

**Board of Psychology  
Department of Consumer Affairs**

**INITIAL STATEMENT OF REASONS**

**HEARING DATE:** May 19, 2016

**Subject Matter of Proposed Regulations:** Submission of Verification of Experience and Supervision Agreement Forms for Supervisees

**(2) Section(s) Affected:** Title 16, California Code of Regulations Sections 1387 and 1387.1

**Specific Purpose of each adoption, amendment, or repeal:**

The purpose of the proposed language is twofold. The first change is to provide specific criteria for the submission of verification of experience and supervision agreement forms and to enhance communication between the supervisor and supervisee.

The second change is to modify the language to no longer require a supervision plan be submitted and pre-approved by the Board of Psychology (Board) when a psychological assistant is in a private practice setting.

The problem to be addressed:

Existing regulations mandate that verification of experience and supervision agreement forms be submitted to the Board directly from the primary supervisor. Under current regulations, since the primary supervisors submit these forms prior to the supervisees submitting their applications for licensure as a psychologist, the Board has accumulated an extensive backlog of these documents. Oftentimes, the Board receives these forms when applications for licensure are never submitted by the supervisees. The Board is maintaining these forms indefinitely, as the Board is unable to determine when or if an application for licensure as a psychologist will be submitted. Presently, the task of locating forms already received when an application is submitted can take a significant amount of time due to the volume of forms the Board has on file.

The proposed regulation would require the primary supervisor to place the supervision agreement and the verification of experience forms in a sealed envelope, as specified, and provide the envelope to the supervisee to hold until the supervisee is ready to submit a licensure application to the Board. The sealed envelope would be submitted together with the licensure application, unless it has been submitted to the Board with an application for registration as a psychological assistant.

Existing regulations also mandate that a plan for supervised professional experience (SPE) between the primary supervisor and psychological assistant must be submitted and approved by the Board prior to the commencement of the SPE. If a training plan is not pre-approved by the Board before the commencement of the SPE, any hours accrued by the psychological assistant are not accepted as qualifying SPE required for Board licensure. Furthermore, current regulations do not specify that the supervisor must provide feedback to the supervisee.

The proposed regulation would no longer require the pre-approval of this supervision plan in order for SPE to count towards Board licensure. In addition, they mandate that the plan include how and when the supervisor will provide periodic feedback to the supervisee so that the supervisee gets the benefits of the supervisor's assessment as to how their training is going.

#### Anticipated Benefits:

This proposal will allow the primary supervisor to provide the supervisee with completed verification of experience and supervision agreement forms in a sealed envelope for the trainee to submit to the Board at the time of application, thus rectifying the issue of the Board maintaining large amounts of these forms in anticipation of an application for licensure, and no longer requiring Board staff to delay the review of an application while a search is completed for previously submitted forms and will also enhance communication due to the agreed periodic feedback and assessment between the supervisor and supervisee.

Additionally, the discontinuation of the requirement that the supervision plan described in the supervision agreement form be pre-approved will allow the supervisee to maintain the documents until the submission of an application for licensure, and unify the requirements for all supervised training locations, i.e., exempt settings, non-profit, and registration to an agency.

#### Factual Basis Rationale

Board staff receives large amounts of these documents that must be stored indefinitely with no way to verify whether or not an application for licensure will be received. This creates additional work trying to identify which forms can be matched with a current licensing application, and which forms need to be stored for potential future use.

Also, Board staff has been required to deny hours of SPE for psychological assistants in private practice settings for failure to have a plan pre-approved by the Board at the commencement of experience. This is inconsistent with other training environments that psychological assistants work in to gain hours.

Changes in § 1387 subsection (b)(10) are to reflect changes in subsection (b)(11) that will remove the requirement that the supervision agreement form be preapproved if the psychological assistant is working in a private practice setting. Another change in subsection (b)(10) is to require that the supervision agreement form contain a provision on how and when the supervisor will provide periodic feedback to the trainee.

Changes in § 1387 subsection (b)(11) are to remove the requirement for a preapproved plan for psychological assistants in a private practice setting, and is providing new language to allow for the submission of the verification of experience and supervision agreement forms to the trainee in a sealed envelope to be submitted with the application for licensure as a psychologist.

Changes in section § 1387.1 adds language to the responsibilities of the primary supervisor requiring that they discuss with the trainee how and when periodic assessments will be provided. This change is consistent with the proposed change made to § 1387 (b)(10).

### **Underlying Data**

Board meeting minutes from May 15-16, 2014.

### **Business Impact**

This regulation will not have a significant economic impact on businesses. This initial determination is based upon the fact that changes to the submission of the two forms, and the plan preapproval requirement, has no economic business impact.

### **Economic Impact Assessment**

This regulatory proposal will have the following affects:

- It will not create or eliminate jobs within the State of California because the proposed regulatory changes do not eliminate the submission and review of documentation submitted to the Board, it only changes the method and timeframe of submission.
- It will not create new business or eliminate existing businesses within the State of California because the proposal relates mainly to the method and timeframe for submission of documentation to the Board.
- It will not affect the expansion of businesses currently doing business within the State of California because the proposal relates mainly to the method and timeframe for submission of documentation to the Board.
- This regulatory proposal benefits the health and welfare of California residents, because it streamlines the application process, and prevents qualifying experience from being denied due to a lack of pre-approved plan.

- This regulatory proposal does not affect worker safety because the proposal relates mainly to the method and timeframe for submission of documentation to the Board.
- This regulatory proposal benefits the state's environment because it reduces the amount of duplicative mailings per applicant. All documentation will be required to be submitted together at the time of application thus reducing the amount of paper waste affecting the state's environment.

### **Specific Technologies or Equipment**

This regulation does not mandate the use of specific technologies or equipment.

### **Consideration of Alternatives**

No reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulations in a manner that ensure full compliance with the law being implemented or made specific.

Set forth below are the alternatives which were considered and the reasons each alternative was rejected:

- Not adopt the amendments. This alternative was rejected because this regulatory proposal will provide a streamlined process for applicants to submit documentation to the Board and unify the acceptable methods for the accrual of SPE.