

**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. 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	Months (Calendar Years) Required	Total Supervision Hours Needed	Total Direct and Related Psychological Work 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

Row Definitions

Date Week Begins (Month/Day)

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.

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.

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.

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.

Column Definitions

Total Weekly Hours: Total hours worked for each week.

Total hours worked in each area: This column on the right side of the report lists the hours you worked in each area of school psychology.