

MEMORANDUM

DATE	July 9, 2024
ТО	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.





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A trainee is required to maintain a written weekly log of all hours of SPE earned toward licensure. The log shall contain a weekly accounting of the following information and shall be made available to the Board upon request. This form is provided for your convenience to help you meet the requirements pursuant to the California Code of Regulations, section 1387.5. It is recommended to complete this weekly log on a weekly basis.

Trainee Name (print):											
Work Setting:											
☐ Registered Psychological Associate ☐ Internship	☐ Formal Internship Place	ment/Post-	Doctoral T	raining Pr	ogram (AF	PA, APPIC,	CAPIC)				
☐ Exempt Settings ☐ Others (specify):											
Organization Name:											
Street Address:				Phone:							
Trainee Weekly Log of Activities Week/Year			Mon	Tues	Wed	Thurs	Fri	Sat	Sub Total		
Date:											
Individual Supervision											
Primary Supervisor (print):											
Delegated Supervisor (print):											
Group Supervision			,		,	,					
Primary Supervisor (print):											
Delegated Supervisor (print):											
Other Supervision (Specify below)											
List of Psychological Duties Perfomed (D	escribe and list each ac	tivity bel	ow)								
								Total:			
Trainee's Name (print):	Trainee's Signature:					Da	ate:				
Primary Supervisor's Name (print):	Primary Supervis	Primary Supervisor's Signature: Date:									
Delegated Supervisor's Name (print):	Delegated Supervisor's Signature:				Date:						
The SPE performed on this weekly log was solutions at test under penalty of perjury under the law		⊒ Yes mia that	□ l all the fo		is true, c	omplete	, and ac	curate.			
Primary Supervisor's Name:											
Signature:								Date:			

