

FREQUENTLY ASKED QUESTIONS
For Psychologists Providing Professional Supervision
Brief Answers

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Question 1: What kinds of supervision are defined as “professional supervision in psychology?”

Answer: Psychological work supervision, psychological training supervision, and psychological umbrella supervision are the three types of supervision under law.

Question 2: What is the difference among those three?

Answer:

A. WORK supervision is for persons who are not seeking licensure but have academic and/or professional training. A WORK supervisee may have a master’s degree, a bachelor’s degree or at least two years of college, such as a mental health technology degree.

B. TRAINING supervision is for persons who are seeking licensure or who hold a license but seek to develop a new area of competence. A TRAINING supervisee must be a graduate student, a postdoctoral trainee or a licensed person learning a new skill or procedure.

C. UMBRELLA supervision is a type of TRAINING supervision for a postdoctoral or senior graduate student TRAINING supervisee who is learning the skills of supervising others; UMBRELLA supervision is limited to a 12-month period without permission from the Board to exceed this.

Question 3: Are there other types of supervision, which are not considered “professional supervision in psychology?”

Answer:

A. MENTAL HEALTH WORKER supervision is provided to persons licensed, certified, or registered as a mental health professional other than psychology delivering services. A MENTAL HEALTH WORKER supervisee is not registered with the Board of Psychology, because the services are not psychological services, are not billed as psychological services, and the supervisor does not assume responsibility for client welfare.

B. ADMINISTRATIVE supervision is assuming responsibility for office or agency organizational procedures, practices, or policies. ADMINISTRATIVE supervision is not professional psychological supervision and is not registered with the Board of Psychology.

Question 4: Who assigns the appropriate title to a supervisee?

Answer:

The supervisor must assign the title to every supervisee at the time he/she submits a written registration form to the Board of Psychology. The supervisor must select from the following titles:

- 1) “Psychology Intern”, “Psychology Fellow”, Psychology Resident”, Psychology Trainee”, or Psychology Postdoctoral Trainee may be assigned to supervisees who are working toward licensure as a psychologist.
- 2) “Psychology Assistant” is assigned to persons who hold a master’s degree in psychology.
- 3) “Psychology Aide” is assigned to persons who hold a bachelor’s degree in psychology.
- 4) “Assistant” is assigned to persons who hold a master’s degree in a field other than psychology.
- 5) “Aide” is assigned to persons who hold a bachelor’s degree in a field other than psychology or at least two years of college coursework.

Question 5: When should a supervisee be registered with the Board of Psychology?

Answer: The supervisor and supervisee are jointly responsible for registering the supervisory relationship with the State Board of Psychology on or before the first date of supervision. Both the supervisor and supervisee must sign the “supervisee registration form,” and both are responsible for complying with all rules of supervision in OAC 4732-13. All WORK or TRAINING supervisees must be registered with the Board of Psychology in writing. The Board must also be notified in writing when the supervision ends.

Question 6: What acts or actions must a supervisee avoid while providing services under the psychology license of his/her supervisor?

Answer: The supervisee must not:

- 1) identify himself/herself as a psychologist
- 2) solicit clients nor generate his or her own caseload
- 3) provide services for which he/she has insufficient academic or professional training
- 4) independently advertise or announce a practice
- 5) have his/her name listed in any directory under the title "psychologist," office letterhead stationery, office building directory, or office door
- 6) hold administrative or funding authority over his/her supervisor
- 7) collect fees nor bill for services in his/her own name
- 8) be associated with his/her supervisor in any business relationship except as an employee of the supervisor
- 9) provide any illegal services within or outside of his/her supervisory relationship
- 10) use a business card unless specific requirements are met, including use of an appropriate title, the supervisor's name, and supervisory relationship.

Question 7: What acts or actions must a supervisee follow while providing services under the psychology license of his/her supervisor?

Answer: The supervisee must always:

- 1) inform every client of his/her supervisory status
- 2) present a “disclosure statement” for every client to read and sign (see questions **8 and 9**)
- 3) provide services in a professional setting over which the supervisor has control and responsibility for assignment and management of all psychological work
- 4) comply with all relevant statutes and rules of the Board
- 5) ensure that evaluative reports/letters regarding client welfare are co-signed by the supervisor

Question 8: What is a “disclosure statement?”

Answer: The supervisor and supervisee are jointly responsible for providing every client with a copy of the “disclosure statement”. The client, supervisee, and supervisor must sign each “disclosure statement”, and the supervisor is responsible for maintaining a copy of that signed document with supervision records.

Question 9: What information must be included in the “disclosure statement?”

