor needs to now complete theirs.

**SUPERVISORS**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	11	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Supervision Documents [Supervision Documents](#) Pending Supervisor Review (Pending)

**SUPERVISOR SEARCH**

Last Name  License Number  Search

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

Continue

## SUPERVISOR

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

**DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES**

**Applications**

[Initial License Application](#)

[License Renewal / License Extension](#)

**Individual Information**

[View Individual Profile and Continuing Education](#)

**Other Services**

[Record Correction \(Name, Address, Phone & Email\)](#)

[Request Re-Examination](#)

[Verification for Other States](#)

[View Transaction History](#)

**Supervision**

[Supervision \(Board of Examiners of Psychology\)](#)

[Supervision \(Licensed Professional Counselor Associate\)](#)

[Verification of Internship/Practicum for New Applicant](#)

[Verification of Professional Experience for New Applicant](#)

**Incomplete/Pending Documents**

[Renewals - Requested Information/Documents from Board Review](#)

[Supervision - Requested Information/Documents from Board Review](#)

**Reports**

[Print Certificate / License](#)

[Print License Card](#)



2. Click the Select button next to your current license.

LICENSES							
	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
<a href="#">Select</a>	Licensed Psychologist		1	Active	3/15/2013	3/15/2019	6/15/2019
	Licensed Psychological Associate			Expired	1/18/2006	1/18/2009	1/18/2006

3. Click the Review Supervision Documents link in the gray box titled Supervision Forms in Process. **DO NOT** click on the Click to Fill Supervision Documents link. This will create duplicate transactions that cannot be merged and you will not be able to see what your supervisee has already submitted.

SUPERVISEES						
Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee	
. Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>	
<b>Supervision Forms In Process:</b>						
Supervision Documents			<a href="#">Review Supervision Documents</a>			

4. You will first be taken into the Supervisory Report form to complete electronically. Review the document and fill in your sections of the Supervisory Report. You can make any changes to what your supervisee has already entered in the sections that can be completed by either person. You will not be able to change what has been entered in the supervisee's section. When you have finished, type your name to digitally sign the form and click Continue.

Supervisory Report	
Dates of Past Supervision	From <input type="text" value="10/01/2019"/> <input type="button" value="📅"/> To <input type="text" value="03/26/2020"/> <input type="button" value="📅"/>
Individual face-to-face, one hour - 201 KAR 26:171 Section 12	<input type="text" value="Weekly"/>
Direct Observation - 201 KAR 26:171 Section 8(4): Frequency	<input type="text" value="At least once every two months"/>
Direct Observation - 201 KAR 26:171 Section 8(4): Method	<input type="checkbox"/> Audiotape <input type="checkbox"/> Video camera <input checked="" type="checkbox"/> Videotape <input checked="" type="checkbox"/> One-way mirror <input type="checkbox"/> Co-therapist <input type="checkbox"/> Other

6 months ▼

STRENGTHS/WEAKNESSES OF SUPERVISOR OR SUPERVISORY PROCESS (to be completed by supervisee)

Test

Evaluation of Supervisee (to be completed by supervisor)

SUPERVISEE STRENGTHS

Test

SUPERVISEE WEAKNESSES (Address remediation of weaknesses in next Supervisory Plans and Goals)

Test

**NOTE: Ratings below "3" should be addressed in next Supervisory Plans & Goals**

1. Foundations in Psychological theory	4-Good ▼
2. Ability to conceptualize and organize cases	5-Exceptional ▼
3. Ability to formulate diagnostic impressions from interviews	4-Good ▼
4. Ability to formulate diagnostic impressions from formal assessment procedures	3-Competent ▼
5. Ability to manage time and caseload responsibilities competently	4-Good ▼
6. Practice/intervention skills	4-Good ▼
7. Ability to produce written reports and evaluations that are theoretically sound and supported by the data	5-Exceptional ▼
8. Ability to utilize consultation/supervisory process	4-Good ▼
9. Ability to conduct practice in a legal and ethical manner	5-Exceptional ▼

Other Comments By Supervisor

Test

Supervisee Signature

Test Supervisee

3/26/2020

Supervisor Signature

Test Supervisor

3/26/2020

Continue

5. You will then be taken into the Supervisory Plans and Goals form to complete electronically. Review the document and fill in your sections of the form. You can make any changes to what your supervisee has already entered. When you have finished, type your name to digitally sign the form and click Continue.

