

**OHIO BOARD OF PSYCHOLOGY
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. 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. By submitting this form, prescribed by the Board pursuant to OAC § 4732-13-04(B)(25), it is understood that supervisors and supervisees will comply with all legal responsibilities listed in OAC § 4732-13-04(B) and (C). **Incomplete forms will not be processed.**

IDENTIFYING INFORMATION

<hr/> Supervisor Name	<hr/> Ohio License #	<hr/> Supervisee Name
<hr/> Email Address	<hr/> Email Address	
<hr/> Daytime telephone number	<hr/> Daytime telephone number	
<hr/> Name of agency, organization, or practice where supervisee is providing services	<hr/> Supervisor's affiliation (e.g. owner, co-worker, contractor)	
<hr/> Supervisor's mailing address at site where supervisee is providing services		
<hr/> ()	<hr/> Supervisor's telephone number at site where supervisee is providing services	<hr/> Start date of supervised services

DO NOT SKIP THIS SECTION TYPE OF SUPERVISION DO NOT SKIP THIS SECTION

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, interns, or post-internship (including post-doc) 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 in accord with requirements set forth in OAC § 4732-9-01, depending on whether the training is under the "old law" (H) or "new law" (I).

Indicate if Training Supervision includes: **Umbrella Supervision** [§ 4732-13-03(A)(3)] **Note:** Check this box only if the supervisee is developing supervisory skills by supervising other Psychological Training Supervisees conducting hazardous practices under the umbrella authority of the licensed supervisor.

<hr/> Supervisor Signature	<hr/> Date	<hr/> Supervisee Signature	<hr/> 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(C)(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 [§ 4732-13-04(B)(14)].
- Supervisors must keep **records of supervision** [§ 4732-13-04(B)(17)] 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)(23)].
- The **amount of supervision required for Psychological Training Supervisees** is found in OAC § 4732-9-01(A) for the "old law" and in (B) for the "new law," including pre-internship, internship, and post-internship experiences. **Please read these.**
- Do not delegate work to supervisees that affects more than one hundred total clients and/or training subjects weekly [§ 4732-13-04(B)(9)].
- Notify Board **in writing** when your supervision ends (mail, e-mail psy.sup@psy.ohio.gov, or fax 614-728-7081).