



Saskatchewan College of Psychologists

Provisional Member Supervised Practice Log

Directions:

1. **Each** place of employment requires a separate log.
2. This form is standardized for all provisional members. Do NOT amend this form in any manner (e.g., adding categories, changing to portrait format, etc.). If modified, you will be required to revise and resubmit.
3. **Direct Supervision:**
 - Must be face-to-face (either in-person or via a virtual platform) Use of phone/text/email are not to be documented as direct supervision hours.
 - Only direct supervision conducted by approved primary and secondary supervisors may be logged. You must note who conducted the supervision on the log.
 - Group supervision is counted at half the time (e.g., 1 hour of group supervision should be logged as .5 hours). These hours cannot exceed 19.
4. The primary supervisor is ultimately responsible for the supervision of the provisional member. The primary should always provide the majority of direct supervision hours.
5. The secondary supervisor should not assume any direct supervision unless directly delegated by the primary supervisor.
6. If you are ever without a primary supervisor that exceeds beyond regular vacation time, sick time, etc., then you must advise the College immediately. One cannot practice without a primary supervisor. The secondary cannot be approved to the role of primary by anyone other than the Registrar. Without a primary supervisor, you will be removed from the Register (albeit, still a member), and you cannot practice.

Name of Provisional Member & Degree Licensed Under (e.g., M.Ed.):

Check applicable box

- End-of-Supervision Hours (e.g., going on leave; change of employment; removal of primary supervisor, etc.)
- Brief explanation of hours:
- Midpoint Hours
- Final Hours

Period (dates) of Supervised Practice:

Name of Primary Supervisor:

Name of Secondary Supervisor (if applicable):

Name of Additional Secondary Supervisor (if applicable):

Name of Employing Organization:

All Approved Intended Areas of Competency (including populations served):

Primary Supervisor's Initials: _____

Secondary Supervisor's Initials: _____



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Practice-Supervision ratio must be a minimum of 6 hours of direct (face-to-face) supervision for every 160 hours of supervised practice

(The Registration Committee is not obliged to approve hours that do not meet this mandated ratio.)

Date	Practice Hours	Direct Supervision (face-to-face)	Description of Practice Hours	Description of Direct Supervision
EXAMPLE ONLY (please delete) Week of March 11/24	37	Direct (Individual): 1.5 Includes: - Direct Observation: 1.0	10 counselling sessions with children and adolescents (e.g., anxiety, adjustment problems, behavioural problems). 3 intake assessments. Writing of contact notes and intake assessment reports. Team meeting. CE hours/PD hours – 9.0 (Webinar training on Cognitive-Behavioural Therapy)	Supervisor Name: Thomas Grant (primary) Discussion of report writing, rapport building, and professional & ethical issues. Review of intake assessment reports. Case conceptualization of clients. Direct observation hours: Supervisor observed counselling session with adolescent client.
EXAMPLE ONLY (please delete) Week of March 18/24	35.5	Direct (Individual): 1.5 Includes: - Direct Observation: 0	Cognitive assessment – administration, scoring, interpretation, and report writing. 2 intake assessments and report writing. 10 counselling sessions (children/adolescents; substance issues, adjustment). Writing of contact notes.	Supervisor Name: Jamie Curtis (secondary) Review of results and interpretation of cognitive assessment. Review of CBT with child clients. Review of intake assessment reports.
EXAMPLE ONLY (please delete) Week of March 25/24	35.5	Direct (Group): .5 Includes: - Direct Observation: 0	Behavioural observation of adolescent in school setting. Phone consultation with parents of child client. 12 counselling sessions (child/adolescents; anxiety, adjustment, behaviour). 1 intake assessment and writing of report. Writing of contact notes.	Supervisor Name: Thomas Grant (primary) Group supervision – multidisciplinary case consultations.
Page Subtotal	108.0	Direct Supervision: 3.5 Direct Observation: 1.0		

Primary Supervisor's Initials: _____

Secondary Supervisor's Initials: _____



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Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Page Subtotal		Direct Supervision: Direct Observation:		

Primary Supervisor's Initials: _____
 Secondary Supervisor's Initials: _____



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Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct /Individual: Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Page Subtotal		Direct Supervision: Direct Observation:		

Primary Supervisor's Initials: _____

Secondary Supervisor's Initials: _____



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Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct/Individual: Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Page Subtotal		Direct Supervision: Direct Observation:		

Primary Supervisor's Initials: _____

Secondary Supervisor's Initials: _____



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Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Week of		Direct (): Includes: - Direct Observation:		Supervisor's Name:
Page Subtotal		Direct Supervision: Direct Observation:		

Total supervised practice hours (does not include direct supervision hours):

Total supervised practice hours:

- Includes ___ hours of Direct Observation

Provisional Member's Signature

Date

Primary Supervisor's Signature

Date

Secondary Supervisor's Signature (if applicable)

Date

Secondary Supervisor's Signature (if applicable)

Date

Additional Notes:

- Secondary supervisors must sign off on the final page of a provisional member's supervised practice log if they provided any direct supervision hours.



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- Secondary supervisors can either co-sign the midpoint and final Rating Form completed by the primary supervisor (if they agree with the ratings/feedback provided), or may submit a separate Rating Form with their own ratings/comments, if they provided direct supervision during the specific period.
- Secondary supervisors who have been delegated responsibility to supervise an area of competency/client population not claimed by the supervisee's primary supervisor are required to initial each page of the supervisee's practice log, as well as sign and date the final page. They must also submit a separate Rating Form evaluating the supervisee's practice in the area they have been delegated responsibility for supervising.
- Back-up/emergency supervisors must not sign practice logs or Rating Forms. Hours of direct supervision provided by any parties other than approved primary and secondary supervisors cannot be counted towards the 1500-hour supervised practice requirement.