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in Psychology**

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Supervision Handbook

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- January 2019: Update to Section 2 of Reporting Forms, counting supervision in hours and Inactive Status
- March 2017: Articulation of required Supervision Hours
- July 2016: Clarification that EPPP deadline is 2 years for all candidates
- September 2015: Addition of Section N - Candidates Wishing to Expand Within Their Area of Practice
- May 2015: to reflect 35 hours per week being recognized as full time for the purposes of supervision credit
- January 2015: addition of provision to page 5 of Supervision Process to allow for supervision through electronic means in specific circumstances
- December 2014: revision to the sample supervision forms to reflect the December 2014 revision to the supervision forms
- July 2013 revisions: added information about scheduling oral examination, updated policy with regard to candidates who obtain a doctoral degree, removed supervision forms and replaced with URL to website which contains electronic versions of forms;
- March 2012 revisions: Candidates' Job Description & Responsibilities: added H through J;
- November 2011 revision: Section L: meeting between former and new NSBEP Supervisor;
- January 2011 revision: Section E - reviewing the conditions of candidacy and setting the initial goals of supervision;
- April 2010 revision: added information about informed consent as it relates to supervision;
- November 2009 revisions: addition of a Table of Contents and Appendices Outline; amendments to cover pages of Evaluation Forms and amendments to Section 1 of the Final Evaluation Form; and minor edits throughout. No procedural changes were part of this revision.

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INTRODUCTION

This handbook outlines the responsibilities of those parties involved in the supervision process. It stresses the need for the supervisor to ensure he/she employs multi-methods of assessing the candidate's progress. It alerts both candidate and supervisor to the fact that supervisors are expected to critically evaluate the candidate's performance and to keep NSBEP advised through the reporting process. It is expected that the supervisor will handle issues and concerns in a supportive and sensitive manner. Providing critical feedback is not always an easy task and NSBEP hopes to facilitate this aspect of supervision by formalizing the process. The Registrar is available to help candidates and supervisors negotiate issues or problems that arise. It is our hope that your supervision experience will be exciting, challenging and very rewarding.

The Core Competencies:

- **Assessment and Evaluation**
- **Intervention and Consultation**
- **Research**
- **Ethics and Standards**
- **Interpersonal Relationships**

Even if a Psychologist is not involved directly in providing service in one of these areas, he/she must still be able to demonstrate basic competence in a manner relevant to his/her area of practice. For example, with respect to research, it is important that the psychologist be able to critically evaluate research results in his/her area of practice.

Purposes of Supervision:

1. To monitor the performance of candidates in the core competency areas to ensure standards are being met.
2. To provide opportunities for candidates to further develop their skills, knowledge, professional attitudes, and sound professional judgment.

The Nature of Supervision:

Supervision involves overseeing and directing the actions of another. The supervisor supports NSBEP in its primary mandate of protecting the public and thus the supervisor acts as an extension of the Board in ensuring standards are met. The NSBEP supervisor has the authority to direct the supervision process. For example, a supervisor may require the sharing of case files, conduct file reviews, speak with the candidate's employer, and even overrule a candidate's clinical judgment if necessary. This is done in a manner that models openness, respectfulness and fairness.

Supervisors' Job Description:

Qualifications of Board Supervisors:

In order to be approved by the Board, the supervisor:

- A. should be a psychologist registered in Nova Scotia.
- B. should have at least two years of full time experience as a psychologist.
- C. should have training in the broad area of practice in which supervision is offered.
- D. should not be the employer or direct line supervisor of the candidate. Exceptions (e.g., rural settings or provision of highly specialized services) may be permitted, but must be approved by the Board.
- E. should have training in the area of supervision.

Responsibilities of the Supervisor:

In agreeing to supervise, the supervisor accepts responsibility for reviewing a representative sample of the professional and ethical work of the candidate. The two major tasks of the supervisor are:

1. to assist the candidate in acquiring the necessary skills, knowledge, and professional judgment for independent practice and registration.
2. to provide the Board with objective and constructive assessments of the candidate's progress.

Specifically the supervisor shall:

- A. establish the goals of supervision with the candidate.
- B. review and sign the candidate's contract with the Board.
- C. meet with the candidate for a **minimum of two hours monthly** and make time available for discussions with the candidate between formal sessions as necessary.
- D. provide guidance regarding administrative issues in the practice setting.
- E. monitor the professional activities of the candidate by using a variety of assessment methods including a periodic direct review of the candidate's work and periodic contact with the candidate's workplace supervisor.
- F. be prepared to intervene in problematic situations that require a level of skill not yet mastered by the candidate.

- G. regularly evaluate performance with the candidate and document this on the appropriate form and within the timelines specified by the Board (the Supervisor completes all sections of the Supervision Report).
- H. facilitate the candidate's continuing education and acquisition of skills.
- I. guide the candidate in his/her preparation for the Examination for Professional Practice in Psychology (EPPP). Candidates are encouraged to begin studying as soon as possible and to have written the EPPP by the end of their first year of candidacy. The deadline for all registrants to successfully complete the EPPP is two years from the date of being placed on the candidate register*, regardless of whether they possess a master's or doctoral degree, and, regardless of whether they acquire a doctoral degree during their period of candidacy. Failure to pass this examination within the required time frame will result in removal from the Candidate Register. Candidates should ensure sufficient time to re-write, in case of a failure. A failure does not constitute grounds for an extension. Extensions will only be considered in response to extreme circumstances. Requests for an extension must be made three months prior to the deadline date unless the request is in response to a catastrophic event that can be shown to have occurred within the final three-month period. All extension requests must be submitted in writing indicating the amount of extra time needed.
*The 2 year deadline to write the EPPP is put on hold if a candidate [withdraws](#) for period of 2 years or less. That is, any time remaining to write the EPPP at the time of withdrawal will be utilizable upon the candidate's reinstatement (provided the candidate is not withdrawn for more than 2 years).
- J. immediately inform the Board and candidate if, for any reason, supervision cannot be continued.
- K. immediately inform the Board and candidate if, in the supervisor's opinion, the candidate is not performing at a professional level in any core competency area.

