

MEMORANDUM

DATE	April 7, 2017
TO	Psychology Licensing Committee Members
FROM	<i>Stephanie Cheung</i> Stephanie Cheung Licensing Manager
SUBJECT	Agenda Item #6(a-b) – Licensing Committee Report and Consideration and Possible Approval of Committee Recommendations

(a) Requests for Extension to the 72-Month Registration Period for Registered Psychological Assistants

Background:

California Code of Regulations, Title 16, section 1391.1 provides in part:

(b) Registration as a psychological assistant shall be limited to a cumulative total of six years (72 months). Each registration shall be subject to annual renewal pursuant to section 1391.12.

For any psychological assistant registered prior to the effective date of this subdivision, subsequent renewals or registrations shall be limited to a cumulative total of six years (72 months) from the date of the psychological assistant's next registration or renewal, whichever occurs first.

Upon showing of good cause as determined by the Board, these specified time limitations may be reasonably modified.

During the Board meeting in May 20, 2016, the Board approved the Guidelines for Review of Request for Extension and delegated the authority to Board staff to approve straightforward extension requests to the 72-month registration period for psychological assistants and the 30-month limitation to accrue 1,500 hours of pre- or post-doctoral supervised professional experience.

Recently, the Board has received two extension requests that exceed the maximum amount of time (i.e., one year) staff is allowed to grant approval pursuant to the Guidelines.

1) Psychological Assistant #1 – Request for a Two-year Extension to the 72-month registration period

#1 was issued a psychological assistant registration on February 1, 2001, which will expire on October 23, 2017 according to the 72-month limitation rule with the genesis date

beginning on October 23, 2011. A second psychological assistant registration was issued on June 27, 2005, which has expired since January 31, 2017.

#1 expressed agreement with the Board that psychological assistantship is not a career but a path to licensure; however, age, language barrier, and the multiple choice examination system have contributed to the inability to pass the licensure examination.

Attachment:

A: Psychological Assistant #1- Letter of Request

Action Requested:

Review and consider Licensing Committee's recommendation to deny the two-year extension request to the 72-month limitation for the psychological assistant registration.

2) Psychological Assistant #2 – Request for a Three-year-and-five-month Extension to the 72-month registration period

#2 was issued a psychological assistant registration on April 12, 2011, which will expire on October 23, 2017 according to the 72-month limitation rule.

#2 explained that during the initial three years and five months of being registered as a psychological assistant, #2 was also registered as a Marriage and Family Therapist (MFT) Intern. Hours accrued during the initial years were intended for the MFT license, hence requested the expiration date of the psychological assistant registration to be calculated beginning on September 19, 2013.

Attachment:

B: Psychological Assistant #2 – Letter of Request

Action Requested:

Review and consider Licensing Committee's recommendation to grant the three-year-and-five-month extension request to the 72-month limitation for the psychological assistant registration.

(b) Supervision Agreement Plans for Supervised Professional Experience in Non-Mental Health Services

California Code of Regulations, Title 16, section 1387.3 provides in part:

This section pertains only to those trainees who are preparing for practice, once licensed, in the non-mental health areas of the profession of psychology.

Due to lack of training sites and qualified supervisors, typically in the area of applied psychological research, industrial-organizational psychology, media and social-experimental psychology, but not including those involving direct mental health services, trainees in these areas of psychology shall submit a plan for supervised professional experience to the board for approval on a case-by-case basis as provided for in section 2914(c) of the code. In all such cases, the proposed plan must be submitted by the supervisee and approved by the board prior to commencement of supervision. Supervised professional experience (SPE) which is accrued prior to the approval of the plan will not count towards licensure.

(a) Supervision Plan Required

The proposed supervision plan ("plan") submitted by the trainee for approval shall be signed by all participants involved. It shall describe the qualifications and responsibilities of the supervisor (and co-supervisor, if appropriate) for supervision. The plan shall be developed for and shall demonstrate appropriate preparation of the trainee to practice effectively in non-mental health services, and within the specific non-mental health setting. The plan shall address how the quality of work done by the trainee working in a non-mental health role will be monitored and assure protection of the client. As used in this section, "trainee" means a psychology trainee working under the provisions of this section.

Attachment:

- C: Proposed Supervision Agreement Plan for Applicant #3
- D: Proposed Supervision Agreement Plan for Applicant #4

Action Requested:

Review and consider Licensing Committee's recommendation to delegate authority to Board staff in determining whether modifications to the attached proposed supervision plans for the applicants as psychological assistants meets the direction of the Committee.

