

North Carolina Psychology Board
 895 State Farm Road, Suite 101
 Boone, NC 28607

IF LICENSED AS A **PROVISIONALLY LICENSED PSYCHOLOGIST**, YOU MUST SUBMIT A COMPLETED SUPERVISION REPORT(S) IN ORDER TO RENEW YOUR LICENSE

The Supervision Report is part of the Renewal Application for all provisionally Licensed Psychologists. As a provisionally Licensed Psychologist, 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.

<p>Upgrading from provisional to permanent status</p>	<p>The process to upgrade from provisional to permanent licensure status is available on the Board’s website under the “Provisional to Permanent Licensure” link on the sidebar. You must continue to receive supervision until you apply and obtain approval from the Board to move to permanent status. Even if you have made application for permanent status, or are ready to do so, you must renew your license and submit the required renewal Supervision Report by the required deadlines to maintain a license to practice psychology in North Carolina. The renewal fee that you pay as a provisional licensee will transfer should your licensure level be upgraded to the permanent level. You will not be required to pay two renewal fees for the 2016-18 biennium, regardless of whether your license is upgraded to the permanent level before or after October 1st.</p>
<p>Reporting Period (#5 on the Supervision Report)</p>	<p>(1) date of last report (for <i>some</i>, on or before October 1, 2016, when license was last renewed) through the present, <u>OR</u> (2) effective date of your current Supervision Contract Form(s) on file with the Board through the present, <u>whichever is later.</u></p>
<p>The process for reporting on the practice of psychology and/or the conditions described in a Supervision Contract Form with a supervisor</p>	<p>If you have engaged in the practice of psychology 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. <u>All report forms must be submitted and received by the Board either online or by mail prior to you 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.</u></p>
<p>The process for reporting on a Supervision Contract Form that describes conditions <u>not</u> requiring supervision</p>	<p>If you have <u>not</u> engaged in the practice of psychology in North Carolina, 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. <u>All report forms must be submitted and received by the Board prior to you 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.</u></p>
<p>Whether you currently require supervision or not, please take particular note of the following</p>	<p>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 provisional licensee who is engaged in the practice of psychology in a private practice setting, but who is also engaged in activities that do not constitute the practice of psychology, such as teaching at a college, is required to have two separate Supervision Report forms submitted to the Board.</p>
<p>Additional copies of forms</p>	<p>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.</p>

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