

MEMORANDUM

DATE	August 3, 2016
TO	Board Members
FROM	Karen Johnson Licensing Coordinator <i>Karen Johnson</i>
SUBJECT	Agenda Item 25(a) Review Checklist that Supervisors May Use to Ensure Compliance with the Statutes and Regulations

Background:

The Supervision Checklist is to help supervisors understand the requirements regarding supervised professional experience and is organized by the setting in which the trainee is gaining the experience. It should be used as a convenient tool to promote understanding of these complex regulations.

Attachments:

- Supervision Checklist

Action:

Approve or reject the Licensing Committees recommendation to accept the Supervision Checklist with recommended amendments.

Supervision Checklist

This checklist is to help supervisors understand the requirements regarding supervised professional experience (SPE) and is organized by the setting in which the trainee is gaining the experience. It is not a substitute for knowing the regulations in their entirety, but for convenience and to promote understanding of these complex regulations. As you review the checklist, please check the box for each requirement as it pertains to your setting.

To review all of the requirements relating to SPE, the "Laws and Regulations" booklet is available at the Board's website (www.psychology.ca.gov) under the "Laws and Regulations" button.

Supervision Requirements	Intern (Business & Professions Code §2911)	Registered Psychological Assistant (Business & Professions Code §2913)	Exempt Setting Employee (Business & Professions Code §2910)	Registered Psychologist (Business & Professions Code §2909.5)	Waivered Psychologist (Welfare & Institutions Code §5751.2)
The trainee and primary supervisor completed a supervision agreement document and plan prior to commencement of supervised professional experience (SPE). (Section 1387(b)(10) of Title 16 of the California Code of Regulations (CCR)) Failure to complete this document prior to the start of the experience will lead to the denial of the experience and possible enforcement action against the primary supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the Registered Psychological Assistant is in a private practice setting or registered to a licensed psychologist or board certified psychiatrist as the employer/supervisor, a plan and supervision agreement document were pre-approved by the Board prior to the accrual of SPE. This is required for the experience to count toward the licensure requirements. (1387 (b)(11) CCR) Failure to obtain pre-approval prior to the start of the SPE will lead to the denial of the SPE and possible enforcement action against the primary supervisor.	N/A	<input type="checkbox"/>	N/A	N/A	N/A

<p>The primary supervisor is a Psychologist licensed by the Board. (1387.1 CCR).</p> <p><i>The only exception is in section 2913 of the BPC which allows a Board Certified Psychiatrist to employ and supervise a Registered Psychological Assistant.</i></p>	<input type="checkbox"/>	<input type="checkbox"/> - Licensed Psychologist <input type="checkbox"/> - Board Certified Psychiatrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>An MFT or an LCSW served as a delegated supervisor. (1387(c) CCR)</p>	<input type="checkbox"/>	<p>N/A</p> <p>(MFT & LCSW cannot provide delegated supervision to a Registered Psychological Assistant)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor completed a six (6) hour course in supervision. This is required to be taken every two years. (1387.1(b) CCR). Exempt from this requirement are Board Certified Psychiatrists and experience accrued out-of-state.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor is employed or on contract at the same agency with the trainee. (1387(b)(6) CCR). <i>Unless the primary supervisor is employing a Registered Psychological Assistant in a private practice setting.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor is available to the trainee 100% of the time the trainee is accruing SPE. (1387(b)(6) CCR). (b)(6) CCR)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor provides a minimum of one hour of direct, individual, face-to-face supervision every week in which the trainee accrues hours. (1387(b)(4) CCR)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The trainee receives 10% supervision of the total hours worked each week. (1387(b)(4) CCR) This 10% can include the one hour face-to-face with the primary supervisor. Failure to provide 10% of supervision will result in the denial of a portion of the hours worked each week.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The formal internship placement is accredited by the American Psychological Association (APA), Association of Psychology Postdoctoral and Internship Centers (APPIC) or California Psychology Internship Council (CAPIC). (1387(a)(1)(2) and (a)(2)(a) CCR)</p>	<input type="checkbox"/>	N/A	N/A	N/A	N/A
<p>The trainee does not have proprietary interest in the business of the primary or delegated supervisor and does not serve in any capacity that would hold influence over the primary or delegated supervisor's judgment in providing supervision. If so, this will result in the denial of the supervised experience. (1387(b)(3) CCR)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The trainee does not pay or otherwise remunerate the supervisor(s) to provide supervision. If so, this will result in the denial of the SPE. (1387(b)(8) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The trainee does not function under another mental health license (e.g: MFT, LCSW, etc.) while accruing SPE. If so, this will result in the denial of the SPE. (1387(b)(9) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor ensures that all SPE including record keeping is in compliance with the APA Ethical Principles and Code of Conduct. (1387.1(e); 1387.2(d) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The primary supervisor monitors the welfare of the trainee's clients. (1387.1(f) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor monitors the performance and professional development of the trainee. (1387.1(h) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor does not have a familial, intimate, business or other relationship with the trainee which would compromise the supervisor's effectiveness. (1387.1(j); 1387.2(h) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor has the education and training in the areas to be supervised. (1387.1(i); 1387.2(g) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Supervisors and trainees are at all times in compliance with the laws and regulations and with the Ethical Principles and Code of Conduct of the American Psychological Association. (1387.1(c), (d), (e), (j); 1387.2(b),(c), (h) CCR)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor does not supervise a trainee who is now or has ever been a psychotherapy patient of the supervisor. (1387.1(k), 1387.2(l) CCR).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor must monitor the supervision performance of all delegated supervisors that is required in section (1387.1(n) CCR.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The trainee maintains a SPE weekly log. (1387.5 CCR)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The primary supervisor ensures that each client or patient is informed, prior to the rendering of services by the trainee (1), that the trainee is unlicensed and is functioning under the direction and supervision of the supervisor; (2), that the primary supervisor shall have full access to the client records in order to perform supervision responsibilities and (3), that any fees paid for the services of the trainee must be paid directly to the primary supervisor or employer. (1387.1(g) & 1391.6(b) CCR)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>