

Notice: Electronic Submission of Supervision Documentation

Supervision Reports can now be emailed to the office; however, all three of the below steps must be followed for an electronic version to be valid and this must be a collaborative process of the Supervisor and Candidate.*

** In addition, the Goals of Supervision as well as other Evaluation Forms (e.g. Evaluation Form for Withdrawal / Final Evaluation / Change of Supervisor Evaluation) can be submitted electronically by following the same process and modifying the declarations to suit the applicable purpose.*

(This document is available for download from the Supervision section of the NSBEP website www.nsbep.org)

Process:

- 1.** The Supervisor must send the Report, as an attachment, via email to NSBEP (nsbep@nsbep.org) from his/her own email address and copy the Candidate on this email. (To ensure the Candidate receives a copy of the Report)
- 2.** The body of the Supervisor's email must contain the below declaration. This declaration can be copied and pasted into the email and then edited to make it specific to the Report.

Electronic Declaration & Signature for Supervisor

I have completed all sections of Supervision Report for **[Insert Candidate's Name]** covering the months of **[Insert Month 1, Year]** through **[Insert Month 6, Year]** (or **simply insert the month in the case of a one month Report**).

This Report accurately represents the nature and content of supervisory sessions held during the period it covers.

All sections of the Report have been reviewed and discussed by the undersigned with the supervisee.

I agree that the version of the Report transmitted by email to NSBEP is the one referenced in this declaration.

By typing my name below, I agree that the above statements are true.

____Supervisor types name here_____

- 3.** The Candidate must send an email to NSBEP (nsbep@nsbep.org), from his/her own email address, which includes the below declaration in the body of the email. This declaration can be copied and pasted into the email and then edited to make it specific to the Report.

Electronic Declaration & Signature for Candidate

I have completely reviewed my Supervision Report covering the months of **[Insert Month 1, Year]** through **[Insert Month 6, Year]** (or simply insert the month in the case of a one month Report).

This Report accurately represents the nature and content of supervisory sessions held during the period it covers.

All sections of the report have been reviewed and discussed by the undersigned with my supervisor(s).

I agree that the version of the Report transmitted by email to NSBEP is the one referenced in this declaration.

By typing my name below, I agree that the above statements are true.

____ Candidate types name here _____