



Saskatchewan College of Psychologists

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SUPERVISED PRACTISE LOG – INFORMATION FOR PROVISIONAL MEMBERS

Provisional Members of the Saskatchewan College of Psychologists:

Please review this document in its entirety before beginning to record your supervised practise hours. Hours which have not been recorded correctly or neglect to use the SCP log template in its current format will lead to practise logs not being able to be presented to the Registration Committee for approval until the log has been corrected.

Supervised practise logs are required to be submitted at both the midpoint (750) and final (1500) hours. These records must be initialed on the bottom of each page by the primary supervisor and signed and dated on the final page by the provisional member, their primary supervisor, as well as any secondary supervisors who were responsible for providing individual supervision for the period of time covered in that log. Emergency/backup supervisors cannot offer supervision outside of emergency situations where the primary/secondary supervisors are not accessible, and cannot sign off on logs or MRA Rating Forms.

Supervised practise logs are required to be accompanied by an MRA Rating Form. Rating Forms must be signed by the provisional member, their primary supervisor, as well as any secondary supervisors who were responsible for providing individual supervision to the provisional member for the period of time covered by that Rating Form. A supervised practise log **cannot** be presented to the Registration Committee without a completed MRA Rating Form to accompany it.

If a secondary supervisor is responsible for supervising an area of competency or client population that the provisional member's primary supervisor has not declared, they may either collaborate with the primary supervisor to complete an MRA Rating Form, or complete their own MRA Rating Form for the area of competency/client population in which they supervised the provisional member's practise.

If a provisional member has more than one Supervision Plan currently in place (e.g., two Plans for two separate places of employment which have been approved by the Registration Committee) they must maintain separate records for each Plan, and submit both logs and their accompanying MRA Rating Forms once the cumulative hours have reached 750- or 1500-hours.

Previously approved hours are not to be included on newly submitted logs (e.g., if your midpoint hours were approved for the dates of Jan 1, 2022 – June 30, 2022 your final log should begin on July 1, 2022).

It is **not acceptable** to submit documentation after a significant period of time has passed since the practise hours were accrued. Late submissions, or submitting both midpoint and final logs at once, may result in the documents being refused for review by the Registration Committee.

College staff review logs and MRA Rating Forms ahead of Registration Committee meetings as a courtesy service to membership. Staff will notify the provisional member if they notice any errors in their log/Rating Form that could result in those documents not being approved by the Registration Committee (e.g., missed signatures, insufficient information provided, not using the provided template). Submissions or resubmissions received after the cut-off date will be presented at the following Registration Committee meeting.

Documents can be submitted electronically to skcp@sasktel.net or faxed/mailed to the College office. A list of upcoming Registration Committee dates and the cut-off dates can be found on the College website under **Member Info -> Forms**.

Provisional members are required to use the practise hour log sample which follows this information pamphlet as a guide when creating their own supervised practise hours logs.

SUPERVISED PRACTISE HOURS

- Logged supervised practise hours must consist of hours spent in the provision of **direct psychological service** and **indirect psychological practise activities related to that service** (e.g., scoring of psychometric assessments, report writing, case conceptualization of a client, researching a specific intervention for a specific client's treatment hours).
- Supervised practise hours DO NOT include:
 - Studying/preparing for the EPPP;
 - Attending a talk or presentation given by a colleague;
 - Conducting administrative tasks such as setting up your phone or computer, attending an Annual General Meeting, attending other meetings that are non-psychological in nature, etc. If you are unsure as to whether an activity is countable, please contact the College via email at skcp@sasktel.net for clarification.
- Up to ten (10) Continuing Education/Professional Development hours can be counted towards the 1500-hour supervised practise hour requirement. These hours must be **clearly delineated** (bolded) in the description of supervision column.

INDIVIDUAL SUPERVISION HOURS

- **Supervision during the entire term of the provisional licensure period is mandatory.** Individual supervision is to occur, at minimum, at a rate of six (6) hours of face-to-face supervision for every 160 hours of practise.
- Individual supervision is to be provided in-person unless an alternate arrangement (such as supervision via an electronic platform) was clearly communicated in the Supervision Agreement and Supervision Plan, and was approved by the Registration Committee.
- Group supervision is counted at half the time of individual supervision (e.g., 1 hour of group supervision is logged at 0.5 hours). Members should clearly communicate if their group supervision has been counted at half time in their log; if this is not clear, the Registration Committee will halve these hours.
- The relevant legislation requires that provisional members complete 1500 supervised **practise** hours; individual supervision hours are separate from practise hours, and cannot be counted towards the 1500-hour requirement.

DIRECT OBSERVATION HOURS

- Members must accrue 10 direct observation hours as part of their supervision hours. Direct observation hours must be **clearly delineated** in the description of supervision column, and should include a description of what type of activity the supervisor director observed (e.g., assessment, counselling session, parent debrief meeting), as well as the method of observation (e.g., attending session, via one-way mirror, reviewing audio/video recording after session).
- It is expected that direct observation hours will be distributed fairly evenly across the 1500 hours of supervised practise, as opposed to being conducted in one or two sessions.

EARLY TERMINATION OF THE SUPERVISOR-SUPERVISEE AGREEMENT

- Should the supervised practise experience be terminated prior to the completion of the required hours for whatever reason, the supervisor(s) **must submit a final evaluation** (MRA Rating Form) **to the College within a reasonable timeframe of the supervision termination date.**
- A log for all supervised practise hours completed under their supervision must be submitted with the MRA Rating Form if the provisional member wishes for these hours to be counted towards the 1500 supervised practise hour requirement. This log should be submitted soon after the supervision relationship has been terminated, and should not be held onto until the provisional member is ready to submit their midpoint or final logs.