Supervisory Plans and Goals

Dates of Future Supervision From  To

Employer Name  Which is a

Individual face-to-face, one hour - 201 KAR 26:171 Section 12

Direct Observation - 201 KAR 26:171 Section 8(4): Frequency

Direct Observation - 201 KAR 26:171 Section 8(4): Method  Audiotape  Video camera  Videotape  One-way mirror  Co-therapist  Other

Please upload supervisee's **most recent W-2** to verify employment. If the supervisee has changed employers and/or not yet received a W-2, a copy of the W-4 from the employer can be submitted until the W-2 is received. **This form will not be accepted for approval without the above documentation**

No file chosen  Meeting Minutes, November 8, 2019.pdf

Other Request  No file chosen

GOALS TO BE ACCOMPLISHED

METHODS TO JOINTLY EVALUATE SUPERVISORY PROCESS BEYOND REQUIRED SUPERVISORY REPORTS

Supervisee Signature

Supervisor Signature

6. Once you have completed the Supervisory Plans and Goals, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

SUPERVISEES						
Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee	
Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>	
<b>Supervision Forms In Process:</b> Supervision Documents <a href="#">View Supervision Documents</a>						

## SUPERVISEE SEARCH

Last Name

License Number

Search

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

Continue

7. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

## TRANSACTION / ORDER INFORMATION

### Transaction Details

Transaction Status : **Complete**

Transaction/Order Number: 25697

Transaction Date: 2/25/2020

### Payment Summary

Quantity: 1

Description: Supervision (Board of Examiners of Psychology)

Amount: \$0.00

Portal Administration Fee:

\$0.00

Total Charged:

\$0.00

[Print Copy of Receipt](#)

8. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Board Review." This means that you have completed your part, and your documents have now been sent to the Board for review. You and your supervisee will receive an email once the documents have been reviewed.

## SUPERVISEES

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>
<b>Supervision Forms In Process:</b>					
Supervision Documents				<a href="#">Supervision Documents</a> <b>Pending Board Review (Pending)</b>	

## REQUESTING A CHANGE IN FREQUENCY, FORMAT, DURATION OF SUPERVISION, AND/OR REPORTING PERIOD

This example shows the supervisee initiating the transaction, but either the supervisee or supervisor can initiate this process. Just be sure that the first person follows the “Supervisee” steps and the second person follows the “Supervisor” steps below and clicks the link under the gray box titled Supervision Forms in Process, or else duplicate transactions will be created that cannot be merged.

### SUPERVISEE

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES

<b>Applications</b>	<b>Individual Information</b>
<a href="#">Initial License Application</a>	<a href="#">View Individual Profile and Continuing Education</a>
<a href="#">License Renewal / License Extension</a>	
<b>Other Services</b>	<b>Supervision</b>
<a href="#">Record Correction (Name, Address, Phone &amp; Email)</a>	<a href="#">Supervision (Board of Examiners of Psychology)</a>
<a href="#">Verification for Other States</a>	<a href="#">Verification of Internship/Practicum for New Applicant</a>
<a href="#">View Transaction History</a>	
<b>Incomplete/Pending Documents</b>	<b>Reports</b>
<a href="#">Renewals - Requested Information/Documents from Board Review</a>	<a href="#">Print Certificate / License</a>
<a href="#">Supervision - Requested Information/Documents from Board Review</a>	<a href="#">Print License Card</a>

2. Click the Select button next to your current license.

LICENSES

	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
<a href="#">Select</a>	Licensed Psychological Associate			Active	3/1/2006	3/1/2021	6/1/2021
	Licensed Psychological Practitioner			Pending			

3. Select the Click to Fill Supervisory Change Request link.

SUPERVISORS

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	1*	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

4. Complete any of the portions below that you are requesting to change. Type your name to sign the form electronically and click Continue.

**Change in Frequency, Format, Duration of Supervision, and/or Reporting Period**

---

Employer  Business Phone #  Business Email

Business Address  Addr Line2

Zip Code  City  State  Country

---

Effective Date

Change in Frequency, Format, And Duration of Supervision

**Two years post-licensure:** a minimum of two (2) one (1) hour individual face-to-face meetings every four (4) weeks, and the total amount of supervision is not less than four (4) hours per four (4) week period.

**Four years post-licensure:** a minimum amount of one (1) hour of face-to-face supervision per month.

Other frequency

Format

Duration

---

Change in Frequency of Reporting Period  **Four years post-licensure:** a reporting preiod of two (2) years.