The Board encourages supervisors to provide supervision without charge to the candidate. However, psychologists are permitted to charge for their supervision time. A supervisor may not supervise more than three candidates during the same time frame.

Candidates' Job Description:

Responsibilities of the Candidate:

The candidate is responsible for meeting the conditions of candidacy as outlined in the contract signed at the beginning of the supervisory process and as reflected in the requirements of supervision noted in this handbook. If problems occur in the process, which are outside of the candidate's control, it is the responsibility of the candidate to contact the Board for assistance. This includes problems in the candidate/supervisor relationship. Candidates should be

familiar with section 14(7) of the Psychologists Act (2000) that indicates candidates may be removed from the Candidate Register for failing to meet the conditions of candidacy.

Specifically the Candidate shall:

- A. in conjunction with his/her supervisor, review the Conditions of Candidacy document. It is the candidate's responsibility to ensure he/she understands the conditions of his/her placement on the candidate register prior to signing this contract with the Board.
- B. accept responsibility for ensuring supervision occurs as required.
- C. accept responsibility for the timely submission of all required reports. Although the supervisor authors the regular reports, it is the candidate who is ultimately responsible for ensuring conditions of candidacy are met. Thus it is incumbent on the candidate to advise NSBEP if there are problems involved in meeting the report timelines.
- D. provide the supervisor with any requested information that is necessary to ensure the supervisor is able to adequately assess the candidate's professional performance.
- E. inform the Board and the supervisor of intended changes in the work setting or of changes in functions.
- F. inform the Board in writing of concerns relating to any aspects of the supervision. In most circumstances this would involve prior discussion with his/her supervisor.
- G. inform clients that he/she is undergoing supervision and consequently as a part of that process the NSBEP Supervisor may have access to their records.
- H. Provide his/her NSBEP Supervisor with any performance evaluations related to his/her employment.
- I. Sign release forms: allowing the exchange of information between his/her NSBEP Supervisor and NSBEP regarding supervision; allowing the NSBEP Supervisor to contact the candidate's employer / workplace supervisor to obtain information regarding the candidate's performance and to discuss any performance issues.
- J. If the Candidate's onsite supervisor is a non-psychologist, the Candidate must have another psychologist available for collegial support and consultation about workplace matters, in addition to his/her NSBEP Supervisor.

NSBEP Shall:

A. provide guidance to candidates and supervisors throughout the supervision process.

The Assistant Registrar is regularly available to answer technical questions about the supervision process/procedures and the completion of the necessary forms. All forms are available on the website, www.nsbep.org

The Registrar is available to supervisors and candidates to help with the resolution of any problems that arise during the course of supervision.

B. meet with the candidate and supervisor during the initial stages of supervision.

C. mediate issues that may arise during the supervision process.

D. review all supervision reports and providing feedback where appropriate.

The Supervision Process:

A. General:

Generally supervision is expected to occur on a face-to-face basis. Joint supervision (i.e. more than one candidate in session with supervisor) is permitted as long as there is at least one full hour of individual supervision each month.

Supervision by Electronic Means

The Board views in-person, face-to-face supervision as the most appropriate method of supervision. However, at times there may be instances where other arrangements should be possible for reasonable circumstances. It could be in the case of inclement weather or scheduling difficulties when an in-person meeting is not feasible.

As such, all candidates and supervisors are permitted to conduct supervision using electronic means twice per year. Such means could include the use of information and communications technology such as phone, email, or video, etc.

It is imperative to address the privacy and security requirements and technological arrangements before such supervision by electronic means take place. As such, the NSBEP Practice Advisory: Model Standards for Telepsychology must be reviewed prior to beginning supervision using electronic means, in addition to being adhered to during the supervision process. This Practice Advisory is available from the “Telepsychology” section of the Board’s website.

However, if electronic means are desired more than twice per year, then a request would need to be submitted to the Board. The following criteria would need to be met for such a request to be approved:

- travel time (one way) for the supervision meeting exceeds one hour;

- initial meeting normally conducted in-person;
- meetings must be held in-person at least once every quarter.

A written request must be submitted to and approved by the Board prior to the candidate and supervisor using electronic means to conduct supervision more than twice in one year. Such a written request can be sent by email and must outline the following:

- confirmation that the criteria (outlined above) are met;
- the specific circumstances why conducting supervision by electronic means is being requested instead of in-person supervision;
- the frequency and the type(s) of information and communications technology that will be used;
- confirmation that both the candidate and supervisor support the arrangements;
- confirmation that the Practice Advisory: NSBEP Model Standards for Telepsychology will be reviewed prior to supervision being conducted by electronic means, in addition to being adhered to during the supervision process.

The Board has the power to approve or reject supervisors, supervisory arrangements, supervisory changes or supervisory reports.

B. Time Requirements:

General:

Credit for supervised work experience begins to accumulate after the Board has approved the applicant for the Candidate Register and the annual fees have been paid.

Supervision must continue, even after the required hours have been accumulated, until after the EPPP and Oral Examination have been successfully completed.

Doctoral Level Candidates:

Applicants with a doctoral degree must complete two years of supervised experience [see **15 (1) (b)** Psychologists Act (2000)] before their names may be placed on the Register of Psychologists. At least one of these two years must be accumulated after the Board approves the doctoral degree. While the Board has no discretion to lower the number of supervised years of work experience, it may grant credit for one year (1500 hours) of supervised work done prior to obtaining the doctoral degree if it was obtained within a formal supervised internship. The Board may also grant credit for post-doctoral supervised experience that meets all the conditions of supervision required by NSBEP i.e. frequency of supervisory sessions, frequency of supervisor reporting, and content reflecting the core competency areas.

Masters Level Candidates:

Applicants with a master's degree must complete four years of supervised experience. This equates to 6000 hours of work experience over a four year period when one is working at least 1500 hours per year) before their names may be placed on the Register of Psychologists. All four years (6000 hours at 1500 hours per year) must be accumulated after the Board approves the master's degree and in the manner expected by the Board. The Board has no discretion to lower the number of supervised years. It may, however, grant credit for supervised experience obtained prior to the application for registration in Nova Scotia. To obtain credit for this experience, the applicant must establish to the satisfaction of the Board that the supervised experience met all the conditions of supervision required by NSBEP. Supervision would need to be completed under the auspices of a regulatory body of psychology while the individual is working in a psychology position. The maximum credit possible would be 1500 hours per year. A total of 6000 hours is required for master's level registrants.

