



Government of
Northwest Territories

**Northwest Territories
Standards for Supervision of Provisional Psychologists**

Health and Social Services Professions Act
Psychologists Regulation
August 2022

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The *NWT Standards for Supervision* have been adapted from the College of Alberta Psychologists' *Supervision Plan and Standards for Supervision of Registered Provisional Psychologists* with permission.

1. Guidelines for Supervision in Psychology

The Canadian Psychological Association's *Ethical Guidelines for Supervision in Psychology: Teaching, Research, Practice and Administration* (Guidelines), as amended from time to time, are adopted under the *Psychologist Regulation* for the purposes of supporting ethical supervision practices.

The *NWT Supervision Guidelines for Psychologists*, as amended from time to time, are also adopted under the *Psychologist Regulation* for the purposes of supporting supervisory relationships and supervision plans.

These Guidelines should be read and used in conjunction with relevant sections of the *Canadian Code of Ethics for Psychologists* and the *NWT Standards of Practice for Psychologists*.

2. Qualifications of a Supervisor (primary and secondary)

A supervisor must be a psychologist who is approved as a supervisor by the Registration Committee and meets all of the following criteria:

1. Be registered as a psychologist in the NWT.
2. Regularly practices in person in the NWT.
3. Be in good standing in all jurisdictions in which they are licensed (be it the NWT or other).
4. Not be under orders of discipline.
5. Have a minimum of 5 years' of consecutive practice as a registered psychologist in the NWT.
6. Be competent in the area(s) of practice in which they are supervising.
7. Be familiar with the *Health and Social Services Professions Act*, the *Psychologist Regulation*, the *Canadian Code of Ethics for Psychologists*, the *NWT Standards of Practice for Psychology* and, any other legislation, standards or guidelines related to the supervision of a provisional psychologist.
8. Not have a conflict of interest with the provisional psychologist.

3. Standards for Supervision of Provisional Psychologists

These standards are intended for use during the required 1600 hours of a provisional psychologist's practice and prior to the provisional psychologist being registered as a psychologist in the Northwest Territories (NWT).

Provisional psychologists and their supervisors must abide by the *Standards for Supervision of Provisional Psychologists*.

The Registration Committee approves the supervision plan.

Standards for Supervision of Provisional Psychologists

1. A provisional psychologist must not employ or supervise their supervisor(s). For greater certainty, employ or supervise does not include the 'contractual' relationship between the provisional psychologist and their supervisor(s).
2. A provisional psychologist cannot provide services as a sole practitioner in an independent private setting.
3. A provisional psychologist must remain under the supervision of a psychologist within the defined mandate of a supervision plan, approved by the Registration Committee, until they have successfully completed the required 1600 hours of provisional practice.
4. A provisional psychologist may be supervised by more than 1 (one) psychologist for each branch of psychology.
 - a. The primary supervisor(s) are responsible for the provisional psychologist's supervision and ensures the overall monitoring and coordination of the supervision of the provisional psychologist.
 - a. A secondary supervisor may stand in where a primary supervisor is temporarily on leave during the provisional psychologist's supervision period and, in doing so assumes the responsibility of the primary supervisor for the duration that the secondary supervisor is supervising.
5. 2 (two) supervision evaluation reports are required from the primary supervisor(s): 1 (one) mid-term and the other upon completion of the supervision plan or termination of the supervision plan.
 - a. The supervisor(s) must keep the mid-term evaluation report in their record of supervision and give a copy to the provisional psychologist.
 - b. The final evaluation report must be submitted to the Registration Committee within 1 (one) month of completion or termination of the supervision and will:
 - i. Confirm the provisional psychologist's area(s) of practice.

- ii. Describe the provisional psychologist interpersonal relationship skills, level of competence and limitations.
 - iii. Confirm that the provisional psychologist has met all the requirements of the supervision plan.
 - iv. Provide a recommendation regarding the provisional psychologist's readiness for independent practice.
 - v. Attest to the provisional psychologist's competence and readiness to move to practice independently
6. Where a supervision plan has been terminated, the supervisor must submit the final evaluation report, indicating the total number of completed provisional hours, and the supervision plan to the Registration Committee.
7. Where a supervision plan has been terminated and a new primary supervisor has assumed responsibility, the previous supervisor must submit the final evaluation report, indicating the total number of completed provisional hours and supervision received, with a new supervision plan signed by the new primary supervisor for the remaining hours of provisional practice and supervision. For greater certainty, the previous supervisor does not approve the new plan.
 - a. In the case where a final evaluation report raises concerns, the Registration Committee may request additional information, deny the provisional psychologist's registration as a psychologist, or require additional supervision hours.
 - b. The final evaluation report must be approved, in writing, by the Registration Committee before the provisional psychologist may be granted licensure as a registered psychologist.
8. Any fees or expenses that may arise from the supervisory arrangements are solely the responsibility of the provisional psychologist.
9. Of the required 1600 hours of provisional practice there must be:
 - a. 1 (one) hour of supervision for every 15 (fifteen) hours of provisional practice, equating to a minimum of 107 (one hundred and seven) hours of supervision.
 - b. A minimum of 25% of the required 1600 supervision hours must take place onsite and in person (i.e. where the provisional psychologist conducts their work).
 - c. A minimum of 75% of the required 1600 supervision hours must be individual supervision (i.e. not group format).
10. An exception or modification to the above Standard may be granted, upon review of the Registration Committee, in the case where a provisional psychologist or their supervisor resides in a remote community and the primary means of supervision takes place virtually. In these instances, the Registration Committee will determine the minimum amount of direct supervision (i.e. in-person/virtual/group) required.

