

**INSTRUCTIONS FOR COMPLETING  
QUARTERLY INDIVIDUAL SUPERVISION REPORT FOR SCHOOL PSYCHOLOGISTS**

**General Rules**

1. The report must be submitted by no more than 31 days after the quarter ends.
2. For full-time workers, the minimum total quarter hours must be:
  - (a) Two hours of individual face to face supervision per work week; totaling 80 hours per calendar year.
  - (b) Twenty-four hours of direct and related psychological work per work week, totaling 1000 hours per calendar year.
3. Round all time recorded to the nearest half hour.
4. Signatures of the supervisee and supervisor are required.
5. Months (years) of supervision and total hours required:

| Degree Status                         | Months<br>(Calendar Years)<br>Required | Total Supervision<br>Hours Needed | Total Direct and Related<br>Psychological Work<br>Hours Needed |
|---------------------------------------|--|-----------------------------------|--|
| Master's Level I                      | 30 (3 years)                           | 240                               | 3000   |
| Master's Level I (with Internship)    | 20 (2 years)                           | 160                               | 2000   |
| Master's Level 2 (must have Level I)  | 20 (2 years)                           | 160                               | 2000   |
| Doctoral Level 2 (with internship)    | 10 (1 year)                            | 80                                | 1000   |
| Doctoral Level 2 (without internship) | 20 (2 years)                           | 160                               | 2000   |

**DEFINITIONS**

Supervisory Hours: The number of hours spent in face to face individual supervision with a Board approved supervisor(s). For each full time week this figure should be 2 hours. Over the course of the quarter, it should average 2 hours per week. It is permissible to have one hour for one week if it's made up the next week. The minimum number of total supervision hours for the "calendar year" is 80. This number will be recorded in the "sub-total" box on the right side of the form.

Assessments:

Hours administering, scoring, interpreting, or conducting psychological tests, interviews, mental status examinations, etc.

Direct Interventions:

Hours developing and implementing behavior management plans. Hours also include therapy, crisis intervention, social skills training etc.

Consultation:

Providing professional advice and/or training; developing interventions and facilitating communication between individuals and community groups and agencies.

Supervision:

Hours spent in one to one and group supervision.

Program Planning / Evaluation:

Providing time-developing school psychology programs and evaluations of their effectiveness.

Miscellaneous:

Direct school psychology services not covered previously that include paperwork, research, and public relations.

Total hours worked in each area:

Add across the hours you worked in each area of psychology.

Total Weekly Hours:

Add down the total hours worked for each week.

Grand Total:

Add the weekly hours and place in the lower right hand box. Check the total by adding down the Total Hours Worked in Each Area Column.