

STATE BOARD OF PSYCHOLOGY of OHIO

POLICY AND PROCEDURE MANUAL

SECTION 1: SUPERVISION

POLICY 1.1: REGISTRATION OF PSYCHOLOGICAL SUPERVISEES

PRIOR DATE EFFECTIVE: JUNE 9, 2003

AMENDED AND EFFECTIVE: JANUARY 18, 2013

REVIEWED AND APPROVED

 4/17/13
President Date

 1/22/13
Executive Director Date

REFERENCES: ORC 4732.22 (C); OAC 4732-13 (B) (24); Board meeting minutes January 18, 2013

POLICIES AND STANDARD OPERATING PROCEDURES

By administrative rule, each supervisee, whether identified as working under Psychological Work Supervision or Psychological Training Supervision (including Umbrella Supervision), shall be registered with the Board on a form prescribed by the Board. Registration of each supervisee providing psychological services under the authority of a licensee of this Board provides the Board with data necessary to identify each provider of psychological services in Ohio, licensed or unlicensed, to assist in proper regulation of the profession.

1. Prescribed form. This form, the Supervisee Registration Form (SRF) is required for each supervisee, and shall be mailed to the Board office for review and retention, within 30 days of the onset of the supervision, to serve as evidence that the supervisory relationship is properly defined and registered. See attached for SRF.
2. Office review of the SRF. SRFs received by the Board are date stamped and reviewed, by the Administrative Professional 2 (AP2), to identify the onset of the supervisory relationship, applicable signatures, location of psychological work, status of supervisee relative to crediting hours toward licensure (if applicable), and proper categorization of the supervision. When the Board staff identifies deficiencies or ambiguities, the licensee shall be contacted by the AP2 or Executive Director to clarify the content of the SRF to ensure compliance with law and regulatory requirements.
3. Record keeping. SRFs shall be kept on file in the board office denoting: 1) active supervision or 2) terminated supervision, by supervisee last name. The Board staff shall maintain a database and/or index system by licensee last name, denoting the history of registrations, identities of supervisees, and dates of terminations.
4. Terminations. Licensees must notify the Board *in writing*, via mail, fax, or email, at the end of a supervisory relationship, effective 3/1/01. This requirement and options for notifying the Board are delineated on the SRF.