California Board of
PSYCHOLOGY

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MEMORANDUM

DATE	June 17, 2016
TO	Psychology Licensing Committee Members
FROM	Karen Johnson Licensing Coordinator Karen Johnson
SUBJECT	**Agenda Item 4.** Review Checklist that Supervisors May Use to Ensure Compliance with the Statutes and Regulations

Background:

The Supervision Checklist is to help supervisors understand the requirements regarding supervised professional experience and is organized by the setting in which the trainee is gaining the experience. It should be used as a convenient tool to promote understanding of these complex regulations.

Attachments:

- Supervision Checklist

Action:

Review and approval of the Supervision Checklist.

Supervision Checklist

This checklist is to help supervisors understand the requirements regarding supervised professional experience (SPE) and is organized by the setting in which the trainee is gaining the experience. It is not a substitute for knowing the regulations in their entirety, but for convenience and to promote understanding of these complex regulations. As you review the checklist, please check the box for each requirement as it pertains to your setting.

To review all of the requirements relating to SPE, the "Laws and Regulations" booklet is available at the Board's website (www.psychology.ca.gov) under the "Laws and Regulations" button.

Supervision Requirements	Intern (Business and Professions Code §2911)	Registered Psychological Assistant (Business and Professions Code §2913)	Exempt Setting Employee (Business and Professions Code §2910)	Registered Psychologist (Business and Professions Code §2909.5)	Waivered Psychologist (Welfare and Institutions Code §5751.2)
The trainee and primary supervisor completed a supervision agreement form and plan prior to commencement of SPE. (Section 1387(b)(10) of the California Code of Regulations (CCR)) *Failure to complete this form prior to the start of the experience will lead to the denial of the experience and possible disciplinary action against the primary supervisor.*	❑	❑	❑	❑	❑
If the Registered Psychological Assistants is in a private practice setting or registered to a licensed psychologist or board certified psychiatrist as the employer/supervisor, a plan and supervision agreement form were pre-approved by the Board prior the accrual of SPE. This is required for the experience to count toward the licensure requirements. (1387 (b)(11) CCR)	N/A	❑	N/A	N/A	N/A

Failure to obtain pre-approval prior to the start of the SPE will lead to the denial of the SPE and possible disciplinary action against the primary supervisor.					
The primary supervisor is a licensed Psychologist. (1387.1 CCR). The only exception is in section 2913 of the BPC which allows a Board Certified Psychiatrist to employ and supervise a Registered Psychological Assistant.	❑	❑ - License Psychologist ❑ - Board Certified Psychiatrist	❑	❑	❑
An MFT or an LCSW served as a delegated supervisor. (1387(c) CCR)	❑	N/A (MFT & LCSW cannot provide delegated supervision to a Psychological Assistant)	❑	❑	❑
The primary supervisor completed a six (6) hour course in supervision. This is required to be taken every two years. (1387.1(b) CCR). Exempt from this requirement are Board Certified Psychiatrists and experience accrued out-of-state.	❑	❑	❑	❑	❑
The primary supervisor is employed or on contract at the same agency with the trainee. (1387(b)(6) CCR).	❑	❑	❑	❑	❑
The primary supervisor is available to the trainee 100% of the time the trainee is accruing SPE. (1387(b)(6) CCR). (b)(6) CCR)	❑	❑	❑	❑	❑

The primary supervisor provides a minimum of one hour of direct, individual, face-to-face supervision every week in which the trainee accrues hours. (1387(b)(4) CCR)	❑	❑	❑	❑	❑
The trainee receives 10% supervision of the total hours worked each week. (1387(b)(4) CCR) This 10% can include the one hour face-to-face with the primary supervisor. *Failure to provide 10% supervision of will result in the denial of a portion of the hours worked each week.*	❑	❑	❑	❑	❑
The formal internship placement is accredited by the American Psychological Association (APA), Association of Psychology Postdoctoral and Internship Centers (APPIC) or California Psychology Internship Council (CAPIC). (1387(a)(1)(2) and (a)(2)(a) CCR)	❑	N/A	N/A	N/A	N/A
The trainee does not have proprietary interest in the business of the primary or delegated supervisor and does not serve in any capacity that would hold influence over the primary or delegated supervisor's judgment in providing supervision. *If so, this will result in the denial of the supervised experience. (1387(b)(3) CCR)*	❑	❑	❑	❑	❑
The trainee does not pay or otherwise remunerate the supervisor(s) to provide supervision. *If so, this will result in the denial of the SPE.* (1387(b)(8) CCR).	❑	❑	❑	❑	❑

The trainee does not function under another mental health license (e.g: MFT, LCSW, etc.) while accruing SPE. *If so, this will result in the denial of the* SPE. (1387(b)(9) CCR).	❑	❑	❑	❑	❑
The primary supervisor ensures that all SPE including record keeping is in compliance with the APA Ethical Principles and Code of Conduct. (1387.1(e); 1387.2(d) CCR).	❑	❑	❑	❑	❑
The primary supervisor monitors the welfare of the trainee's clients. (1387.1(f) CCR).	❑	❑	❑	❑	❑
The primary supervisor monitors the performance and professional development of the trainee. (1387.1(h) CCR).	❑	❑	❑	❑	❑
The primary supervisor does not have a familial, intimate, business or other relationship with the trainee which would compromise the supervisor's effectiveness. (1387.1(j); 1387.2(h) CCR).	❑	❑	❑	❑	❑
The primary supervisor has the education and training in the areas to be supervised. (1387.1(i); 1387.2(g) CCR).	❑	❑	❑	❑	❑

Supervisors and trainees are at all times in compliance with the laws and regulations and with the Ethical Principles and Code of Conduct of the American Psychological Association. (1387.1(c), (d), (e), (j); 1387.2(b),(c), (h) CCR)	❑	❑	❑	❑	❑
The primary supervisor does not supervise a trainee who is now or has ever been a psychotherapy patient of the supervisors. (1387.1(k), 1387.2(l) CCR).	❑	❑	❑	❑	❑
The primary supervisor must monitor the supervision performance of all delegated supervisors that is required in section (1387.1(n) CCR.)	❑	❑	❑	❑	❑
The trainee maintains a SPE weekly log. (1387.5 CCR)	❑	❑	❑	❑	❑
The primary supervisor ensures that each client or patient is informed, prior to the rendering of services by the trainee (1), that the trainee is unlicensed and is functioning under the direction and supervision of the supervisor; (2), that the primary supervisor shall have full access to the treatment records in order to perform supervision responsibilities and (3), that any fees paid for the services of the trainee must be paid directly to the primary supervisor or employer. (1387.1(g) & 1391.6(b) CCR)	❑	❑	❑	❑	❑