

Requirements, Responsibilities and Qualifications for Supervisors of Clinicians in Psychology

(Psychologists, Registered Psychologists and Registered Psychological Assistants)

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Who needs supervision?

There are many conditions under which a therapist must receive supervision for the services s/he provides. The most common reason for a clinician to be supervised is to fulfill the requirements for licensure as a Psychologist. In California and Pursuant to section 2914(c) of the State of California's Department of Consumer Affairs Laws and Regulations Relating to the Practice of Psychology 2012, applicants for licensure as a Psychologist must accrue two years or 3000 Supervised Professional Experience (SPE) hours, 1500 hours of which must be accrued post-doctorally. Regulations require that each year of SPE must be fulfilled consecutively within a thirty-month period of time. If all of the SPE hours are accrued post-doctorally, they must be performed within a sixty-month contiguous period.

Pre-doctoral Supervised Professional Experience

After a graduate student has completed forty-eight (48) academic semester hours or seventy-two (72) trimester units, s/he can begin accruing the 1500 hours of pre-doctoral SPE. SPE may be completed in a formal APA pre-doctoral psychology internship that is compliant with and accredited by the American Psychological Association or an internship that is with a member of the California Psychology Internship Council or the Association of Psychology Post-doctoral and Internship Centers.

Post-doctoral Supervised Professional Experience

A minimum of 1,500 hours of post-doctoral SPE must be accrued after the completion of all of the requirements for the doctoral degree. With only a few exceptions identified in the code (sections 2909(d), 2910, 2913, and 5751.2 of Welfare and Institutions Code),

post-doctoral SPE needs to be completed in a training program accredited by the APA or with an organization that is a member of the APPIC or CAPIC. For those who are employed directly by an educational institution (approved or accredited) a school district or a governmental entity (federal, state, county, municipal, etc.), or are functioning under a waiver issued by the State of California Department of Mental Health pursuant to Welfare & Institutions Code Section 5751.2, registration with the Board is not required. Additionally, SPE earned outside of California does not require registration, but must comply with all other requirements set forth in Section 1387 of the CCR.

Other clinicians who may be required to receive supervision

In addition to those who apply for licensure subsequent to the completion of a graduate degree (like registered psychological assistants), the Board of Psychology may also require supervision for those who are Registered Psychologists or Waivered Psychologists. Registered Psychologists are clinicians that have a doctorate degree with 1,500 hours of supervised experience and work for a non-profit community agency which receives 25% or more of its funding from governmental sources (not counting Medi-Cal or Medicare).

When is supervision required?

Supervision is required for professional experience accrued during the completion of a graduate degree (e.g. internship), during the accumulation of post-doctoral experience (e.g. post-graduate fellowship, Registered Psychological Assistant experience), or for those who are working as Registered Psychologists.

What are the conditions that apply to supervision?

In accordance with law, regulations and the APA Code of Ethics

Per the California Board of Psychology, “Supervisors and trainees shall at all times be 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).”

Appropriate for services being provided

Supervisees must be under immediate supervision for the type, extent, and quality of clinical services provided during the course of their supervised experience.

Consistent with the skills and competencies of the supervisor

The limited services provided by the supervisee must be in concert with the competencies and skills of the supervisor at all times. For example, if a supervisee desires supervision of hypnosis, s/he must be supervised by a person certified in the delivery of hypnosis.

What are the qualifications for serving as a Clinical Supervisor?

- ↗ A primary supervisor must be a Psychologist. Psychological Assistants can also opt for supervision by a Psychiatrist, but only 750 hours can be accrued under the supervision of a Psychiatrist.
- ↗ For pre-doctoral interns, clinicians in exempt settings, registered psychologists, and waived psychologists, delegated supervisors may be from other disciplines.
Psychological Assistants may *not* be supervised by LCSWs or MFTs.
- ↗ During the course of the supervisory experience, the supervisor 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 (Board of Psychology, 2004).
- ↗ A supervisor must be able to make objective evaluation of the supervisee at all times. For this reason, it is inappropriate for the supervisor to have any additional relationship with the supervisee (eg. friends should not supervise friends).
- ↗ A supervisor may not have any familial or interpersonal relationship with the supervisee (whether current or historical (especially former therapy between the two)).
- ↗ The supervisee may have no proprietary interest in the business of the supervisor.