PSYCHOLOGY
BOARD OF PSYCHOLOGY
JAN 23 2017

SUPERVISION AGREEMENT FOR SUPERVISED PROFESSIONAL EXPERIENCE IN NON-MENTAL HEALTH
(PURSUANT TO SECTION 1397.3 OF TITLE 16 OF THE CALIFORNIA CODE OF REGULATIONS)

This agreement is to be completed by the undersigned primary supervisor and trainee and approved by the Board prior to the commencement of the supervised professional experience (SPE). SPE accrued prior to the approval of the plan will not count toward licensure. The primary supervisor agrees to maintain this agreement until the trainee completes the SPE and requests the primary supervisor to rate and verify the experience. (Optional: The Primary Supervisor and Co-Supervisor [if there is one] must submit a curriculum vitae at the time that the plan is submitted to the Board.)

PRIMARY SUPERVISOR: _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: Psychology License #: PSY

CO-SUPERVISOR: _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: _____ License #: _____

DELEGATED SUPERVISOR(S): _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: Psychology License #: PSY ; PSY

TRAINEE: _____
(Print or Type: First Name, Middle Initial, and Last Name)

INTRODUCTION

The above trainee will be delivering non-mental health services described below to the consumer public under one of the following categories under the California Business and Professions Code (check appropriate category):

- _____ Business and Professions Code (BPC) Section 2909(d)
Registered Psychologist Registration Number (if applicable): _____
- _____ BPC Section 2910 – employee of an “exempt” setting
- _____ BPC Section 2911 – intern in a formal internship placement
- BPC Section 2913 – registered psychological assistant
Registration Number (if applicable): _____

What is the start and anticipated completion dates of the above checked category?

Start Date: 09/30/2016 Anticipated Completion Date: 09/30/2017

What are the specific duties the trainee will perform as they relate to the practice of psychology at the doctorate level? The plan must demonstrate appropriate preparation of the trainee to practice effectively in non-mental health services and within the specific non-mental health setting. The plan shall address how the quality of the work done by the trainee in a non-mental health role will be monitored and assure protection of the client. (Please use a separate page, if needed.)

see attached

(Revised 7/14)

The trainee will perform these services in the following location(s) (please include the address and telephone number):

client sites, various

What professional title is the trainee being assigned in this setting?

Faculty and Global Portfolio Manager

IN ADDITION TO THE ABOVE PROVISIONS, THE FOLLOWING PROVISIONS OF THIS AGREEMENT ARE TO BE COMPLETED BY BOTH THE PRIMARY SUPERVISOR AND THE TRAINEE AND REVIEWED BY ALL SUPERVISORS

In any supervised professional experience, the primary supervisor assumes professional and ethical responsibility for the psychological functions performed by the trainee. The supervisor is also responsible for ensuring that the supervised professional experience meets all requirements set forth in Section 1387.3 of Title 16 of the Code of Regulations and, in the case of registered psychological assistants, in Section 1391 of Title 16 of the Code of Regulations.

The supervisor(s) and trainee agree as follows (please check yes or no as it is reviewed):

SUPERVISION REQUIREMENTS (California Code of Regulations, Title 16, Section 1387.3):

- | | Yes | No |
|--|-------------------------------------|--------------------------|
| 1. A proposed supervisory agreement for those preparing for practice in non-mental health services will be developed and will describe the qualifications and responsibilities of the supervisor (and co-supervisor, if appropriate) in an agreement for supervision that is submitted by the trainee to the Board for approval. The agreement will be reviewed on the basis of its appropriateness for preparation of the trainee to practice effectively within the specific non-mental health/clinical setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. The trainee will be provided with supervision for 10% of the total time worked each month. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The trainee will be provided with at least 4 hours per month of face-to-face, direct, individual supervision. The remainder of the 10% may be provided by the delegated or co-supervisor and may include supervision via electronic means. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. A maximum of forty-four (44) hours per week, including the required 10% supervision will be credited toward meeting the supervised professional experience requirement. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. The trainee shall have no proprietary interest in the business of the primary, delegated, or co-supervisor and shall not serve in any capacity that would hold influence over the primary or delegated supervisor(s) judgement in providing supervision. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Neither the primary supervisor nor any delegated supervisors will receive payment, monetary or otherwise, from the trainee for the purpose of providing supervision. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. The trainee will not function under any other license with the same client or in the same setting during the supervised experience. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. The supervisor(s) will maintain a clear and accurate record of trainee's supervision. This record may be in the form of the SPE log required to be maintained by the trainee pursuant to Section 1387.5 of the Code of Regulations. The log should include information relevant to the co-supervisor. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. The individual agreement will address how the quality of work done by the trainee working in a non-mental health role will be monitored for quality and assures protection of the client. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

