

Supervisors can use this checklist to understand the requirements regarding supervised professional experience (SPE). The checklist is organized by the setting in which the trainee is gaining the experience. To help yourself determine whether all requirements are met, check the box for each requirement as it pertains to your setting.

The Supervision Checklist is not a substitute for knowing the regulations in their entirety, but for convenience and to promote understanding of these complex regulations. To review all of the requirements relating to SPE, the *Laws and Regulations* book is available at the Board of Psychology (Board) website (www.psychology.ca.gov).

Supervision Requirements (All sections refer to the Board's regulations, which can be found at Title 16 of the California Code of Regulations.)	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 SPE. (Section 1387(b)(10)) <i>Failure to complete the agreement prior to the start of the SPE will lead to the denial of those hours accrued prior to the completion and possible enforcement action against the primary supervisor.</i>	<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 must be pre-approved by the Board prior to the accrual of SPE. This is required for the experience to count toward the licensure requirements. (Section 1387(b)(11)) <i>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.</i>	N/A	<input type="checkbox"/>	N/A	N/A	N/A
The primary supervisor is a psychologist licensed by the Board. (Section 1387.1) <i>The only exception is in Section 2913 of the Business and Professions Code, which allows a Board-certified psychiatrist to employ and supervise a registered psychological assistant.</i>	<input type="checkbox"/>	<input type="checkbox"/> Licensed psychologist <input type="checkbox"/> Board-certified psychiatrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A marriage and family therapist (MFT) or a licensed clinical social worker (LCSW) serves as a delegated supervisor. (Section 1387(c))	<input type="checkbox"/>	N/A (MFT and LCSW cannot provide delegated supervision to a registered psychological assistant.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor completed a six-hour course in supervision. This is required every two years. (Section 1387.1(b)) <i>Exempt from this requirement are Board-certified psychiatrists and experience accrued out-of-state.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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The primary supervisor is employed or on contract at the same agency with the trainee. (Section 1387(b)(6))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor is available to the trainee 100 percent of the time the trainee is accruing SPE. (Section 1387(b)(6))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor provides a minimum of one hour of direct, individual, face-to-face supervision every week during which the trainee accrues hours. (Section 1387(b)(4))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The trainee receives supervision 10 percent of the total of hours worked each week. (Section 1387(b)(4)) This 10 percent can include the one hour face-to-face with the primary supervisor. Failure to provide supervision of 10 percent will result in the denial of a portion of the hours worked each week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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). (Section 1387(a)(1)(2) and (a)(2)(a))	<input type="checkbox"/>	N/A	N/A	N/A	N/A
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 SPE. (Section 1387(b)(3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. (Section 1387(b)(8))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. (Section 1387(b)(9))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary and delegated (if any) supervisors ensure that all SPE, including recordkeeping, is in compliance with the APA Ethical Principles and Code of Conduct. (Sections 1387.1(e) and 1387.2(d))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor monitors the welfare of the trainee's clients. (Section 1387.1(f))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor monitors the performance and professional development of the trainee. (Sections 1387.1(h))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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The primary and delegated (if any) supervisors do not have a familial, intimate, business, or other relationship with the trainee that would compromise the supervisor's effectiveness. (Sections 1387.1(j) and 1387.2(h))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary and delegated (if any) supervisors have education and training in the areas to be supervised. (Sections 1387.1(i) and 1387.2(g))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors and trainees are at all times in compliance with the Board's laws and regulations and with the APA Ethical Principles and Code of Conduct. (Sections 1387.1(c), (d), (e), (j) and 1387.2(b), (c), (h))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary and delegated (if any) supervisors do not supervise a trainee who is now or has ever been a psychotherapy patient of the supervisor. (Sections 1387.1(k) and 1387.2(l))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor must monitor the supervision performance of all delegated supervisors that is required in Section 1387.1(n) of Title 16 of CCR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The trainee maintains an SPE weekly log. (Section 1387.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The primary supervisor ensures that each client or patient is informed, prior to the rendering of services by the trainee that (1) the trainee is unlicensed and is functioning under the direction and supervision of the supervisor, (2) the primary supervisor shall have full access to the client records in order to perform supervision responsibilities, and (3) any fees paid for the services of the trainee must be paid directly to the primary supervisor or employer. (Sections 1387.1(g) and 1391.6(b))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>