*A year is defined as a minimum of 1500 hours of work.

C. Nature of Work Experience.

The Board expects that work experience will be primarily psychological in content and will involve the practice of psychology in the core competency areas. Studying for the EPPP is not considered work experience.

D. Establishing the Supervisor/ Candidate Relationship:

Step 1:

Prior to entering into a supervisory relationship, it is important for the potential supervisor and candidate to discuss a number of issues: This should include the following:

- A. the nature of the relationship between the Board and the Board Supervisor and the purpose of supervision.
- B. the power differential in the relationship: How critical feedback will be delivered and how conflict related to disagreements about feedback will be handled.
- C. the supervisor's areas of competence and theoretical orientation.
- D. the candidates education, training and experience.
- E. a review of the handbook to ensure both parties are aware of their responsibilities.
- F. the limits of confidentiality including the supervisor's need for direct contact with the candidate's employer and NSBEP, as part of the supervision process. It is recommended that releases of information are signed at this time.

G. any practical obstacles to maintaining a regular working relationship.

Step 2:

Following the initial discussion, if there has been agreement to proceed, the supervisor and candidate complete and sign the Supervisor's Consent Form and it is forwarded to the Board along with a copy of the Supervisor's CV.

E. Reviewing the Conditions of Candidacy and Setting the Initial Goals of Supervision

Once the Candidate's application is approved he/she will be sent a letter notifying him/her of the registration fee that is payable. Upon payment of the registration fee, the Candidate will be sent a Candidacy Package and the Supervisor will be sent a Supervisor's package.

Step 1:

The first supervision session involves (a) the supervisor and candidate reviewing and signing the contract containing the Conditions of Candidacy (sent in Candidacy package only); (b) the establishment of goals and the completion of the Goals of Supervision Statement; (c) completing the first supervision report. The first supervision report is typically briefer than subsequent reports since the meeting focuses on (a) and (b).

Step 2:

All documents should be forwarded to the Board before the end of the candidate's first month on the Candidate Register.

F. Recommended Process for Establishing the Initial Goals of Supervision:

Goals must be established for each of the core competencies. For example, although a candidate may not be conducting research, he/she must still gain competence in this area in terms of being aware of and able to critically review research relevant to his/her direct area of practice. If gaps are noted in education, training or experience, the initial goals should reflect the gap areas. Enhancement of skills is secondary to ensuring basic knowledge and skill is sufficient to allow the candidate to meet acceptable standards. Goals will require revision as the candidate gains experience.

It is expected that prior to establishing goals the supervisor and candidate will:

- A. evaluate the candidate's current level of professional functioning.
- B. identify those areas in which the candidate could most benefit from supervision.
- C. establish clear, specific and measurable goals for supervision in each core competency area.

- D. develop methods of monitoring and evaluating the candidate's progress towards achieving the established goals. This should include, but is not limited to, contact with the candidate's employer or workplace supervisor, a review of written reports and raw data, and some form of direct observation.

Goals should be updated as required and documented in the regular supervision report. Candidate and supervisor will be notified if the Board does not approve a change.

Some examples of goals and possible monitoring/evaluation methods:

Assessment and Evaluation Goal:

To develop additional expertise in the interpretation of the results of personality tests with adults and in the incorporation of the test results into the treatment planning process.

Monitoring/evaluation: a. to directly review the raw data and examine the established treatment plan for 2 cases, chosen at random, in each six month period. b. to request feedback from the candidate's workplace once in each six month period. c. to present the candidate with case examples and evaluate his/her process of analysis of and integration of the data.

Intervention and Consultation Goal:

To apply cognitive-behavioural techniques in the treatment of anxiety and depressive disorders in adults, focusing as well on the therapeutic strategies designed to develop a collaborative working relationship between therapist and client.

Monitoring /evaluation : a. to review an audio taped or videotaped session b. to role play a treatment situation

Research Goal:

To be familiar with current research in the treatment of childhood obesity.

Monitoring/evaluation: a. to have the candidate independently summarize a journal article and subsequently b. to discuss the candidate's understanding of the article and its implications on developing treatment plans.

Ethics and Standards Goal:

To become thoroughly familiar with using the ethical decision making process as outlined in the Canadian Code of Ethics.

Monitoring/evaluation: a. to require the candidate to articulate possible issues and dilemmas that might arise in his/her workplace and his/her approach to these issues and dilemmas b. to

observe the candidate's analysis of actual issues and/or dilemmas that present in the workplace

Interpersonal Relationships Goal:

To review the literature on conflict in the workplace and to apply principles of effective communication and conflict resolution in working with other team members.

Monitoring/evaluation: a. to request feedback from the candidate's workplace once in every six month period b. to review the candidate's choices in handling workplace situations. c. to ask the candidate to articulate possible alternative approaches and to project outcomes.

G. Optional Meeting with the Registrar and/or Board Member:

Once goals have been established and regular supervision begins, the supervisor and candidate can request a meeting with the Registrar and/or a Board Member. Alternatively, the Board may request a meeting should the need arise. The Assistant Registrar may also be in attendance. This meeting can serve a number of purposes as follows:

- A. it can allow for discussions between supervisor, candidate and NSBEP representative thus beginning a dialogue that will ideally continue throughout the supervisory period.
- B. it can provide an opportunity for the Board to ensure that supervision has been set up in a useful manner and that both parties understand the Board's expectations.
- C. it can provide an opportunity for the supervisor and candidate to ask questions of the Board.

H. Content of Supervision:

The variability in the preparation for practice and the type of professional activity engaged in by candidates will require individually tailored supervision. Further, supervision is a dynamic process and as the candidate grows in experience, knowledge and training, the content of supervision should reflect the changes.

Supervision involves assessment. As such despite individual differences in supervision plans, there are commonalities in terms of what constitutes adequate assessment of the candidate's practice. As with most forms of assessment, self-report alone is not a sufficient method of evaluation. The content of supervision thus should reflect a multi-modal approach to examining the candidate's level of performance.