- Answer: Every disclosure statement must inform clients of the following and include:
- 1) brief description of services to be provided and office procedures
 - 2) name of the supervising psychologist
 - 3) schedule of charges and a statement that billing will be in the supervisor’s name or the name of the agency or institution under the supervisor’s name
 - 4) name, address, and telephone number of the office as well as telephone number used by the supervisee if applicable
 - 5) statement on the limits of confidentiality including the possible need to report information as required by relevant laws
 - 6) description about the parameters of the relationship among the client, supervisor, and supervisee
 - 7) notice that the client may request a meeting with the supervisor
 - 8) three signatures - client, supervisee, and supervisor

The disclosure statement may include additional details in unique circumstances; however, the above list is the minimum information that must be provided to each client in writing. Copies of the form shall be provided to the client and maintained by the supervisor.

Question 10: How many people can be supervised by a licensed psychologist at one time?

Answer: A supervisor may register four (4) supervisees concurrently. Written permission to exceed four supervisees is required and may be requested from the Board.

Question 11: What acts or actions must a supervisor avoid while providing services to the public through a supervisee?

- Answer:
- A supervisor must not:
- 1) assign work to a supervisee who does not have the competence to perform the work
 - 2) provide supervision of work that the supervisor is not competent to perform
 - 3) harass or exploit a supervisee sexually or for financial gain
 - 4) allow exploitation of a supervisee by an agency with which both are affiliated
 - 5) provide supervision to a person with whom he/she has a business relationship other than acting as the employer of the supervisee
 - 6) provide professional supervision in psychology to more than four unlicensed persons without written approval from the Board of Psychology
 - 7) delegate psychological diagnosis, psychological prescription, or psychological client supervision to a WORK supervisee

Question 12: What acts or actions must a supervisor follow while providing services through a supervisee?

- Answer:
- A supervisor must:
- 1) assume responsibility for the welfare of every client
 - 2) be assured that each client is informed of the supervisory relationship
 - 3) assign the appropriate title to the supervisee
 - 4) keep records of supervision including the “disclosure statement” for at least five years after supervision ends
 - 5) keep supervision records that would be available for inspection by the Board
 - 6) determine which clients are assigned to the supervisee

Supervisor Responsibilities, Continued

- 7) assign work that a supervisee is competent to provide
- 8) have direct knowledge of all clients served by the supervisee
- 9) base intensity of supervision on his/her professional judgment of the supervisee's credentials, experience, and complexity of the cases assigned
- 10) submit billing for services in his/her name
- 11) make reasonable plans for continuity of client care in the event he/she is not available to supervisees
- 12) co-sign all evaluative reports /letters dealing with client welfare written by the supervisee

Question 13: Does TRAINING supervision have stricter requirements than WORK supervision?

Answer:

Training supervision has specific requirements because the supervisee is seeking licensure and is purportedly learning to practice independently. In addition to the above, training supervision requires:

- 1) A written agreement signed by the supervisor and supervisee listing:
 - a) the goals and content of the training
 - b) the nature of the experiences to be supervised
 - c) the expected working arrangements, quantity, and quality of the supervisee's work
 - d) the financial arrangements between the supervisee and the employer
- 2) The supervisor must ensure that training provides a breadth of experience for the supervisee to enhance the supervisee's professional attitudes and responsibility.
- 3) Face-to-face supervision for no less than 5% of the weekly client contact
- 4) Consultation with other professionals when appropriate
- 5) Supervision only to persons with whom he/she has no business, family, social, or any other type of relationship other than as a supervisee
- 6) Provide a notarized statement regarding the supervisee's training experience at the end of the supervision

Question 14: Can a supervisor charge a supervisee for providing WORK or TRAINING supervision?

Answer:

As of July 15,2000, supervisors are permitted to charge each supervisee for the supervision under the following restrictions:

- 1) the supervision occurs in a private practice setting
- 2) the supervisor is not an employee of the supervisee
- 3) the individual face-to-face supervision charge per hour does not exceed the supervisor's reasonable and standard hourly fee for professional services to clients
- 4) the supervisee receives all fees from reimbursements, minus reasonable overhead expenses, if the supervisee is paying for supervision directly to the supervisor

Question 15: Can a supervisor have a familial relationship with a supervisee?

Answer: When providing WORK supervision only, the supervisee may be a family member; however, the supervisor must still avoid being an employee of the supervisee or in a business relationship with the supervisee.

The preceding brief answers about supervision represent a summary of the requirements for supervisees and supervisors. For precise details and exact language refer to the following law/rules:

4732-13-01	Psychologist and school psychologist scope of supervision
4732-13-02	Purposes of supervision
4732-13-03	Supervision definitions
4732-13-04	Requirements pertaining to supervision