---

Supervisee Signature

Supervisor Signature

**Continue**

5. Once you have completed the Supervisory Change Request, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.

**SUPERVISORS**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisor
Adams	1.	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Request for Change of Supervisor and/or Frequency [View Request For Change In Frequency, Format, Duration Form](#)

---

**SUPERVISOR SEARCH**

Last Name  License Number

---

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

**Continue**

6. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

Transaction Details	
Transaction Status : <b>Complete</b>	Transaction/Order Number: 25697
	Transaction Date: 2/25/2020
Payment Summary	
Quantity: 1	
Description: Supervision (Board of Examiners of Psychology)	
Amount: \$0.00	
Portal Administration Fee:	\$0.00
Total Charged:	\$0.00

7. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say “Pending Board Review.” This means that you have completed your part, and your documents have now been sent to the Board for review. You and your supervisee will receive an email once the documents have been reviewed.

## SUPERVISOR

1. Log into your eServices account at <https://oop.ky.gov/DPLServices/Login.aspx>. Click the Supervision (Board of Examiners of Psychology) link.

**DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES**

Applications	Individual Information
<a href="#">Initial License Application</a> <a href="#">License Renewal / License Extension</a>	<a href="#">View Individual Profile and Continuing Education</a>
Other Services	Supervision
<a href="#">Record Correction (Name, Address, Phone &amp; Email)</a> <a href="#">Request Re-Examination</a> <a href="#">Verification for Other States</a> <a href="#">View Transaction History</a>	<div style="background-color: #FFFF00; padding: 2px;"><a href="#">Supervision (Board of Examiners of Psychology)</a></div> <a href="#">Supervision (Licensed Professional Counselor Associate)</a> <a href="#">Verification of Internship/Practicum for New Applicant</a> <a href="#">Verification of Professional Experience for New Applicant</a>
Incomplete/Pending Documents	Reports
<a href="#">Renewals - Requested Information/Documents from Board Review</a> <a href="#">Supervision - Requested Information/Documents from Board Review</a>	<a href="#">Print Certificate / License</a> <a href="#">Print License Card</a>

2. Click the Select button next to your current license.

**LICENSES**

	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
<b>Select</b>	Licensed Psychologist		1	Active	3/15/2013	3/15/2019	6/15/2019
	Licensed Psychological Associate			Expired	1/18/2006	1/18/2009	1/18/2006

3. Click the Review Request for Change in Frequency, Format, Duration Form link in the gray box titled Supervision Forms in Process. **DO NOT** click on the Click to Fill Supervision Documents link. This will create duplicate transactions that cannot be merged and you will not be able to see what your supervisee has already submitted.

The screenshot shows a table with the following columns: Name, License#, Start Date, End Date, Supervision Form(s), and Remove Supervisee. The first row lists 'Allen' with License# 1 and Start Date 03/01/2020. Below the table, a gray box titled 'Supervision Forms in Process:' contains two links: 'Request for Change of Supervisor and/or Frequency' and 'Review Request For Change In Frequency, Format, Duration Form'.

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms in Process:**

- [Request for Change of Supervisor and/or Frequency](#)
- [Review Request For Change In Frequency, Format, Duration Form](#)

4. Review the document. You can make any changes to what your supervisee has already entered. When you have finished, type your name to digitally sign the form and click Continue.

The form is titled 'Change in Frequency, Format, Duration of Supervision, and/or Reporting Period'. It contains several sections for data entry:

- Employer:** Test, Business Phone # 5023315198, Business Email Enter Email.
- Business Address:** 103 Windsor Path Ste 4, Addr Line2 103 Windsor Path Ste 4.
- Zip Code:** 40324, City Georgetown, State KY, Country USA.
- Effective Date:** 10/02/2019.
- Change in Frequency, Format, And Duration of Supervision:**
  - Two years post-licensure:** a minimum of two (2) one (1) hour individual face-to-face meetings every four (4) weeks, and the total amount of supervision is not less than four (4) hours per four (4) week period.
  - Four years post-licensure:** a minimum amount of one (1) hour of face-to-face supervision per month.
  - Other frequency
- Format:** [Empty text box]
- Duration:** [Empty text box]
- Change in Frequency of Reporting Period:**
  - Four years post-licensure:** a reporting period of two (2) years.
- Supervisee Signature:** Test Supervisee, 3/26/2020.
- Supervisor Signature:** Test Supervisor, 3/26/2020.