For that reason the Board expects that:

- A. the supervisor will periodically contact the candidate's employer or work place supervisor.

Releases for this purpose should be signed before supervision begins.

- B. the supervisor will periodically review the scoring and interpretation of tests and/or methods of data collection and/or review written reports of the candidate.
- C. the supervisor will use a form of direct observation of the candidate's performance (i.e., video or audio tapes, two way mirrors, direct observation) at least once in every six month period.
- D. the supervisor will directly question the candidate's knowledge in all core competency areas. The usefulness of discussions for assessing performance can be improved by structuring them so that the candidate presents the information and explains his/her perspective before general discussion begins. Structuring sessions in such a manner will also help the supervisor to evaluate the candidate's ability to effectively analyze and integrate information.
- E. when the candidate is in private practice, the supervisor will review policies, procedures and forms used in the practice.

Supervisory sessions may include, but are not limited to the following:

- A. review of psychological assessment cases.
- B. review of intervention strategies.
- C. discussion of the application of various intervention procedures.
- D. review of planned lecture material.
- E. discussion of ethical issues relevant to the candidates practice area.
- F. review of studies from the relevant literature.
- G. presentations prepared by the candidate.
- H. direct observation of the candidate.
- I. review of reports prepared by the candidate.
- J. review of raw data and test interpretation.
- H. review of clinical files.

I. Completion of the Supervisory Reports:

It is the role of the Board to monitor and credit the quality and quantity of each candidate's supervised practice. For this reason, supervisors shall submit regular reports which include documentation of the timing, nature and content of each supervisory session and a review of the candidate's progress. At the beginning of the supervisory process, reports are to be submitted each month. After the first six months, if goals have been established and regular meetings are taking place, the candidate and supervisor may then submit the monthly reports at six month intervals. If the Board identifies supervision concerns, the supervisor/candidate may be instructed to return to monthly reporting until problems have been satisfactorily addressed. Regular reporting continues until such time as the candidate has successfully completed all requirements for registration.

The following guidelines apply to the regular report:

- A. the supervisor's regular report is to be completed by the supervisor and then signed by both supervisor and candidate. In addition to the signatures, the date and duration of sessions must be specified in order for a report to be approved.
- B. the core competency goal(s) that is (are) the focus of the session should be noted. Each Core Competency should be addressed at least once within a six month period.
- C. the description of the supervisory session should be sufficiently detailed to allow the Board to discern its objective, focus, and outcome as well as the methods used to assess progress. Regardless of the goal and related activity, attention should be paid to the candidate's understanding of concepts and ability to analyze and integrate findings and this should be noted in the outcome section of the report.
- D. supervisors and candidates should notify the Board of the reason for missed sessions. Candidates will not be credited for unsupervised work experience or experience that does not meet the conditions set down by the Board.
- E. the supervisor should complete Section 2 of the Regular Report (Evaluation of Progress) in consultation with the candidate.
- F. Supervision Reports can be sent by mail, fax, or email. The method preferred by the Board is for reports to be sent by email. Please see the Appendix Section of this Handbook entitled "[Electronic Submission of Supervision Reports](#)".

Please also see the [appendix for an example of a completed form for monthly reporting](#).

J. Gaps in Supervision:

According to the Psychologists Act (2000) and Board policy, an individual on the Candidate Register must be supervised, even if he/she is not working. However, credit for work experience cannot be accumulated when the candidate is not working, even though he or she must continue to receive supervision in order to remain on the Candidate Register.

In all cases it is the responsibility of the supervisor and candidate to keep the Board office informed of the employment and supervision status of a candidate.

Missed Supervision Sessions

The Board expects candidates and supervisors to meet every calendar month for a minimum of two hours, or as otherwise specified. However, a candidate and supervisor can make up one missed session each year, provided that the missed session is held in an adjacent month, e.g., a session held during the first week of September could make up for the missed August session. The regular September meeting would also need to proceed as planned. In order to receive credit, the missed session date and makeup date must be clearly specified on the regular supervision report form.

In addition to the one make-up session, in extreme circumstances, one session may be missed entirely each calendar year without make-up or lost credit. The regular report form must clearly specify the reasons for the missed session. Any additional months without supervision, beyond the allowance of the one per year, will not be credited.

The Board must be notified of any gap in the availability or scheduling of supervision anticipated to be longer than two consecutive months. If the anticipated gap is the result of the supervisor's unavailability, in addition to notifying the Board, the candidate must immediately begin the process of finding an interim supervisor. The interim supervisor must be Board approved.

Disruptions to Employment

Sometimes long-term gaps in supervision become unavoidable as the result of disruptions to employment. This may be the result of a number of different factors such as maternity leave, paternity leave, sick leave and unemployment. In such cases where the candidate is unlikely to be working for a period that exceeds two months, the candidate has the following options (A or B):

A. To request Inactive Registration

Any registrant who does not expect to be practicing for a minimum of 2 months to a maximum of 2 years due to a parental leave, medical leave, taking care of a family member, or other reasons deemed acceptable to the Board may apply for Inactive Registration

This registration does not allow one to practice psychology but allows the registrant to self-identify as a Psychologist (Candidate Register) during the period of Inactive Registration.

Since no practice would be allowed during the period when the registrant has requested Inactive Registration, no supervision is required or credited during this period.

The fee for Inactive Registration is \$100 per calendar year. In keeping with Board Policy, registration fees would not be refunded if a transition from Full to Inactive Registration is made

during the calendar year.

Any registrant who would like to apply for Inactive Registration must submit to NSBEP a written request for a leave of absence including a statement that they will not be practicing psychology during the period of Inactive Registration. An email to the office would suffice. Candidates must also ensure that a Supervision Report is submitted to the Board covering the months of supervision that took place leading up to the requested period of Inactive Registration. Liability insurance to cover past practice issues would need to be maintained. Registrants should discuss with their insurer a low-cost option during their leave (e.g., tail / gap coverage). Some companies have a period of time where they provide such coverage for little or no charge.

- B. To request a Leave of Absence from the Register and thus cease all practice of Psychology and cease to use the designation "Psychologist, Candidate Register".