- ↗ The supervisor and supervisee must be employed by the same agency and the supervisor must be available to the supervisee 100% of the time that the supervisee is accruing SPE.
- ↗ The supervisor must provide at least a minimum of one hour of direct, individual, face-to-face supervision every week in which the trainee accrues hours (1387(b)(4) CCR)
- ↗ The supervisor must provide supervision at the rate of one hour per 10 hours worked by the supervisee.
- ↗ The supervisor may supervisor as many interns, supervisees in tax-exempt settings, registered psychologists, or waived psychologists as s/he can competently supervise. However, supervisors may only supervise a maximum of three (3) Psychological Assistants at any given time. Psychiatrist supervisors are restricted to the supervision of only one (1) Psychological Assistant at any given time.
- ↗ The supervisor must receive six hours of formal training in supervision every two years. Any supervisor who is fulfilling that requirement for the first time must do so within 60 days from the commencement of supervision.
- ↗ The Board of Psychology in California states that psychologist supervisors cannot be paid for supervision, while the Board of Behavioral Science of California has not made such a prohibition historically.

What are the additional responsibilities of a Clinical Supervisor?

- ↗ The supervisor must pay for the application and for any renewals for Registration for the prospective Psychological Assistant.
- ↗ The supervisor must provide the supervisee with the pamphlet, "Professional Therapy Never Includes Sex."
- ↗ The supervisor must never engage in any exploitative or sexual relationship with the supervisee.

- ↗ The supervisor must ensure that each prospective client of the Psych Assistant is informed in writing prior to the start of psychotherapy that his/her therapist is unlicensed, and is employed as a Psych Assistant by his/her supervisor (who is identified by name).

Additionally, clients must be informed that the supervisor will have access to all client medical records during the time that the supervisee is accruing SPE.

- ↗ The supervisor must monitor the progress and welfare of the supervisee's clients.
- ↗ Supervisors must ensure all SPE, including record keeping, is in compliance with the APA Ethical Principles and Code of Conduct (1387.1(e); 1387.2(d) CCR).
- ↗ The supervisor is responsible for the collection of fees from the clients of all Psychological Assistants. This does not mean that the supervisor must be present to collect each check in person. It simply means that all monies are turned in to the supervisor at the end of each business day, and all checks are made out in the name of the supervisor or the supervisor's business.
- ↗ The supervisor must pay the supervisee a salary (as a W-2 employee).
- ↗ The supervisor may not charge for supervision or office rent.
- ↗ Trainees cannot function under another mental health license while accruing supervised professional experience (SPE) (1387(b)(9) CCR).
- ↗ Primary supervisors are responsible for monitoring the performance and professional development of the trainee (1387.1(h) CCR).
- ↗ The primary supervisor must monitor the supervision provided by any and all delegated supervisors.

How does one begin supervision?

How does one begin supervision? In many cases, pre-doctoral students and post-doctoral clinicians are assigned to a primary supervisor. However, when a clinician has completed the doctoral degree and/or has completed a supervisory experience, s/he may opt to seek supervision

from a clinician in private practice. In this case, the supervisee must ensure that the prospective supervisor has met all of the requirements to serve as a supervisor, and that the position itself qualifies for SPE. Once these conditions are met, the supervisor and supervisee must develop and sign a supervision agreement form prior to the commencement of the experience.

Per the Board of Psychology,

The Supervision Agreement between the Supervisor and Supervisee

- Specifies that the supervision agreement must outline the structure and sequence of the planned program of supervision that guides supervisee to accomplish the training goals and objectives of the supervised professional experience.
- Requires the supervision agreement to identify, in addition to existing requirements, how and when the supervisor will provide periodic assessments and feedback to the supervisee as to whether the supervisee is performing as expected.
- Requires the Supervision Agreement to be submitted, along with the signed Verification of Experience form, at the time of application for licensure as a psychologist (unless it has already been provided).
- Removes the pre-approval requirement for the Supervision Agreement for psychological assistants who are accruing supervised professional experience in a private practice setting.

