

Paperwork: Make Sure Your Hours Count

Forms

Supervisor Responsibility Statement

- Make sure it is signed and dated BEFORE you begin working in your placement.
- If you forgot this form, or your supervisor dated it later than your first day, you will need to have it signed with the correct date or those hours may not count.
- Caution: this is backdating and TDC does not encourage this practice. If you backdate, pay close attention to the revision date of the form you are using (located in small print on bottom). If the revision date is after the date of signature, it will be clear to the BBS that you backdated.
- Check the status of the license of your supervisor (www.bbs.ca.gov). If it is not presently clear, it must be cleared by the time you submit your hours.

Weekly Summary Forms

- Keep these in a safe place. They will not be sent to the BBS, unless you are audited.
- Consider making a copy and keeping the copy in a separate location (e.g., office or a friend's house).
- Make sure all boxes across the bottom are signed, except for blank weeks.
- If you make a mistake, fill out a new form (best choice) or have the supervisor initial the error. Do not submit anything with a number crossed out and corrected.

Experience Verification

- Fill in every box; do not leave anything blank.
- You must answer **Yes** to questions 7a & 8 or your experience cannot count.
- If as an intern you were paid, provide a copy of your W2 for the setting.
- If as an intern you were a volunteer, provide a letter on letterhead from your placement verifying your status as a volunteer and site the dates of the placement, which should mirror the dates on your Verification Form.
- If you contracted with an outside supervisor (meaning the supervisor was not an employee or 1099 contractor directly for the placement), you must submit a letter of agreement between your placement and the supervisor, written on placement letterhead and *dated before you began work*. If you do not have this letter, there is an example on this site.
- You need not be concerned regarding volunteer or paid status for trainee placements.
- Ensure that the Dates in line 10 correspond to the date of your first and last week worked in your Weekly Summary Forms.
- Ensure that the "From" date in line 10 corresponds to the date your supervisor signed in the Responsibility statement.

- Weeks of supervision line: remember to total this number across all your Verification sheets. It should total AT LEAST 104 or you do not have enough supervision.
- Supervision: make sure the “logged hours” for group supervision is an even number.

Supervision Formulas

As an intern, you cannot average supervision/direct counseling, so it is nearly impossible for the BBS to determine if you had enough supervision. Use these formulas to ensure they do not have any red flags to decide to audit you.

Trainee

- 1 Supervision unit for every 5 hours of direct counseling
- You may average this across weeks.

Intern

- 1 Supervision unit for the FIRST 10 hours of direct counseling
- 1 Supervision unit for ALL direct counseling hours over the first 10, up to 40
- You may not work more than 40 total hours, including all but personal psychotherapy, in one week.
- You may not average across weeks.

Maximum Allowable Direct Counseling Hours

- $40 \times \text{number of supervised weeks} = \text{max allowable direct counseling hours}$
- *If your Direct Counseling hours total is less than the maximum, you are fine. If more, you have passed the maximum allowed in the time span you have recorded.*

Supervision Units Needed to Work 40 Hours Per Week

- $2 \times \text{number of supervised weeks} = \text{Total supervision units needed to work the max 40 hrs/week allowed}$
- *If you worked on average less than 40 hrs per week and have at least this total number of supervision hours, you are likely fine.*