If a candidate chooses the second option, he/she can apply for reinstatement at any time within the next two years without requirement of a new application and without loss of credit for accumulated work experience obtained before he/she withdrew. Candidates who withdraw from Register must submit: a written request for withdrawal; a completed Evaluation Form for Withdrawal from the Candidate Register; and a supervision report covering any months of supervision received since their last report was submitted to the Board. To access all of the necessary forms, please visit the Supervision Section of the Board's website: <http://nsbep.org/pages/supervisionforms.html>

It is important for candidates to note that unexplained gaps in supervision may lead to the candidate's removal from the Candidate Register for failure to abide by the conditions of candidacy. See section 14(7) of the Act. Ultimately it is the candidate's responsibility to ensure regular supervision takes place and to notify the Board immediately of any problems in this regard.

K. Accumulation of Work Experience:

- A. Type of Work: Work experience must be primarily psychological in nature and generally the candidate must be identified as a psychologist.
- B. Part-time work: The Board will count part time working hours toward the required supervised work experience. However, all candidates must still meet with their supervisors for a minimum of two hours per month if that month is to count as supervised experience for registration.
- C. Overtime: Extra work (beyond 1500 hours per year) cannot be used to reduce the number of years of required supervision.
- D. Change from Master's to Doctoral level registration:

Some Candidates who possess a master's degree in psychology are also enrolled in a doctoral program in psychology. Candidates who wish to work as psychologists on a full

time or part time basis while enrolled in doctoral programs must remain on the Candidate Register and will accumulate credit for supervised experience. Educational experience, including practica and internships, do not constitute Board creditable supervised work experience in relation to their master's degree.

If a Registrant obtains a doctorate degree, then he/she must obtain Board approval of the degree before holding him or herself out using the title of "Dr." or citing the doctoral degree. In order to obtain approval of their doctorate, the degree must first be conferred, and then the Registrant must arrange to have an official transcript sent from the university to the Board along with submitting a request to the Board to obtain approval of the doctorate.

In keeping with the Psychologists Act, Candidates must complete one year of post doctoral supervision unless they have less than one year of supervision remaining from the period that was required on the basis of their master's degree in psychology. In that event, the Candidate would complete the remaining months of supervision.

L. Change of Supervisor:

Change of supervisors must be Board approved and require letters from both the current and proposed supervisor acknowledging the change and outlining the reason(s) for the change. A change of supervisor evaluation form must be submitted by the current supervisor. This document summarizes the candidate's progress to date. By identifying strengths and areas requiring further attention, it provides direction for the new supervision process. Please see the Supervision Section of the Board's website to obtain all the required forms to request a change of supervisors: <http://nsbep.org/pages/supervisionforms.html>

Prior to Board approval of the new supervisor, candidates must continue with supervision; however, they can continue to work with their old supervisor or begin working with the new supervisor. Candidates are responsible for ensuring the new supervisor has a copy of the Change of Supervisor Evaluation Form, prepared by the previous supervisor, by the time of the first supervision meeting. It is also Board policy for the former and new NSBEP Supervisor to communicate whenever there has been a change in supervisors. The Board requests that the content of this communication be documented in the candidate's supervision report. It is not the intention for this meeting to be onerous but to provide an opportunity for the new supervisor to obtain any important information and/or clarification that could be valuable in his/her supervision. At times it can be very beneficial for the supervisors to have direct communication.

The Board expects supervision meetings to be face-to-face. In some cases the Board may approve other arrangements. However, unless such approval is obtained in advance there is no guarantee that supervision, not involving face to face contact, will be credited.

The Board welcomes any comments and /or concerns that you may have with any aspect of the process of supervision for registration.

Please note that these guidelines can be superseded by changes in the *Psychologists Act* and by changes in Board policies. Major changes involving supervision will normally be posted on the website. Candidates and supervisors should check the website on a regular basis.

M. Scheduling the Oral Examination

After Candidates have accrued the minimum required period of supervised practice and completed all examinations required by the Board, they become eligible to schedule the Oral Examination. Candidates are required to have filed the appropriate documentation to take their Oral Exam within six months of having accrued the minimum required period of supervised practice. **Even after the minimum required period of supervised practice has been accrued, Candidates are still required to continue with supervision until successful completion of the Oral Exam.** This information is stated in the Candidate's Conditions of Candidacy which is provided at the beginning of Candidacy.

After completion of the minimum required period of supervision, Candidates may submit an Oral Examination request to NSBEP. The request must include the following documentation:

- Copy of Candidate's current Curriculum Vitae
- Completed Final Evaluation Report (which can be downloaded from our website www.nsbep.org)
- Supervision Report which includes all supervision sessions to date, since the Candidate's last report was submitted. (For example, if it's November and the last supervision report submitted included the months of March through August, then a report must be submitted covering the months of September through November.)

Once the necessary information is received, it will be reviewed by the Board at its monthly meeting. In order to ensure requests are reviewed at the next meeting, all documentation must be received two weeks in advance of the meeting. Meeting dates are posted on the 'News' section of the NSBEP website.

Following the meeting, Candidates will be notified of the Board's decision and the time and date of their exam will be confirmed. The Examination will be scheduled on one of the subsequent Board meeting dates. For example, if your request is reviewed and approved at the meeting in September, your Exam will typically be held on the date of the October or November, etc. meeting. **Please note:** The number of Oral Exam requests will have a bearing on whether all requests can be accommodated in a particular month; if there are more requests than available timeslots, the Exam will typically be scheduled for the date of the next available Board meeting. (Typically the Board can complete 4 Oral Exams a month.)

All required documentation can be faxed or emailed to our office, at 902-423-0058, and the original copies are then not required. Candidates for an Oral Exam will have their file reviewed by the Oral Examination Committee. Finally, the fee for the Oral Exam is \$500.00 and must be paid one week prior to your Exam.

Candidates Wishing to Expand Within Their Area of Practice

Having achieved an integrated and organized sequence of study within a practice area, the Candidate may decide to expand the population he/she is working with or learn other new skills related to that practice area.

Doing this would be governed by Standard IV.1 as outlined below.

Psychologists shall limit their delivery of services to those areas of competence as defined by verifiable training and experience.

