

OHIO BOARD OF PSYCHOLOGY POLICY AND PROCEDURE MANUAL

SECTION 1: SUPERVISION

POLICY 1.1: REGISTRATION OF PSYCHOLOGICAL SUPERVISEES

PRIOR DATE EFFECTIVE: JUNE 9, 2003; JANUARY 18, 2013; OCTOBER 12, 2017

EFFECTIVE: JULY 19, 2018

REVIEWED AND APPROVED



Ronald Ross, Ph.D.
Executive Director

Brad Hedges, Ph.D.
President

POLICIES AND STANDARD OPERATING PROCEDURES

By administrative rule, each supervisee, whether identified as working under Psychological Work Supervision or Psychological Training Supervision (including Umbrella Supervision), shall be registered with the Board. Registration of each supervisee providing psychological services under the authority of a licensee of this Board provides the Board with data necessary to identify each provider of psychological services in Ohio, licensed or unlicensed, to assist in proper regulation of the profession.

1. Prescribed format. The supervisee registration process, effective June 2017, is an internet-based service request in the eLicense Ohio system. Licensees have been instructed on the process and notified that the paper supervisee registration form was decommissioned in June 2017.
2. Office review of the registration request. The Administrative Professional 2, with back-up from the Executive Director, is responsible for conducting a daily review of service requests received in the eLicense Ohio database. Requests to register individuals shall be approved, absent omission of mandatory information, including the name of the supervisee and the location of the supervised work.
3. Terminations. Licensees shall terminate supervisees in the eLicense Ohio portal by logging in and selecting the option to “deactivate” a supervisee. This process is automatic and does not require board staff intervention or approval.