

# STATE BOARD OF PSYCHOLOGY of OHIO

## SUPERVISEE REGISTRATION FORM

Instructions: Submission of this form is mandatory to register and document the identity of each unlicensed provider of psychological services in Ohio, pursuant to OAC 4732-13-04(B)(24) and 4732-5-01 (B). Complete all sections of this form accurately and return to the State Board of Psychology, 77 S. High St., Suite 1830 Columbus, OH 43215-6108 no later than 30 days after the onset of the supervisory relationship. Do NOT register individuals for who you are providing Mental Health Worker Supervision [OAC 4732-13-01 (E), 4732-13-02 (H), 4732-13-03 (C), 4732-13-04 (A)]. Do NOT register psychologists, other licensed mental health professionals, or psychiatry residents who receive consultation or training from you.

### IDENTIFYING INFORMATION

Supervisor Name	Ohio License #	Supervisee Name
Name of agency, organization, or practice where supervisee is providing services		
Supervisor's mailing address at site where supervisee is providing services		
( )	Supervisor's telephone number at site where supervisee is providing services	Start date of supervised services

### TYPE OF SUPERVISION

**Work Supervision, Psychological or School Psychological** [4732-13-03 (A)(1) and (B)(1)]

Work Supervisees are generally employed in public or private settings performing specific psychological procedures as an extension of the legal and ethical authority of the licensed supervisor. Work Supervisees are not receiving training for the purpose of licensure and may not perform the functions of psychological diagnosis, psychological prescription, and psychological client supervision.

**Training Supervision, Psychological or School Psychological** [4732-13-03 (A)(2) and (B)(2)]

Training Supervisees are **graduate students or post-doctoral trainees** who are gaining experience for the purpose of licensure. Training supervisees may be delegated responsibility for psychological diagnosis, psychological prescription, and psychological client supervision. Training supervision must include weekly individual face-to-face supervision representing no less than 5% of weekly client contact time.

**Training Supervision might include:**  **Umbrella Supervision** [4732-13-03 (A)(3)] **Note:** Check this box only if the supervisee is a **senior doctoral student trainee or post-doctoral trainee** who is developing supervisory skills by supervising other Psychological Supervisees conducting hazardous practices under the umbrella authority of the licensed supervisor.

### REGISTRATION SIGNATURES

By submitting this form, prescribed by the Board pursuant to OAC 4732-13-04 (B)(24), it is understood that supervisors and supervisees have legal responsibilities listed in OAC 4732-13-04 (B) and (C). Pursuant to ORC 4732.22 (C), (D), and (E), and OAC 4732-13-01, -02, -03, -04, by receiving this form, the Board presumes that the supervisor and supervisee have read the Supervision Rules, are aware of respective responsibilities, and agree to conduct this supervisory relationship, other concurrent supervisory relationships, and associated psychological services, consistent with the laws and rules governing psychologists and school psychologists in Ohio.

Signature of Supervisor	Date	Signature of Supervisee	Date
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### SOME WAYS TO AVOID COMMON ERRORS IN SUPERVISION

- **Review the Supervision Rules** regularly with each supervisee.
- A **written statement** with eight components must be provided to **all clients** served by a supervisee [4732-13-04 ©(12)].
- The supervisee's work must occur in the supervisor's office or in another **setting** over which the supervisor has authority for the assignment and management of psychological activities of the supervisee [4732-13-04 (C) (10)].
- Supervisors are responsible for determining the **competencies of supervisees**, and shall only delegate work consistent with academic and professional training of both the supervisor and the supervisee [4732-13-03 (A) (1) and 13-04 (B)(13)].
- Supervisors must keep **records of supervision** [4732-13-04 (B)(16)] and make them available to Board upon request.
- Supervisees must be identified to clients and the public by an appropriate **legal title** [4732-13-03 (E)—(J)].
- Training supervisees are required to have a **written agreement** with respective supervisors [4732-13-04 (B)(22)].
- Supervisors are limited to **four supervisees** unless Board approves request to exceed this limit [4732-13-04 (B)(8)].
- The Board's web site ([www.state.oh.us/psy](http://www.state.oh.us/psy)) has answers to Frequently Asked Questions, or call 614-466-1052.
- Notify Board **in writing** when your supervision ends (mail, e-mail [psy.sup@exchange.state.oh.us](mailto:psy.sup@exchange.state.oh.us), or fax 614-728-7081).