

<b>North Carolina Psychology Board</b> 895 State Farm Road, Suite 101 Boone, NC 28607	<b>IF YOU ARE A LICENSED PSYCHOLOGICAL ASSOCIATE, YOU MUST SUBMIT A COMPLETED SUPERVISION REPORT(S) IN ORDER TO RENEW YOUR LICENSE</b>
---	--

The Supervision Report is part of the Renewal Application for all Licensed Psychological Associates. As a Licensed Psychological Associate, if you choose to renew your license to practice psychology for the biennial period of October 1, 2018 through October 1, 2020, you must submit a completed Supervision Report(s) to the Board. **Once your completed Supervision Report(s) is submitted to and received by the Board either online or by mail, you will be allowed to renew your license ONLINE.** You will not be allowed to renew your license ONLINE until your completed Supervision Report(s) is submitted to and received by the Board either online or by mail. If you choose to renew your license by mail, you must submit a completed Supervision Report(s) along with your Renewal Application and fee all by mail. Faxed or email copies will **NOT** be accepted. The process for reporting on supervision is described below.

<b>Definitions</b>  <b>Supervision <u>Contract</u> Form</b>  <b>Supervision <u>Report</u> Form</b>	A Supervision <u>Contract</u> Form documents either that supervision is required and being received, <b>or</b> that supervision is <u>not</u> required. A Licensed Psychological Associate is required to have an accurate, up-to-date Supervision <u>Contract</u> Form on file with the Board at all times.  A Supervision <u>Report</u> Form reports on supervision that has occurred <b>or</b> documents that supervision has not been required. A Supervision Report should always correspond with an existing Supervision Contract on file with the Board.
<b>Supervision Level</b>	An LPA is "Level 1" <b>unless</b> he/she has applied for, and obtained approval from the Board, to move to a reduced supervision level of 2 or 3. The supervision level for individual licensees may be checked by performing a License Verification on the Board's website.
<b>Reporting Period</b> (#5 on the Supervision Report Form)	(1) date of last report (for many, on or before October 1, 2016, when license was last renewed) through the present, <b><u>OR</u></b> (2) effective date of your current Supervision Contract Form(s) on file with the Board through the present, <b><u>whichever is later</u></b>
<b>The process for reporting on activities that have required supervision and/or the conditions described in a Supervision Contract Form with a supervisor</b>	If you have engaged in activities requiring supervision and/or have a Supervision Contract Form with a supervisor on file with the Board, complete the Generic Information on the Supervision Report, and give the report form to your supervisor for completion of Section 1. If you have more than one supervisor, or if you have more than one Supervision Contract on file with the Board with the same supervisor, the supervisor(s) must complete separate Supervision Report forms to report on the separate conditions described in each Supervision Contract on file with the Board. <b>All report forms must be submitted and received by the Board either online or by mail <u>prior to</u> being allowed to renew your license ONLINE or, if you choose to renew your license by mail, all report forms must be submitted along with your Renewal Application.</b>
<b>The process for reporting on a Supervision Contract Form that describes conditions <u>not</u> requiring supervision</b>	If you have <u>not</u> engaged in activities in North Carolina that require supervision, and you do <u>not</u> have a Supervision Contract Form with a supervisor on file with the Board, complete the Generic Information and Section 2 on the Supervision Report. <b>All report forms must be submitted and received by the Board <u>prior to</u> being allowed to renew your license ONLINE or, if you choose to renew your license by mail, all report forms must be submitted along with your Renewal Application.</b>
<b>Whether you currently require supervision or not, please take particular note of the following</b>	If you currently have more than one Supervision Contract Form on file with the Board, you must submit a <u>separate</u> Supervision Report to report on the activities described in <u>each</u> Supervision Contract Form on file with the Board. For example, a Psychological Associate who is engaged in activities that require supervision in a private practice setting, but who is also engaged in activities that do not require supervision in another setting, such as teaching at a local community college, is required to have two separate Supervision Report forms completed and submitted to the Board. In this example, Generic Information must be completed on each Supervision Report; a supervisor must complete Section 1 on one Supervision Report, reporting on the private practice; and the Psychological Associate must complete Section 2 on the other Supervision Report, reporting on the teaching.
<b>Additional copies of forms</b>	The enclosed Supervision Report form may be duplicated as necessary or additional copies may be printed from the Board's website by selecting either "Renewal" or "Supervision" on the side bar.

If you have any questions, contact the Board office at (828) 262-2258 or [info@ncpsychologyboard.org](mailto:info@ncpsychologyboard.org).