QUALIFICATIONS AND RESPONSIBILITIES OF PRIMARY SUPERVISORS (Licensed or Unlicensed)
(California Code of Regulations, Title 16, Section 1387.3 (d)):

THE PRIMARY SUPERVISOR:

	Yes	No
1. Must have a doctorate in psychology from a regionally accredited or California-approved academic institution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. If licensed, shall possess and maintain a valid, active license free of any formal disciplinary action, and will notify the trainee of any disciplinary action that affects his or her ability or qualifications to supervise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. If not licensed, shall never have been denied or possessed a professional license for providing psychological or mental health services Issued by any Jurisdiction that was subject to discipline or surrendered with charges pending.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Shall be employed or contracted by the same organization as the trainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Shall be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in person or through telephone, beeper, or other appropriate technologies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. If licensed, shall complete a minimum of 6 hours of supervision coursework every 2 years as described in Section 1387.1(b).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Shall ensure that all parties will work together to ensure that the trainee will be engaged in doctoral level duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Shall maintain ongoing communication between all parties regarding supervisory needs and experiences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Shall ensure that all parties to the plan comply at all times with the provisions of the Psychology Licensing Law or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Shall ensure that all SPE is conducted in compliance with the Ethical Principles and Code of Conduct of the American Psychological Association.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Shall monitor the welfare of the trainee's clients.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Shall inform each client of the trainee (typically the hiring executive such as the CEO or head of HR) prior to the rendering of services that the trainee is unlicensed and is functioning under the direction and supervision of the primary supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Shall monitor the performance and professional development, including socialization into the practice of psychology, of the trainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Shall ensure that he or she has the education, training, and experience in the area(s) of psychological practice supervised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Shall have or have had no familial, intimate, sexual, social, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Shall not supervise a trainee who is now or ever has been a client of psychological services by the supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Shall monitor the supervision performance of all delegated supervisors and co-supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRIMARY SUPERVISOR'S SIGNATURE

I understand and accept this agreement, including, but not limited to, my duties as a supervisor, and will ensure to the best of my abilities, that the trainee and all delegated supervisors will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # PSY

Signature _____ Date 09/19/2016 City and State _____

QUALIFICATIONS AND RESPONSIBILITIES OF DELEGATED SUPERVISORS (if applicable)
(California Code of Regulations, Title 16, Section 1387.3 (e)):

THE DELEGATED SUPERVISOR(S):

- | | Yes | No |
|---|-------------------------------------|--------------------------|
| 1. Shall possess and maintain a valid, active license free of any formal disciplinary action, and will notify the trainee and primary supervisor of any disciplinary action that affects their ability to provide supervision. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Shall be employed or contracted by the same organization as the trainee. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Shall ensure that the trainee is in compliance at all times with the provisions of the Psychology Licensing Law, the licensing laws of the Board of Behavioral Sciences, or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Shall ensure that all SPE conducted under the supervision delegated to them is conducted in compliance with the Ethical Principles and Code of Conduct of the American Psychological Association. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Shall monitor the welfare of the trainee's clients while under their delegated supervision. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Shall monitor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Shall ensure that they have the education, training, and experience in the area(s) of psychological practice to be supervised. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Shall have or have had no familial, intimate, social, sexual, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Shall not supervise a trainee who is now or ever has been a psychotherapy client of the supervisor. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

DELEGATED SUPERVISOR(S) SIGNATURE(S)

I understand and accept this agreement, including, but not limited to, my duties and responsibilities as a delegated supervisor and will ensure to the best of my abilities that the trainee and I will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # PSY

Signature _____ Date 09/19/2016 City and State _____

Name (Print or Type) _____ License # PSY

Signature _____ Date 09/19/2016 City and State _____

This section only applies when the primary supervisor is not licensed pursuant to Section 1387.3 (f) of the California Code of Regulations.

