

MEMORANDUM

DATE	July 9, 2024
TO	Committee Members
FROM	Stephanie Cheung Licensing Manager
SUBJECT	Agenda Item 8 Review a Courtesy Document: Weekly Log for Supervised Professional Experience

Background:

The California Code of Regulations (CCR) Section 1387.5 requires a trainee to maintain a written weekly log of all hours of supervised professional experience (SPE) earned toward licensure.

From time to time, staff would receive comments from a small portion of applicants stating that they are unaware of the weekly log requirement. Though it is the responsibility of trainees and related supervisors to comply with the regulatory requirements, staff propose to provide a courtesy weekly log to be posted on the Board's website as a tool that would assist trainees to document their SPE hours and comply to the requirement pursuant to CCR 1387.5.

With the assistance of the staff from Publications, Design and Editing office, a courtesy weekly log has been developed for the Committee's review.

Attachment:

Courtesy Weekly Log Draft

Action Requested:

Review, approve, and recommend the Board to direct staff to finalize and post the courtesy weekly log on the Board's website as a resource document for trainees.