A green 'Continue' button is located at the bottom left of the form.

5. Once you have completed the form, you will be taken back to the supervision screen. You will see your documents showing in the gray box titled Supervision Forms in Process. You must now check the I Agree box and click Continue to submit your documents.



**SUPERVISEES**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>
<b>Supervision Forms In Process:</b> Request for Change of Supervisor and/or Frequency <a href="#">View Request For Change In Frequency Format Duration Form Review</a>					

**SUPERVISEE SEARCH**

Last Name  License Number

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Board.

I Agree

6. Once you have submitted your documents, you will be taken to this transaction screen. You will also receive an email confirming that your documents have been received.

**Transaction Details**

Transaction Status : **Complete** Transaction/Order Number: 25697 Transaction Date: 2/25/2020

**Payment Summary**

Quantity: 1  
 Description: Supervision (Board of Examiners of Psychology)  
 Amount: \$0.00

---

Portal Administration Fee: \$0.00  
 Total Charged: \$0.00

7. If you want to triple verify that your documents have been submitted, you can go back to the Supervision (Board of Examiners of Psychology) link. You will see that the documents in the gray box now say "Pending Board Review." This means that you have completed your part, and your documents have now been sent to the Board for review. You and your supervisee will receive an email once the documents have been reviewed.

**SUPERVISEES**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>
<b>Supervision Forms In Process:</b> Supervision Documents <a href="#">Supervision Documents Pending Board Review (Pending)</a>					

## CHANGING SUPERVISORS

To change supervisors, you will need to follow the instructions above to:

1. Add the new supervisor, then
2. Remove the former supervisor

Make sure the new supervisor is added **before** the former supervisor is removed or else the supervisee's license will automatically be put in **Not Practicing** status.

You will only be required to complete the Supervisory Plans and Goals with the new supervisor and just the final Supervisory Report with the former supervisor. Once these two transactions are completed, they will be reviewed by the Board. The supervisee and both supervisors will receive emails once the documents have been reviewed.

## FINISHING AN INCOMPLETE TRANSACTION

If you begin a transaction, but do not complete it, your information will be saved for 30 days, as long as you have hit Continue on at least one page. When you are ready to resume the transaction, click the View Transaction History link on the Main Menu.

The screenshot shows a user interface with several sections:

- Applications:** Initial License Application, License Renewal / License Extension.
- Other Services:** Record Correction (Name, Address, Phone & Email), Verification for Other States, **View Transaction History** (highlighted).
- Incomplete/Pending Documents:** Renewals - Requested Information/Documents from Board Review, Supervision - Requested Information/Documents from Board Review.
- Individual Information:** View Individual Profile and Continuing Education.
- Supervision:** Supervision (Board of Examiners of Psychology), Supervision (Licensed Professional Counselor Associate), Verification of Internship/Practicum for New Applicant, Verification of Professional Experience for New Applicant.
- Reports:** Print Certificate / License, Print License Card.

Then, click the Complete Supervision button.

**TRANSACTION HISTORY**

To view 60 days of transactions during a certain period, Enter the start date.

Enter the Start Date:

Below is a list of all your transactions within the last 60 days. You must re-submit any transactions that are listed as incomplete.

View Details	Transaction #	Transaction Date	Amount	Status	
<a href="#">View</a>	25954	3/26/2020		Incomplete	<b>Complete Supervision</b> (highlighted)
<a href="#">View</a>	25953	3/26/2020	0	Complete	
<a href="#">View</a>	25951	3/26/2020	0	Complete	
<a href="#">View</a>	25949	3/26/2020	0	Complete	
<a href="#">View</a>	25946	3/26/2020	0	Complete	
<a href="#">View</a>	25944	3/26/2020	0	Complete	
<a href="#">View</a>	25697	2/25/2020	0	Complete	

Click the link in the gray box titled Supervision Forms in Process to complete the supervision forms you initiated.

**SUPERVISEES**

Name	License#	Start Date	End Date	Supervision Form(s)	Remove Supervisee
Allen	1.	03/01/2020		<a href="#">Click To Fill Supervision Documents</a> <a href="#">Click To Fill Supervisory Change Request</a>	<input type="checkbox"/>

**Supervision Forms In Process:**

Supervision Documents [Complete All Forms For Supervision Documents](#) [\(Cancel Form\)](#)