QUALIFICATIONS AND RESPONSIBILITIES OF THE CO-SUPERVISOR (California Code of Regulations, Title 16, Section 1387.3(f)):

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Shall possess and maintain a valid, active license issued by the Board free of any formal disciplinary action, and will notify the trainee and primary supervisor of any disciplinary action that affects his or her ability to supervise. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Shall complete a minimum of 6 hours of supervision coursework every 2 years as described in Section 1387.1(b). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Shall monitor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Shall not supervise a trainee who is now or ever has been a former client of psychological services provided by the supervisor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Shall not exploit or engage in sexual relationships or any other sexual contact with trainee. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shall have or have had no familial, intimate, social, sexual, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Shall ensure that all parties will work together to ensure that the trainee will be engaged in doctoral level. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Shall maintain ongoing communication between all parties regarding supervisory needs and experiences. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Shall not supervise more than 5 trainees under any section at any given time. | <input type="checkbox"/> | <input type="checkbox"/> |

CO-SUPERVISOR'S SIGNATURE

I understand and accept this agreement, including, but not limited to, my duties as a co-supervisor, and will ensure to the best of my abilities, that the trainee and primary supervisor will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # _____ Exp. Date _____

Signature _____ Date _____ City and State _____

TRAINEE'S SIGNATURE

I understand and will comply with the terms and conditions of this agreement. I will cooperate with my supervisor(s) to ensure that conditions of the supervision are fulfilled and will provide my supervisor(s) with all information necessary to supervise me on matters involving professional, ethical, or legal concerns. All of the foregoing is true and correct.

Name (Print or Type) _____ Phone _____ e-mail _____

Signature _____ Date **09/19/2016**

Address _____ City and State _____

Approved _____ Date _____

Supervision Plan

The supervisee will plan to meet with at least one of the three supervisors for one hour each week on the () for direct, face-to-face supervision. When all of the supervisors are traveling and off-campus on client business, the supervision will continue using video-conference and phone calls. When various psychological projects require it, direct supervision meetings will be expanded up to four or five hours per week. Continuous contact is available via email and telephone and the supervisee will be incorporated in client projects as well as the planned program of psychologically-based educational programs. None of the supervisee's projects or client interactions involves mental health programs or interventions. Supervision meetings are structured interactions with attention paid to the well-being of the supervisee, the working environment including collegial and staff relationships, updates on current projects, the surfacing and addressing of any issues, and active reflection and learning from the work itself. Learning targets include personal and professional development of the supervisee, critical consulting psychology mindsets and skills, lessons about workplace and organizational dynamics, and the application of academic training.

Faculty Work –

- 1) Design, delivery and evaluation of leadership development programs;
 - a. Identifies, develops, and contracts with clients to deliver customized programming and services.
 - b. Effectively manages client relationships by implementing client retention and acquisition strategies.
 - c. With the client, engages in a number of discovery processes to assess client needs and determine desired learning outcomes. Aligns outcomes to portfolio and sells ability to deliver outcomes.
 - d. Designs, develops, and delivers custom program materials, modules, and simulations to deliver designated client outcomes.
 - e. Using sound adult learning principles and the breadth of 's capabilities, designs, and develops quality leadership development solutions with both individual and organizational impact using the D6 process and 4Mat methodology.
 - f. Expertly facilitates group process; reads and responds to climate issues; quality of facilitation significantly deepens program impact.
 - g. Collaborates with staff on the development of new program designs including the development of content, exercises, cases and simulations.
 - h. Partners with other team members to develop planning, communication, and processes for client ease throughout implementation.
 - i. Expands the portfolio of offerings for both potential and existing sector clients through collaborative, innovation efforts.
 - j. Supports efforts to secure grant and third party funding.
 - k. Participates in appropriate research projects and new initiatives.

Coaching Work –

- 1) Work with I and any other faculty, sales and/or clients on coaching solutions including
 1. Executive coaching (one-off, large scale, feedback, feedback plus, Apex, etc.)
 2. Integrated coaching (designed into and around a leadership program)
 3. Team coaching (ranging from process facilitation to team development)
 4. Coaching skills and certificate programs (CGE, CHRP and custom coaching programs)
 5. Coaching culture engagements
- 2) Review taped programmatic feedback coaching sessions to help coaches develop their skills and act as quality control for the coaching practice leader.
- 3) Contribute to content related material (promotional materials, trainer guides, power point shows, white papers, peer-reviewed articles, etc.).
- 4) Assist in large scale internal coaching projects

Collection and Use of Personal Information

The Department of Consumer Affairs and the California Board of Psychology collect the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act. The California Board of Psychology uses this information to follow up on your complaint.

