

INSTRUCTIONS FOR COMPLETING QUARTERLY INDIVIDUAL SUPERVISION REPORT

General Rules

1. The report must be submitted by no more than 31 days after the quarter ends. Quarters are as follows:
 - Quarter 1 – The first three months of the year: January, February, and March
 - Quarter 2 – April, May, and June
 - Quarter 3 – July, August, and September
 - Quarter 4 – October, November, and December
 Sometimes weeks are split between 2 months. These weeks can be placed on a report if there is space on the report, if not place it on the next report. When starting supervision, you may have a partial report.
2. For full-time workers, the minimum total quarter hours must be:
 - (a) Twenty-four (24) hours of individual face to face supervision.
 - (b) Two hundred eighty-eight (288) hours of direct and related psychological work, including the individual supervision hours.
3. Round all time recorded to the nearest half hour.
4. Signatures of the supervisee and supervisor are required.
5. Years of supervision and total hours required:

Degree Status	Years Required	Supervision Hours	Direct and Related Hours
Doctoral with Internship	1	96	1152
Doctoral with/without Internship	2	192	2304
Masters	5-10	480	5760

Row Definitions

Date Week Begins: The date of the first Monday of the first month of the quarter.

Supervised Hours: The number of hours spent in face to face individual supervision with board approved supervisor(s). For each full-time work week there should be 2 hours of supervision. It is permissible to have less than the required 2 hours if it's made up the next week. The minimum number of total supervision hours for a quarter is 24.

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

Cognitive/Achievement: Wechsler, Stanford-Binet, and other IQ tests; Woodcock-Johnson, and other achievement tests.

Personality Tests: MMPI-2, MCMI-III, 16PF, Rorschach, Thematic Appreciation Test, etc.

Neuropsychological: Halstead-Reitan, Luria-Nebraska, and other brain impairment tests.

Forensic: Commitment, criminal, civil, custody, etc.

A- Write/Call/Meet, etc.: Writing test reports, letters; and notes; meeting and telephone calls with others to schedule, discuss results, or otherwise talk about assessments; depositions and/or court testimony on test results; and communicating via fax, email, or mail regarding the assessment results.

Psychotherapy: Providing face to face psychotherapeutic treatment for individuals, couples, families, and groups.

P-Write/Call/Meet, etc.: Completing insurance forms, including credentialing, writing letters to insurance companies; writing treatment notes, intake reports, discharge reports, treatment summaries, and writing letters about patients; telephone conversations with patients, professionals, and others regarding patients; and corresponding with others about patients via mail, fax, and/or email.

Consultation: Providing professional advice and/or training; making interventions, facilitating, mediating, for government and community agencies, businesses, organizations, schools, court, lawyers; and etc.

C-Write/Meet/Call: Writing consultation reports, letters, and plans; calls and meetings with others about consultations; and corresponding with others about consultation via mail, fax, and email.

Total Hours/Week: This figure includes the sum of all hours recorded in each column above, including the supervision hours.

Other Areas of Report

Miscellaneous – Direct psychology work not covered previously. Please detail this in the box provided on the bottom left side of the form. Examples include Behavioral Management, Programming, Analysis, and Intervention. Include hours spent writing, calling, or meeting about this type of work.

Suprv Total: This is a column on the right side of the report. This column totals each row of the spreadsheet.

Grand Total: The total of direct and related psychological hours plus individual supervision hours. Note: The sum of the Q column and the row of total hours/week together equal this figure.