Failure to sign an agreement could result in the denial of the experience. The form available through the CA Board of Psychology is available at http://www.psychology.ca.gov/forms_pubs/sup_agreement.pdf.

Additionally, the Board of Psychology notes the following stipulations associated with the Verification of Experience:

Supervised professional experience will not count toward the licensure requirements:

- for any hours worked prior to the completion of the Supervision Agreement

- ↗ if the supervised professional experience is not consistent with the terms of the Supervision Agreement
- ↗ if the supervisee did not demonstrate an overall performance at or above the expected level of competence
- ↗ Requires the Verification of Experience (VOE) form(s) to be submitted by the applicant at the time of application for licensure as a psychologist.

The Primary Supervisor is responsible for the following:

- ↗ Provides feedback to the supervisee regularly and assesses his or her performance throughout the supervision period so that the supervisee can provide psychological services that meet expectation.
- ↗ Upon completion of the supervised professional experience as outlined in the Supervision Agreement, the primary supervisor is required to provide both the signed original Agreement and Verification of Experience form to the supervisee in a sealed envelope, signed across the seal, for submission to the Board by the supervisee along with his or her application for licensure as a psychologist.
- ↗ Do not mail Verification of Experience forms directly to the Board.
- ↗ If the original Supervision Agreement has been previously submitted to the Board, supervisor can include a copy of the Supervision Agreement and signed original VOE form(s) in the sealed envelope and signed across the seal. Provide the sealed envelope to the supervisee for submission.
- ↗ VOE form(s) received without an application will not be accepted.

The Supervisee has the following additional responsibilities:

- ↗ Submits the sealed envelope(s) that contain the original signed Supervision Agreement and Verification of Experience form(s) to the Board along with the application for licensure as a psychologist.
- ↗ Should not open the sealed envelope(s).

(CA Board of Psychology, 2017, para 1-2).

The supervisee must maintain a Supervision log that contains *at least* the following information:

- The name, registration number and dated signature of the supervisee.
- Location of the specific work setting
- Specific dates for clinical hours as well as for supervision
- The total number of hours worked, clinical hours worked, and hours and type of supervision received each week (e.g. individual, group).
- The specific tasks performed during the course of the supervisory experience that week (e.g. administration, psychotherapy group, research, individual therapy).
- All supervisors (primary and delegated) names, licensure types, and dated signatures for each supervision occurrence.
- Attestation statement signed by supervisor that the information identified is accurate (this can be a sentence provided just before the supervisor's signature line).

An example of this log follows.

Mark Listener & Associates

Supervised Experience Log

Supervisee: Jane Doe, PhD

Registered Psych Assistant, #PA 000007

Week of: January 2-6, 20__

Total hours worked: ____: Clinical ____ Admin ____ Research ____

Supervision hours received: Face-to-face ____ Group ____ Other ____

Supervision received from:

Primary: _____ Licensure type: _____

Delegated: _____ Licensure type: _____

Location of services provided: _____

The following clinical cases were reviewed during this supervision meeting:

Client:

Notes:

Client:

Notes:

Client:

Notes:

Client:

Notes:

Client:

Notes:

Other items reviewed during this meeting included:

I certify that the aforementioned facts were reviewed during this supervision meeting and are accurate.

Supervisor: Mark Listener, PhD

Date

Lic. Psych # 11111

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Additionally, the supervisee must also have in place a Verification of Required Experience. That form is available at http://www.psychology.ca.gov/forms_pubs/prior_verofexp.pdf and is eventually completed *following the completion of the SPE*. If any of the SPE has been completed outside California, the following two-page version of the Verification form is used. That form is available at http://www.psychology.ca.gov/forms_pubs/verification_experience.pdf.

REFERENCES

CA Board of Psychology (2017). Verification of Experience Form and Supervision Agreement Regulation Advisory. Retrieved from http://www.psychology.ca.gov/laws_regs/voe.shtml

[BBS CA Supervisor Resources](#)