Access to Your Information

You may review the records maintained by the California Board of Psychology that contain your personal information, as permitted by the Information Practices Act. See contact information below.

Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. However, we may need to share the information you give us with other government agencies. This may include sharing any personal information you gave us.

The Information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by State or Federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or access to your records, you may contact the California Board of Psychology, 1625 North Market Boulevard, Suite N-215, Sacramento, CA 95834; by phone at (866) 503-3221; or by e-mail at bopmail@dca.ca.gov. For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834; by phone at (800) 952-5210; or by e-mail at dca@dca.ca.gov.



SUPERVISION AGREEMENT FOR SUPERVISED PROFESSIONAL EXPERIENCE IN NON-MENTAL HEALTH
(PURSUANT TO SECTION 1387.3 OF TITLE 16 OF THE CALIFORNIA CODE OF REGULATIONS)

This agreement is to be completed by the undersigned primary supervisor and trainee and approved by the Board prior to the commencement of the supervised professional experience (SPE). SPE accrued prior to the approval of the plan will not count toward licensure. The primary supervisor agrees to maintain this agreement until the trainee completes the SPE and requests the primary supervisor to rate and verify the experience. (Optional: The Primary Supervisor and Co-Supervisor [if there is one] must submit a curriculum vitae at the time that the plan is submitted to the Board.)

PRIMARY SUPERVISOR: _____ Psy.D.
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: Psychologist License #: _____

CO-SUPERVISOR: _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: _____ License #: _____

DELEGATED SUPERVISOR(S): _____
(Print or Type: First Name, Middle Initial, and Last Name)

License Type: _____ License #: _____

TRAINEE: _____ Psy.D.
(Print or Type: First Name, Middle Initial, and Last Name)

INTRODUCTION

The above trainee will be delivering non-mental health services described below to the consumer public under one of the following categories under the California Business and Professions Code (check appropriate category):

- _____ Business and Professions Code (BPC) Section 2909(d)
Registered Psychologist Registration Number (if applicable): _____
- _____ BPC Section 2910 – employee of an “exempt” setting
- _____ BPC Section 2911 – Intern in a formal Internship placement
- BPC Section 2913 – registered psychological assistant
Registration Number (if applicable): _____

What is the start and anticipated completion dates of the above checked category?

Start Date: 11/15/2016
~~11/15/2017~~ Anticipated Completion Date: 11/15/2017
~~11/15/2018~~

What are the specific duties the trainee will perform as they relate to the practice of psychology at the doctorate level? The plan must demonstrate appropriate preparation of the trainee to practice effectively in non-mental health services and within the specific non-mental health setting. The plan shall address how the quality of the work done by the trainee in a non-mental health role will be monitored and assure protection of the client. (Please use a separate page, if needed.)

Please see attached Plan for Supervised Professional Experience for information.

(Revised 7/14)

The trainee will perform these services in the following location(s) (please include the address and telephone number):

What professional title is the trainee being assigned in this setting?

Psychological Assistant

IN ADDITION TO THE ABOVE PROVISIONS, THE FOLLOWING PROVISIONS OF THIS AGREEMENT ARE TO BE COMPLETED BY BOTH THE PRIMARY SUPERVISOR AND THE TRAINEE AND REVIEWED BY ALL SUPERVISORS

In any supervised professional experience, the primary supervisor assumes professional and ethical responsibility for the psychological functions performed by the trainee. The supervisor is also responsible for ensuring that the supervised professional experience meets all requirements set forth in Section 1387.3 of Title 16 of the Code of Regulations and, in the case of registered psychological assistants, in Section 1391 of Title 16 of the Code of Regulations.