Interpretation: In the event that a psychologist chooses to expand services beyond the range of those usually delivered, the psychologist shall obtain pertinent training and/or appropriate professional supervision.

Please note that Standard IV.1 is intended for a Candidate who wishes to expand within his/her area of practice approved by the Board. The process is not intended for those wishing to add a new area of practice, since the latter would typically require the completion of a graduate program in the area of practice. If further clarification is desired or required about the distinction between expanding an area of practice versus adding a new area of practice, please review the NSBEP document entitled *Appropriate Practice Areas*, available from the “Standards & Guidelines” section of the NSBEP website.

In the event that Standard IV.1 applies, the Candidate should work with his/her NSBEP Supervisor to develop a Learning Plan.

Learning Plan

The purpose of the Learning Plan is to ensure that the Candidate’s intended expansion within his/her practice area is supported by the acquisition and attainment of appropriate and relevant knowledge and skills. When establishing the elements of the Candidate’s Plan, it would be important that both of the components below are considered as part of the process.

Acquisition of knowledge

The types of activities suitable for fulfilling this criterion include successful completion of graduate level courses if available, attendance at workshops/ conferences and individual readings. Content should include not only the necessary clinical material but should also cover ethical and jurisprudence issues relevant to the new activities and/or populations. The training curriculum should ensure coverage of all facets of knowledge for the area of work.

Acquisition of skills

Skills are acquired through practice under the supervision of a registrant competent with the new activities and/or populations. As well as client contact, this will include discussion of relevant clinical and especially diagnostic issues with the supervisor and discussion of the practical application of ethics and jurisprudence knowledge.

The more explicit the Learning Plan, the more helpful this will be to the Board and this process.

Part 1 of the Plan should involve the Candidate considering and documenting whether he/she may have already acquired knowledge and skills that are related to the desired expansion. Specific coursework and supervised practice should be listed.

Part 2 of the Plan should state how the Candidate will attain the necessary knowledge and skills for the intended expansion.

This should provide the following:

- A detailed reading list
- Any courses that will be undertaken
- A list of workshops / conferences
- Outline of focused supervision that will be received
- Any other didactic learning experiences

Part 3 of the Plan should state the mechanism that will verify the Candidate's successful completion of the activities in the Plan. This should indicate whether the completed activity will be verified by the Supervisor and/or another Psychologist who is acting as a mentor for the Learning Plan.

Once the Candidate's Learning Plan is completed, it should be submitted as a standalone document to the NSBEP. The Board will then review the Plan at its corresponding monthly meeting. The Candidate's Plan may be approved or the Candidate may be required to revise and resubmit the Plan.

Once the Plan is approved by the Board, the Candidate's Goals of Supervision should be revised so that they integrate the activities established by the Learning Plan.

Appendices

ACCESSING SUPERVISION FORMS

All supervision forms should be downloaded from the Supervision Section of the Board's website: <http://nsbep.org/pages/supervisionforms.html>

Definitions of the Five Core Competency Areas

Assessment and Evaluation

Definition: A competent professional psychologist draws on diverse methods of evaluation, determining which methods are best suited to the task at hand, rather than relying solely or primarily on formalized testing as an automatic response to situations requiring assessment. The appropriate subject of evaluation may either be an individual person, or a couple, family, organization or system. The skills required for assessment can and should be applied to many situations beyond that of initial evaluation, including, for example, treatment outcome, program evaluation, and problems occurring in a broad spectrum of non-clinical settings. The primary purpose of psychological assessment is to provide an understanding that informs a practical plan of action. It may result in a diagnostic classification or in the identification of strengths or competencies.

Knowledge should include: Knowledge of assessment methods, populations served, human development, diagnosis.

Skills should include: Formulation of referral question(s), selection of methods, collection and processing of information, utilization of psychometric methods, formulation of hypotheses, diagnoses, and action plans, and report writing.

Interventions

Definition: The intervention competency is conceptualized as activities that promote, restore, sustain, and/or enhance positive functioning and a sense of well-being in clients through preventative, developmental and/or remedial services. A broad, comprehensive vision of the intervention competency should include theory as well as the application of knowledge and skills.

Knowledge should include: Knowledge of varied interventions with individuals and systems (e.g., families, organizations); of the relative efficacy of interventions to promote health and wellness; of the positive aspects of all major approaches, reflecting openness to varied viewpoints and methods; of when to make appropriate referrals and when to consult; and of cultural context and diversity, and implications for intervention.

Skills should include: The selection of appropriate intervention methods; analysis of information, development of a conceptual framework, and communication of this to the client, as appropriate; gathering information about the nature and severity of problems and forming hypotheses about factors contributing to the problem through qualitative and quantitative means; establishment and maintenance of professional relationships with clients in all populations served; establishment and maintenance of appropriate interdisciplinary relationships with colleagues; the application of appropriate knowledge to provide effective intervention that addresses the needs of clients

Research

Definition: Professional psychologists should have research training such that they develop a basic understanding of and respect for the scientific underpinnings of the discipline, knowledge of methods to be good consumers of the products of scientific knowledge, and sufficient skills in the conduct of research to be able to develop and carry out projects in a professional or academic context.

Knowledge should include: Knowledge of research methods and of the applications of scientific research; applied statistics and measurement theory; the logic of different models of scientific research (from laboratory experimentation to quasi-experimental and field research); and quantitative and qualitative research methods (including observation and interviewing), with respect to the nature of reliability and validity in the gathering and interpretation of data.

Skills should include: Critical reasoning skills in interpreting and evaluating research procedures and findings; appropriate applications of various research approaches; and ability to write professional and empirically based reports.

Ethics and Standards

Definition: Psychologists conduct themselves in an ethical manner consistent with the Canadian Code of Ethics for Psychologists. They conduct professional relationships within the context of the Code and Standards for the Profession.

Knowledge should include: Knowledge of the ethical principles of the Canadian Code of Ethics and the ethical decision making process promoted with the Code, the Standards of Professional Conduct, the Standards for Providers of Psychological Services, and, as appropriate, other standards such as Standards for Psychological Tests and Measurements, Standards for Conducting Psychological Research, as well as relevant jurisprudence.

