Supervision start record

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use before the first claimed week, revisit after any employer, setting, license, or schedule change, and keep it with the Board agreement and weekly logs.	This does not replace the BBS Supervision Agreement, Supervisor Self-Assessment, weekly logs, or Experience Verification.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Verify the supervisor in the DCA license lookup** Record the license type, number, current status, and the date you checked it. A directory profile or employer assurance is not the licensing record. **Your record:** _____ **Source:** DCA license lookup
2	**[ ] Ask the two-of-five questions** Record whether the supervisor has been licensed for at least two of the last five years and practiced psychotherapy or supervised it during at least two of those years. **Your record:** _____ **Source:** BBS Summary of Supervisor Qualifications
3	**[ ] Name the employer relationship** Write whether the supervisor is employed by, contracted by, or owns the employer. A privately retained supervisor with no employer relationship is a warning sign in private practice. **Your record:** _____ **Source:** BBS FAQs for Supervisors
4	**[ ] Name every setting where hours will be claimed** Supervision must be planned for each work setting. A week can look compliant in the aggregate while one setting is unsupported. **Your record:** _____ **Source:** BBS FAQs for Supervisors

5	**[ ] Set the weekly contact plan** Record the recurring day, format, and backup plan. More than ten direct-clinical hours in a setting triggers a second hour of direct supervisor contact that week. **Your record:** _____ Source: BBS FAQs for Supervisors

6	**[ ] Set the paperwork calendar** Complete the BBS Supervision Agreement within 60 days, keep weekly signed logs, and plan to obtain Experience Verification when the relationship ends. **Your record:** _____ Source: BBS Supervision Agreement

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- DCA license lookup
- BBS Summary of Supervisor Qualifications
- BBS FAQs for Supervisors
- BBS Supervision Agreement

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.