The supervisor(s) and trainee agree as follows (please check yes or no as it is reviewed):

SUPERVISION REQUIREMENTS (California Code of Regulations, Title 16, Section 1387.3):

	Yes	No
1. A proposed supervisory agreement for those preparing for practice in non-mental health services will be developed and will describe the qualifications and responsibilities of the supervisor (and co-supervisor, if appropriate) in an agreement for supervision that is submitted by the trainee to the Board for approval. The agreement will be reviewed on the basis of its appropriateness for preparation of the trainee to practice effectively within the specific non-mental health/clinical setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. The trainee will be provided with supervision for 10% of the total time worked each month.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The trainee will be provided with at least 4 hours per month of face-to-face, direct, individual supervision. The remainder of the 10% may be provided by the delegated or co-supervisor and may include supervision via electronic means.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. A maximum of forty-four (44) hours per week, including the required 10% supervision will be credited toward meeting the supervised professional experience requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The trainee shall have no proprietary interest in the business of the primary, delegated, or co-supervisor and shall not serve in any capacity that would hold influence over the primary or delegated supervisor(s)' judgement in providing supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Neither the primary supervisor nor any delegated supervisors will receive payment, monetary or otherwise, from the trainee for the purpose of providing supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. The trainee will not function under any other license with the same client or in the same setting during the supervised experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. The supervisor(s) will maintain a clear and accurate record of trainee's supervision. This record may be in the form of the SPE log required to be maintained by the trainee pursuant to Section 1387.5 of the Code of Regulations. The log should include information relevant to the co-supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. The individual agreement will address how the quality of work done by the trainee working in a non-mental health role will be monitored for quality and assures protection of the client.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS AND RESPONSIBILITIES OF PRIMARY SUPERVISORS (Licensed or Unlicensed)

(California Code of Regulations, Title 16, Section 1387.3 (d)):

THE PRIMARY SUPERVISOR:

	Yes	No
1. Must have a doctorate in psychology from a regionally accredited or California-approved academic institution.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. If licensed, shall possess and maintain a valid, active license free of any formal disciplinary action, and will notify the trainee of any disciplinary action that affects his or her ability or qualifications to supervise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. If not licensed, shall never have been denied or possessed a professional license for providing psychological or mental health services issued by any jurisdiction that was subject to discipline or surrendered with charges pending.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Shall be employed or contracted by the same organization as the trainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Shall be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in person or through telephone, beeper, or other appropriate technologies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. If licensed, shall complete a minimum of 6 hours of supervision coursework every 2 years as described in Section 1387.1(b).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Shall ensure that all parties will work together to ensure that the trainee will be engaged in doctoral level duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Shall maintain ongoing communication between all parties regarding supervisory needs and experiences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Shall ensure that all parties to the plan comply at all times with the provisions of the Psychology Licensing Law or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Shall ensure that all SPE is conducted in compliance with the Ethical Principles and Code of Conduct of the American Psychological Association.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Shall monitor the welfare of the trainee's clients.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Shall inform each client of the trainee (typically the hiring executive such as the CEO or head of HR) prior to the rendering of services that the trainee is unlicensed and is functioning under the direction and supervision of the primary supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Shall monitor the performance and professional development, including socialization into the practice of psychology, of the trainee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Shall ensure that he or she has the education, training, and experience in the area(s) of psychological practice supervised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Shall have or have had no familial, intimate, sexual, social, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Shall not supervise a trainee who is now or ever has been a client of psychological services by the supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Shall monitor the supervision performance of all delegated supervisors and co-supervisor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRIMARY SUPERVISOR'S SIGNATURE

I understand and accept this agreement, including, but not limited to, my duties as a supervisor, and will ensure to the best of my abilities, that the trainee and all delegated supervisors will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # _____

Signature _____ Date 11/15/16 City and State _____

QUALIFICATIONS AND RESPONSIBILITIES OF DELEGATED SUPERVISORS (if applicable)

(California Code of Regulations, Title 16, Section 1387.3 (e)):

THE DELEGATED SUPERVISOR(S):

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Shall possess and maintain a valid, active license free of any formal disciplinary action, and will notify the trainee and primary supervisor of any disciplinary action that affects their ability to provide supervision. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Shall be employed or contracted by the same organization as the trainee. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Shall ensure that the trainee is in compliance at all times with the provisions of the Psychology Licensing Law, the licensing laws of the Board of Behavioral Sciences, or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Shall ensure that all SPE conducted under the supervision delegated to them is conducted in compliance with the Ethical Principles and Code of Conduct of the American Psychological Association. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Shall monitor the welfare of the trainee's clients while under their delegated supervision. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shall monitor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Shall ensure that they have the education, training, and experience in the area(s) of psychological practice to be supervised. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Shall have or have had no familial, intimate, social, sexual, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Shall not supervise a trainee who is now or ever has been a psychotherapy client of the supervisor. | <input type="checkbox"/> | <input type="checkbox"/> |

DELEGATED SUPERVISOR(S) SIGNATURE(S)

I understand and accept this agreement, including, but not limited to, my duties and responsibilities as a delegated supervisor and will ensure to the best of my abilities that the trainee and I will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # _____

Signature _____ Date _____ City and State _____

Name (Print or Type) _____ License # _____

Signature _____ Date _____ City and State _____

This section only applies when the primary supervisor is not licensed pursuant to Section 1387.3 (f) of the California Code of Regulations.

