



Improvements to the Supervision Forms and Supervision Handbook

Dear Candidate and Supervisor:

We wish to let you know of some improvements that we have been instituted with respect to the supervision reporting forms and Supervision Handbook.

These revisions have been made in order to make the process clearer and more efficient for candidates, supervisors and the Board members and staff who are reviewing this information on a monthly basis.

For convenience, [here is a link](#) directly to the page containing the revised reporting forms and Handbook.

Please begin using the new forms at your next supervision meeting.

A summary of the changes is presented below.

Date for employer contact, direct observation and goals of supervision

(page 5 of the monthly form, page 15 of the six-month form)

The Board has an expectation that the supervisor provides direct observation every six months in order to better assess the candidate's progress. Direct observation is in-person observation of the candidate by the supervisor or through the supervisor reviewing audio or video recordings of a client session.

Another method of assessing the candidate is through contact with the candidate's employer (s), which the board expects at least once each year.

As the candidate progresses through supervision, it is natural that some supervision goals are achieved, and others may need to be added or modified. To accommodate these changes, the Board expects that the candidate's goals are updated on an annual basis and whenever required by other circumstances.

The new forms will provide a section where the dates of the most recent employer contact, direct observation and goals update can be recorded. This will allow the candidate, supervisor and Board to keep better track of the progress of candidates as they move towards full registration and will hopefully reduce the number of reminder letters sent out by the NSBEP office.

Tracking of supervision time by hours instead of by years and months

(page 5 of the monthly form, page 15 of the six-month form)

This change will allow the supervision reports to report how many hours the candidate has worked in the period of supervision being reported on. In other words, if the Supervision Report covers a month of supervision, the report would note the number of hours worked by the candidate during that time period. This is in contrast to the previous process of documenting the hours the candidate was working each week, which often requires cumbersome calculations and conversions.

As a result of this change, the Board will now communicate about supervision time in terms of hours. Many candidates, especially those working part-time hours have not

always known precisely when they will finish their period of supervision, because of their part-time employment and the need for hours to be pro-rated and converted into months. With the change in tracking supervision time, candidates will better know where they are at with respect to the amount of time remaining with their supervision before they can request the oral exam.

The typical Board supervision requirements for candidates who possess a doctoral degree is one year (assuming that they had previously completed a pre-doctoral internship recognized by the board, two years if they do not have a recognized pre-doctoral internship); and four years of supervised practice for candidates with a master's degree. This requirement is based on full time hours. In cases where a candidate was working part-time hours, the Board pro-rated in order to calculate the credit provided for supervision. Under this revised system, one year's supervision will equate to 1500 hours of supervised work experience. This means that most doctoral candidates will require 1500 hours of supervision over a minimum of 12 months and master's level candidates will require 1500 hours of supervision each year over a minimum of 4 years for a total of 6000 hours. Please note that the maximum credit that can be earned during a 12-month supervision year is 1500 hours. Legislatively the Psychologist Act requires two years (one of which may be an approved pre-doctoral internship) and four years of supervision, for Doctoral and Master's level candidates respectively. NSBEP cannot alter these timeframes.

Inactive Status

The Revision to the Supervision Handbook also includes information about the Board's Inactive Status which was implemented in 2018. 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. The fee is \$100 per year.

We hope that these changes will assist candidates and supervisors in the supervision process.

Sincerely,

Nova Scotia Board of Examiners in Psychology