Skills should include: Application of the ethical decision-making process, pro-active identification of potential ethical dilemmas and application of the process for resolution of ethical dilemmas.

Interpersonal Relationships

Definition: This basic competency forms part of all the other competencies. Psychologists normally do their work in the context of interpersonal relationships (parent-child, spouses, boss-employee, etc.). They must therefore be able to establish and maintain constructive working alliances with their clients and possess adequate sensitivity to cultural issues.

Knowledge should include: Knowledge of theories and empirical data on the professional relationship, such as interpersonal, power relationships, therapeutic alliance, interface with social psychology, and fluctuations of the therapeutic/professional relationship as a function of the

intervention setting; knowledge of self, such as motivation, resources, values, personal biases and factors that may influence the professional relationship (e.g., boundary issues); and knowledge of others, such as macro-environment in which the person functions (e.g., work, national norms) and micro-environment (e.g., personal differences, family, gender differences)

Skills should include: Evidence of effective communication, and evidence of establishment and maintenance of rapport, and of trust and respect in professional relationships.

Sample Reporting Form

Nova Scotia Board of Examiners in Psychology

455 – 5991 Spring Garden Road, Halifax, NS B3H 1Y6

Phone: 902-423-2238 Fax: 902-423-0058

www.nsbep.org

Supervisor's Regular Report for Monthly Reporting

PLEASE TYPE IN THE BOXES THROUGHOUT THIS FORM

CELLS CAN BE EXPANDED AS NECESSARY TO ACCOMMODATE YOUR INFORMATION

Name of Candidate	Registration Number of Candidate
Dr. Candidate	C123456
Name of Supervisor	Registration Number of Supervisor
Dr. Supervisor	R1234
Month Reported	Due Date
December 2014	December

The Supervisor's Regular Report is to be authored by the Supervisor and intended to provide the Board with objective and constructive assessments of a registrant's progress in completing the requirements outlined by the Board, which is provided in letter format to the Supervisor.

The variability in the preparation for practice and the type of professional activity engaged in by registrants will require individually tailored supervision. Further, supervision is a dynamic process and as the registrant grows in experience, knowledge and training, the focus of supervision should reflect these changes.

Supervision involves assessment. As such, despite individual differences in supervision plans, there are commonalities in terms of what constitutes adequate assessment of the registrant's practice. As with most forms of assessment, self-report alone is not a sufficient method of evaluation. The content of supervision thus should reflect a multi-modal approach to examining the supervisee's level of performance.

For that reason the Board expects that:

- A. the supervisor will periodically contact the registrant's employer or work place supervisor (at least once per year). Releases for this purpose should be signed before supervision begins.

- B. the supervisor will periodically review the scoring and interpretation of tests and/or methods of data collection and/or review written reports of the registrant.
- C. the supervisor will use a form of direct observation of the registrant's performance (i.e., video or audio tapes, one way mirrors, direct observation) at least once in every six month period.
- D. the supervisor will directly assess the registrant's knowledge in all core competency areas. The usefulness of discussions for assessing performance can be improved by structuring them so that the registrant presents the information and explains his/her perspective before general discussion begins. Structuring sessions in such a manner will also help the supervisor to evaluate the registrant's ability to effectively analyze and integrate information.
- E. when the registrant is in private practice, the supervisor will review policies, procedures and forms used in the practice.

Supervisory sessions may include, but are not limited to the following:

- A. review of psychological assessment cases.
- B. review of intervention strategies.
- C. discussion of the application of various intervention procedures.
- D. review of planned lecture material.
- E. discussion of ethical issues relevant to the supervisee's practice area.
- F. review of studies from the relevant literature.
- G. presentations prepared by the supervisee.
- H. direct observation of the supervisee.
- I. review of reports prepared by the supervisee.
- J. review of raw data and test interpretation.
- H. review of clinical files.

Section 1:

Date of meeting(s):	Duration of meeting(s)
May 8, 2009	2 hours

List the Topics Discussed in each Core Competency Area

Core Competency	Topics Discussed
Assessment and Evaluation	test administration, case formulation
Intervention	treatment plan
Research	
Ethics and Standards	
Interpersonal Relationships	client's feelings / reactions

Describe the Focus and Content of the Supervisory Meeting:

The first part of the session involved Dr. C administering the test to me as client. Dr. C then scored the measure and gave his interpretation. He described how the results might contribute to a treatment plan. We then discussed his performance. Dr. C departed from a standard administration and this led to discussion on the importance of following the test protocol. Dr. C's scoring of the test was directly reviewed and found to be accurate. He presented his treatment plan prior to discussion. While he exhibited a good understanding of the results and how they could be incorporated into his treatment plan, he presented his findings in a disorganized fashion and this allowed for a discussion of various methods of ensuring systematic analysis of information.

In the next part of the session Dr. C also brought the clinical file for my review. He then presented his plan of action. This allowed me to critique his analysis based on my independent impression of the clinical information. Dr. C's file was in order and his formulation and treatment plan was on track. The client was referred by a third party and was under some duress to attend sessions. Dr. C had written a report to the third party and his client was upset at the content of the report. Dr. C was asked how he handled third party contracts. After Dr. C explained his procedures and approach, we discussed issues that arise in third party situation and various alternatives for working within these situations. Dr. C's explanations of how he handled the current situation demonstrated his sensitivity, skill and professionalism in the area of interpersonal relationships. He made the client

aware of the limits of confidentiality in advance and had also discussed the content of the report with his client prior to filing it. He acknowledged his client's feelings about the situation and helped his client look at her reactions. Dr. C indicated trust in the therapeutic relationship appeared to have increased by the end of the session.

Describe the Methods used for evaluating the Registrant's work¹:

(additionally, if there has been no direct observation in the past 6 months or employer contact within the last 12 months, please indicate below when these requirements will be completed):

First part of the sessions involved my direct observation of test administration and scoring procedures.
Second part of session involved my direct review of the clinical file. Dr. C presented his plan prior to our discussion.
Supervisor will contact Dr. C's employer next month and in the following month observe Dr. C. by reviewing a video recording of a client session.