QUALIFICATIONS AND RESPONSIBILITIES OF THE CO-SUPERVISOR (California Code of Regulations, Title 16, Section 1387.3(f)):

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Shall possess and maintain a valid, active license Issued by the Board free of any formal disciplinary action, and will notify the trainee and primary supervisor of any disciplinary action that affects his or her ability to supervise. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Shall complete a minimum of 6 hours of supervision coursework every 2 years as described in Section 1387.1(b). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Shall monitor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Shall not supervise a trainee who is now or ever has been a former client of psychological services provided by the supervisor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Shall not exploit or engage in sexual relationships or any other sexual contact with trainee. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Shall have or have had no familial, intimate, social, sexual, or professional relationship with the trainee that could compromise the supervisor's effectiveness, and/or would violate the Ethical Principles and Code of Conduct of the American Psychological Association. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Shall ensure that all parties will work together to ensure that the trainee will be engaged in doctoral level. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Shall maintain ongoing communication between all parties regarding supervisory needs and experiences. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Shall not supervise more than 5 trainees under any section at any given time. | <input type="checkbox"/> | <input type="checkbox"/> |

CO-SUPERVISOR'S SIGNATURE

I understand and accept this agreement, including, but not limited to, my duties as a co-supervisor, and will ensure to the best of my abilities, that the trainee and primary supervisor will comply with the terms and conditions of this agreement. All the foregoing is true and correct.

Name (Print or Type) _____ License # _____ Exp. Date _____

Signature _____ Date _____ City and State _____

TRAINEE'S SIGNATURE

I understand and will comply with the terms and conditions of this agreement. I will cooperate with my supervisor(s) to ensure that conditions of the supervision are fulfilled and will provide my supervisor(s) with all information necessary to supervise me on matters involving professional, ethical, or legal concerns. All of the foregoing is true and correct.

Name (Print or Type) Christina Phone _____ E-mail g

Signature [Signature] Date 11/4/16

Address _____ City and State _____

Approved _____ Date _____

Collection and Use of Personal Information

The Department of Consumer Affairs and the California Board of Psychology collect the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act. The California Board of Psychology uses this information to follow up on your complaint.

Access to Your Information

You may review the records maintained by the California Board of Psychology that contain your personal information, as permitted by the Information Practices Act. See contact information below.

Possible Disclosure of Personal Information

We make every effort to protect the personal information you provide us. However, we may need to share the information you give us with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by State or Federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or access to your records, you may contact the California Board of Psychology, 1625 North Market Boulevard, Suite N-215, Sacramento, CA 95834; by phone at (866) 503-3221; or by e-mail at bopmail@dca.ca.gov. For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834; by phone at (800) 952-5210; or by e-mail at dca@dca.ca.gov.

**Plan for Meeting the Requirements of
Sections 1387(b) (10) and 1387(b) (11) of the CA Code of Regulations**

SPE Plan for: _____, Psy.D.
Primary Supervisor: _____, Psy.D. **License #:** _____
Anticipated start date: 11/15/2016
Anticipated end date: 11/15/2017

I. At the postdoctoral level, this supervised professional experience (the "fellowship") offers advanced training to ensure higher level competency in the activities of a professional psychologist. The trainee will work as a psychological assistant at _____), directly contributing to the evaluation and delivery of evidence-based digital mental health interventions. The trainee's primary responsibilities will include scientific research, intervention development, evaluation and improvement of risk management policies and procedures, and professional consultation.

Training provided during the fellowship will emphasize the following domains: development and implementation of evidence-based telehealth and digital mental health interventions; evaluation of online psychological assessment and screening procedures; evaluation and implementation of risk management policies and procedures for digital and telehealth practice; professional consultation; program evaluation; research methods; grant writing; study design and implementation; manuscript preparation and publication; organization management and administration; professional conduct, ethics, law, and standards of practice; and an understanding of issues relevant to the above.

