

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: _____ 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: _____
(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: _____ Anticipated Completion Date: _____

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.)

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?

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 type="checkbox"/>	<input type="checkbox"/>
2. The trainee will be provided with supervision for 10% of the total time worked each month.	<input 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 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 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 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 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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>
4. Shall be employed or contracted by the same organization as the trainee.	<input 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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>
11. Shall monitor the welfare of the trainee's clients.	<input 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 type="checkbox"/>	<input type="checkbox"/>
13. Shall monitor the performance and professional development, including socialization into the practice of psychology, of the trainee.	<input 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 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 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 type="checkbox"/>	<input type="checkbox"/>
17. Shall monitor the supervision performance of all delegated supervisors and co-supervisor.	<input 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 _____ 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) _____ Phone _____ E-mail _____

Signature _____ Date _____

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.