

**DIRECTIONS FOR MAKING
APPLICATION FOR REDUCED SUPERVISION
PER 21 NCAC 54 .2008**

MAKING APPLICATION FOR REDUCED SUPERVISION

The following materials must be submitted in the manner described below:

- (1) Completed, signed, and notarized APPLICATION FOR REDUCED SUPERVISION (**RS FORM #2**).
 - (a) Note that **TOTAL** hours must be listed under Item #8 -- **NOT** the number of hours per week or per month.
 - (b) If applying for **Level 2** supervision, under Item #8, you must list your supervised post-licensure practice for a **minimum of the preceding 3 calendar years, consisting of at least 4500 hours**. You may list additional years of supervised practice if necessary to show the required hours.
 - (c) If applying for **Level 3** supervision, under Item #8, you must list your supervised post-licensure practice for a **minimum of the preceding 5 calendar years, consisting of at least 7500 hours**. You may list additional years of supervised practice if necessary to show the required hours.
- (2) Completed, signed, notarized, and sealed LPA SUPERVISION REPORT (RS FORM #3) from each supervisor who is listed on the application form under Item #8 (see directions below).

You must submit a total application packet which documents that you meet the requirements for the level of supervision for which application is being made. No partial packets will be accepted. No application material may be faxed to the Board.

ALL REQUIRED SUPERVISOR FORMS (RS FORM #3) MUST BE SUBMITTED—IN SEALED ENVELOPES WITH THE SUPERVISOR SIGNATURE WRITTEN ACROSS THE SEAL—IN ONE PACKET DIRECTLY TO THE BOARD BY THE APPLICANT ALONG WITH THE APPLICATION FORM (RS FORM #2). APPLICATION PACKETS WHICH DO NOT CONTAIN THE REQUIRED INFORMATION WILL BE RETURNED FOR REVISION.

LPA SUPERVISION REPORT FORM (RS FORM #3)

- (1) Make a copy of the enclosed LPA SUPERVISION REPORT (RS FORM #3) for **each supervisor** who is listed on your APPLICATION form (RS FORM #2) under Item #8.
- (2) Type or print the name of the supervisor and your name where indicated.
- (3) Send a copy of RS FORM #3 to each supervisor with instructions to return the completed form **to you in a sealed envelope with the supervisor's signature over the seal**. Forms submitted to the Board office without the supervisor's signature over the seal and/or without the signature notarized will NOT be accepted.
- (4) The Board cannot provide you with information from past supervision reports already in the licensure file to use for this review nor will it make copies of the past reports for you. However, if you can no longer locate a supervisor or if a supervisor is deceased, you may document such and request, in writing, an exception to this policy. **Such a request does NOT assure that the form in your licensure file will be sufficient for this review.**

FAILURE TO SUBMIT A COMPLETE PACKET OF REQUIRED INFORMATION IN THE REQUIRED FORMAT WILL CAUSE A DELAY OR HALT TO APPLICATION REVIEW.

DEFINITIONS:

Post-Licensure - the period following issuance of a Psychological Associate license by the North Carolina Psychology Board.

Supervised practice - activities requiring supervision as specified in G.S. § 90-270.5(e) and 21 NCAC 54 .2006.

MOST FREQUENTLY ASKED QUESTIONS

1. **In order to have 4500 hours of supervised practice, can the period of time documented to be eligible for Level 2 supervision start prior to 3 years ago?** Yes.
2. **In order to have 7500 hours of supervised practice, can the period of time documented to be eligible for Level 3 supervision start prior to 5 years ago?** Yes.
3. **Must the most recent supervisor be a current supervisor?** Yes.
4. **Do I have to list all of my past supervisors?** No, not in all cases. You have to list your supervisors for the last 3 years if applying for level 2, or 5 years for Level 3, who will be verifying the required 4500 or 7500 hours, respectively, of supervised practice. If the period of time in which you have obtained the required hours of supervised practice is greater than 3 or 5 years, respectively, you must list all supervisors covering the applicable period and hours. You cannot choose which supervisors to list from a selected time period; you must include all supervisors for the last 3 years/4500 hours if applying for Level 2, or for the last 5 years/7500 hours for Level 3. Once you have documented the minimum years and hours required for the level of supervision for which you are applying, you do not have to list any additional years and hours.
5. **If I currently have more than one supervisor, am I required to list all current supervisors on the application and have each one complete and submit an RS FORM #3?** Yes.
6. **If I have more than one supervisor, must all of them agree in order for me to be eligible for reduced supervision?** Each current supervisor must recommend you for reduced supervision and provide performance ratings of average or above average if the supervisor has been supervising you for at least one year. A supervisor who has been supervising you for less than one year or any past supervisor submitting an RS FORM #3 must submit performance ratings of average or above average.
7. **If my supervisor and I cannot remember the exact number of hours of supervised practice, will the Board provide me the information as previously reported to the Board?** No, not unless a supervisor cannot be located or is deceased, in which case you must request, in writing, that a supervisory report in your Board file be used. However, documents currently in your file may not contain all the required information needed for this review.
8. **Can my supervisors and I give an estimate of total number of hours?** Yes. However, the estimate must be reasonable based on a review of records kept by the supervisor and supervisee of the supervisory process. Ultimately, it is your responsibility and the responsibility of your supervisor to provide honest information to the Board and to be able to document such if questions should arise through the Board's review process.
9. **If I almost have the required number of hours, can I send in what I have now and send the rest at a later date?** No. You must submit a total application packet which fully documents that you meet the requirements for the level of supervision for which you are making application.
10. **Do I have any recourse with the Board if my supervisor disagrees with me and does not recommend reduced supervision?** No. The rule requires that you have the most recent supervisor's recommendation for reduced supervision.
11. **My job has changed over the years. While I had many years of supervised practice previously, currently I am not engaged in activities requiring supervision. Can I still qualify for reduced supervision?** No. You must have engaged in activities requiring supervision for a minimum of 3 years prior to application in order to qualify for reduced supervision.
12. **Does past disciplinary action taken by the Board automatically deny me the opportunity to qualify for reduced supervision?** Not necessarily. Each case in which disciplinary action has occurred will be reviewed individually.
13. **I want to apply for reduced supervision, but I changed supervisors just a few months ago. Can I use the previous supervisor, who supervised me for more than a year, to meet the requirement "to have received at least one calendar year of supervision from the most recent supervisor?"** No. You will have to use your current supervisor for this purpose, and he/she will have to supervise you for at least one year before you can qualify for reduced supervision.
14. **Is there a maximum allowable period of time to accrue the required hours of supervised practice to apply for reduce supervision?** No. Only a minimum is set by rule, but you do have to meet all requirements for the level of reduced supervision for which you are applying.
15. **When moving from Level 2 to Level 3, must I totally reapply?** While you will have to make application for Level 3, you will be required only to document information needed from the period of time following approval for Level 2.

16. **Is there a time limit between when my current supervisor completes the RS FORM #3 and when the Board receives the forms?** Yes. Your current supervisor's RS Form #3, must be completed within 45 days of the submission of the report. For example, if the Board receives your application on May 15th, the report must cover the period of time through at least April 1st in order to be accepted.