The trainee's responsibilities and activities will be planned and sequenced to build upon her existing skills and provide additional training to prepare her for independent practice as a professional psychologist.

Duties to be Performed:

The trainee's responsibilities will be appropriate to her level of training, expertise and interest. Fellowship activities will include, but will not be limited to:

1. The trainee will receive up to two hours of weekly face-to-face individual supervision (one hour mandatory), one hour of weekly group supervision, and will attend a one-hour weekly staff meeting. Supervision will account for at least 10% of the trainee's total work time.
2. The trainee will conduct research investigating the efficacy and acceptability of evidence-based digital mental health interventions.
3. The trainee will receive continuing professional training and education in evidence-based cognitive-behavioral interventions (e.g. CBT, ACT, and DBT).
4. The trainee will receive training in research mentorship and supervision to junior members of the research team (e.g. providing research mentorship and supervision to Master and Doctoral-level students).

5. The trainee will receive training and will demonstrate competency in the ethics, law, and standards of practice related to the delivery of telehealth and digital health interventions.
6. The trainee will work under the supervision of the licensed clinical psychologist to develop novel, evidence-based, digital mental health interventions. This will include but may not be limited to conducting scientific reviews of literature, consulting with experts in specific fields, planning and implementing pilot studies, and overseeing the design and release of digital interventions.
7. The trainee will work with the primary supervisor to implement and monitor the effectiveness of online screening and assessment tools for common mental health disorders.
8. The trainee will work with the primary supervisor to evaluate and implement appropriate policies and procedures for managing risk according to emerging practice standards in digital health. This project involves the following tasks:
 - a. Participating on an interdisciplinary risk incident review team overseen by a licensed psychologist to evaluate clinical risk among users of a digital mental health intervention
 - b. Evaluating and implementing informed consent procedures for mobile-delivered digital mental health interventions
 - c. Developing evidence-based standards of practice for coaching in digital health
9. The trainee will work with the primary supervisor to provide consultation as-needed to non-psychology professionals in the development of evidence-based digital mental health interventions.
10. The trainee will receive training in writing grant proposals and will assist the primary supervisor with writing grant proposals to support evaluation of evidence-based digital interventions for target populations.
11. The trainee will attend professional trainings and conferences related to specific areas of interest.
12. The trainee will prepare manuscripts and will submit work for publication in peer-reviewed academic journals.
13. The trainee will participate in a monthly, 2-hour professional consultation and training meeting focused on evidence-based behavioral interventions.
14. The experience will consist of 40 hours of work per week and 4 hours of supervision per week, resulting in 44 total hours of supervised professional experience per week throughout the duration of the fellowship.

II. Goals and Objectives and Socialization into the Profession:

The trainee will be socialized into the profession of psychology by participating in team supervision, didactic training, professional meetings, and by contributing to the scientific literature. Mentorship will be provided by licensed professional psychologists employed at Lantern; additional mentorship will be provided by practicing psychologists specializing in evidence-based interventions who serve as advisors to _____ in-house psychology team. The trainee will attend monthly consultation and training meetings and will receive consultative

guidance from professional psychologists employed by [redacted] and by [redacted] s academic partner institutions.

The trainee will receive didactic training addressing the integration of current and evolving psychological knowledge, specifically as this pertains to the Fellowship; for example, in the development and implementation of evidence-based interventions, the role of the therapeutic relationship in telehealth and digital interventions, and clinical best practices in psychological assessment and screening methods.

The trainee will attend at professional conferences and will receive additional training via membership in professional organizations.

III. Supervision:

Supervision will include one hour of mandatory weekly face-to-face supervision as well as further contact with the primary supervisor as needed via email, phone, video conference, and in-person meeting. The trainee will participate in weekly staff meetings which are attended by the primary supervisor, psychologists, other trainees, and other professionals, as well as weekly group and individual supervision with the primary supervisor and consultation with other licensed professional psychologist(s).

Didactic training will include topics related to all aspects of mental health intervention development and implementation. The trainee will also be expected to complete reading and scholarly inquiry to broaden her knowledge in particular areas.

The trainee will be provided supervision for 10% of the total time worked each week.

The supervisor and the trainee certify that we have discussed and understand each term of SPE as required by the California Code of Regulations.

Signed: [Signature], Psy.D. Date: 11/15/16

Signed: [Signature], Psy.D. Date: 11/4/16