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](http://psy.ky.gov/Pages/applications.aspx)

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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.

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

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

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.
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.
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.
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.

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.
1. Log into your eServices account at [https://oop.ky.gov/DPLServices/Login.aspx](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.

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.
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.

<table>
<thead>
<tr>
<th>Dates of Future Supervision</th>
<th>From: 03/01/2020</th>
<th>To: 09/01/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name</td>
<td>Test</td>
<td>Regional Mental Health/Mental Retardation Board</td>
</tr>
<tr>
<td>Individual face-to-face, one hour - 201 KAR 26:171 Section 12</td>
<td>Weekly</td>
<td></td>
</tr>
<tr>
<td>Direct Observation - 201 KAR 26:171 Section 8(4): Frequency</td>
<td>At least once every two months</td>
<td></td>
</tr>
<tr>
<td>Direct Observation - 201 KAR 26:171 Section 8(4): Method</td>
<td>Audiotape</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

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.
<table>
<thead>
<tr>
<th>Name</th>
<th>License#</th>
<th>Start Date</th>
<th>End Date</th>
<th>Supervision Form(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen</td>
<td>1</td>
<td>03/01/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervision Forms In Process:
Add New Supervisor / Supervisee

Supervision Forms Pending Board Review (Pending)

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](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.

3. Check the box under Remove Supervisor next to your supervisor’s name.
4. This will cause a new link to pop up titled Click to Fill Supervisory Report. Click this link.

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 Submission Requirements

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

Text

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: [Name]
Supervisor Signature: [Name]

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.

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.

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.
1. Log into your eServices account at [https://oop.ky.gov/DPLServices/Login.aspx](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.
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.

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.
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.
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.

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.
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.

3. Select the Click to Fill Supervision Documents link.

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: 01/01/2010
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
- Audio tape
- Video camera
- Videotape
- One-way mirror
- Co-therapists
- Other

Supervisory Report Submission Requirements
6 months

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

Test

Evaluation of supervisee (to be completed by supervisee)

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 nonverbalize and express feelings

3. Ability to formulate diagnostic impressions from interviews

4. Ability to formulate diagnostic impressions from formal assessment procedures

5. Ability to manage limited and abbreviated 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
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 Form](image-url)

<table>
<thead>
<tr>
<th>Dates of Future Supervision</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

**Employer Name**: 

**Individual face-to-face, one hour - 201 KAR 26:17 I Section 12**: 

**Direct Observation - 201 KAR 26:17 I Section 8(4): Frequency**: 

**Direct Observation - 201 KAR 26:17 I Section 8(4): Method**:

- Audio tape
- Video camera
- Videotape
- One way mirror
- Co therapist
- Other

Please upload supervisor’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

**Other Request**: 

**Goals to be accomplished**: 

**Methods to jointly evaluate supervisory process beyond required supervisory reports**: 

**Supervisee Signature**: Type Name Here 2/26/2020

**Supervisor Signature**: Type Name Here
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](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.

SUPERVISOR

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.

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.

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 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)

<table>
<thead>
<tr>
<th>SUPERVISEE STRENGTHS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Test</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUPERVISEE WEAKNESSES (Address remediation of weaknesses in next Supervisory Plans and Goals)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td></td>
</tr>
</tbody>
</table>

### 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

### Supervisor Signature

- Test Supervisor

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**Supervisee Signature**

- Test Supervisee

**Supervisor Signature**

- Test Supervisor

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**Date**

- 3/26/2020

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[Continued]
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.

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.
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.

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.
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.

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

3. Select the Click to Fill Supervisory Change Request link.
4. Complete any of the portions below that you are requesting to change. Type your name to sign the form electronically and click 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.
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]

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](https://oop.ky.gov/DPLServices/Login.aspx). Click the Supervision (Board of Examiners of Psychology) link.

![DEPARTMENT OF PROFESSIONAL LICENSING ONLINE SERVICES]

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

![LICENSES]

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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.

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.

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.
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.

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.
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.

Then, click the Complete Supervision button.

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