¹ *For example:* reviewing audio or videotapes; case presentation; direct observation of work with primary clients; discussion; role-play; literature review, feedback from employer and work setting, etc.

Describe the Topics of Focus for next month

Next month will involve focus on goal areas not directly addressed in June. Dr. C will prepare a hypothetical ethical dilemma that could arise in the third party case discussed this month. He will also review the literature relating to third party cases and report on his findings. I will make contact with Dr. C's employer to get an update on Dr. C's performance. Members of Dr. C's multidisciplinary team are using testing tools that are restricted. This was the case at the time that he first began working in the setting and is both expected and supported by the administration. Dr. C will prepare a list of the possible ramifications of this practice for discussion as well as possible actions he might take.

Section 2: General questions:

This report covers the period of

Start Date	End Date
May 1, 2008	May 31, 2008

Please ensure that the below questions are answered (Please type response below each question):

1. When was direct observation most recently used in supervision?
May 8, 2008
2. When was the most recent contact with the supervisee's employer?
January 1, 2008
3. If there has been no direct observation in the past 6 months or employer contact within the last 12 months, please indicate below when these requirements will be completed
Direct observation took place May 8, 2008.
Employer Contact will take place June 2008.
4. When were the goals of supervision last updated?
January 1, 2008
5. Was supervision interrupted at any time during this period? If so, please explain:
No

Name of Primary Employer	Hours worked in the period reported
<i>Nova Scotia General Hospital</i>	140
Name of Secondary Employer (if Applicable)	Hours worked in the period reported
NOT APPLICABLE	

* In addition to direct client contact, please include all hours of work to ensure NSBEP can grant the accurate amount of supervision credit. Work that is full time will receive full credit, while part-time work will be pro-rated, and thus the period of supervision would be extended.

PLEASE TYPE YES OR NO AND PROVIDE COMMENTS WHERE APPLICABLE

Has the Registrant's employment status changed since the report? If YES, please note the change below and how it impacts on supervision.	NO
Should the Goals of Supervision be changed? If YES, please outline the suggested changes below.	NO

Is there a lack of progress toward any of the Goals of Supervision? If YES, please explain below.	YES
Dr. C's organizational and analytic skills are still underdeveloped and this has limited progress with his Assessment/Evaluation Goal involving improving presentation of assessment reporting. We are continuing to focus on improving the organization of his work and helping him to improve analytical skills. Dr. C acknowledges this is a difficult area for him exhibiting a positive and constructive attitude regarding remediation.	
Has the Registrant experienced any ethical <u>dilemmas</u> during this supervisory period? If YES, please explain (below): A. the dilemma and B. how it was resolved	NO
Were any supervision problems experienced during this supervisory period? If YES, please explain (below): A. the issues and B. how they were resolved C. If unable to meet for the required 2 hours in a particular month, please describe how you have rectified this issue?	NO

Section 3: Ratings

Using the ratings provided, please rate the supervisee in each required area. To provide your ratings, simply type the applicable rating abbreviation (i.e., NA, UN, AC, AR, R) into each of the required boxes of the table below.

RATINGS

- NA Not yet assessed*
- UN Unacceptable level even for supervised practice*
- AC Acceptable level for supervised practice*
- AR Almost ready for independent practice*
- R Ready for independent practice*

Competency Area	Rating
1. Assessment & Evaluation	AC

2. Intervention Skills	AC
3. Research Skills	AC
4. Application of Ethical Standards	AR
5. Interpersonal Relationships	AC
Report Preparation/Record Management	AC
Analytical/Organizational Skills	UN
Knowledge of:	
N.S. Psychologists Act	AR
N.S. Standards of Professional Conduct	AR
Canadian Code of Ethics for Psychologists	AR
Mandatory	
Judgment in the application of the above	AR
Diligence in the application of the above	R
As Applicable	
Consultation Skills	AR
Teaching Skills	NOT APPLICABLE

Once this report is complete, you can use the process below to send this report to the Board by email.

Electronic Submission of Supervision Documentation

Whenever supervision forms are emailed to the office, both the Supervisor and Supervisee must separately email a declaration to the Board office. This is to validate the information.

The necessary declarations are provided below for reference purposes; ultimately however, the declarations need to be placed into the body of an email and sent to the Board office.

Please note: All of the below steps must be followed for an electronic version to be valid. If the information is not validated, then credit cannot be provided to the supervisee. All of the steps are detailed below.

Electronic Submission Process

- 1) The Supervisor must send the Report, as an attachment, to the following NSBEP email address: nsbep@nsbep.org
- 2) The email should be sent from the Supervisor's own email address, and the declaration (listed below) must be copied into the body of the Supervisor's email to which the Report is attached:

Electronic Declaration for the Supervisor

I have completed all sections of Supervision Report for **[Insert Supervisee's Name]** covering the month of **[Insert Month, Year]**.

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) Once the above declaration is pasted into the body of the Supervisor's email, the content of the declaration is simply edited to make it reflect the actual information being emailed to the Board office;
- 4) The supervisee should be copied on the email from the Supervisor;
- 5) The Supervisee must also send an email to the following NSBEP email address:
nsbep@nsbep.org
- 6) The email from the Supervisee must be sent from the Supervisee's own email address, and include the below declaration in the body of the email:

Electronic Declaration for the Candidate

I have completely reviewed my Supervision Report covering the month of **[Insert Month, Year]**.

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]

- 7) Once the above declaration is pasted into the body of the Supervisee's email, the content of the declaration is simply edited to make it reflect the actual information being emailed to the Board office.

SENDING REPORTS BY FAX OR REGULAR MAIL

NOTE: YOU ONLY NEED TO COMPLETE THE BELOW SECTION IF THE REPORT IS BEING SENT BY FAX OR REGULAR MAIL.

By signing below, the Candidate and Supervisor acknowledge that the Report accurately represents the nature and content of supervisory sessions held during the period it covers. This report has been reviewed and discussed by the undersigned.

Candidate: _____ **Date:** _____

Supervisee: _____ **Date:** _____

As noted, you may fax the Report (423-0058) or, if necessary, send it by regular mail. However please use only one method to send your information.

Note: All supervision documentation may be submitted electronically by following the same process and modifying the declarations above to suit the applicable purpose.