11. Where group format is used for supervision purposes, the group must not be larger than 6 (six) members and the supervisor must maintain sole responsibility for the learning experience of the provisional psychologist (i.e. responsibility cannot be delegated to a member of the group).
12. Supervisors must be available for emergency consultation and intervention in work settings where emergencies may arise. In this setting, supervisors will also ensure that a secondary supervisor is available for the periods of time when the primary supervisor is unavailable to the provisional psychologist.
13. Where supervision takes place virtually (i.e. where the provisional psychologist or their supervisor is travelling for work or working remotely due to extraordinary circumstances), both the provisional psychologist and their supervisor must:
 - a. Be competent in the technology of the service-delivery medium (i.e. Skype, Zoom, teleconference).
 - b. Be informed of the risks and limitations specific to virtual supervision including limits respecting confidentiality, security and privacy.
 - c. Ensure the electronic and physical security, integrity and privacy of client records, including any electronic data and communications.
 - d. Have a plan or procedure to manage technological difficulties or interruption of services.
 - e. At the onset of each client session/interaction:
 - o Ensure that the service-delivery medium is appropriate for the needs of the client and does not compromise the well-being of the client.
 - o Ensure that proper and informed consent concerning the risks and limitations specific to virtual supervision is obtained from the client.
 - o Verify the identity of all individuals that can access the service-delivery medium during the session/interaction.
14. Prior to providing services, the provisional psychologist must inform their clients of their provisional status and that their case will be discussed with a supervisor.
 - a. The client must sign a declaration of consent attesting that they have been informed of the provisional psychologist's status and helped to understand the implications of being seen by a provisional psychologist.
 - b. The consent form must be kept on the client's file.
 - c. In situations where there are good reasons for not using signed consent forms, the provisional psychologist will accept and document the client's oral consent.
15. All written reports (i.e. official or formal reports, excluding case notes) and clinical correspondence entered into a client's file must be co-signed by the supervisor.
16. Supervisors will review and assist the provisional psychologist in applying:
 - a. The *Health and Social Services Professions Act* and *Psychologist Regulation*.
 - b. The *Northwest Territories Standards of Practice for Psychology*.

- c. The *Northwest Territories Supervision Guidelines for Provisional Psychologists and Supervisors*.
 - d. The *Canadian Code of Ethics for Psychologists*.
 - e. The Canadian Psychological Association's *Ethical Guidelines for Supervision in Psychology: Teaching, Research, Practice and Administration*.
 - f. Jurisprudence matters relevant to the provisional psychologist's area(s) of practice.
17. An on-going record of supervision must be maintained during the supervisory period that detail the types of activities in which the provisional psychologist is engaged and any issues relevant to the provisional psychologist's competence. Both the supervisor and the provisional psychologist will sign, in writing or electronic, the record after every 30 hours of practice and each keep a copy.

Following Completion of the Required 1600 hours of Provisional Practice

- 18. Following the completion of the required 1600 hours of provisional practice, supervision must continue to be maintained, at a minimum of 1 (one) hour of individual supervision each month (in addition to time spent by the supervisor reviewing and signing reports) until the provisional psychologist satisfies all the registration requirements of the Psychologist Regulations, and receives official notification of registration as a fully licensed psychologist from the Registration Committee.
- 19. An interim/ongoing evaluation report must be completed and submitted to the Registration Committee every 6 (six) months from the completion date identified on the provisional psychologist's last supervision plan. The report will:
 - a. Confirm the provisional psychologist's area(s) of practice. If the area(s) of practice is different from the area(s) of practice that was approved in the initial 1600-hour supervision plan, the provisional psychologist must notify the Registration Committee of the changes and provide detailed written information outlining the steps that were taken to become competent to practice in the new area(s) of practice.
 - b. Evaluate the provisional psychologist's interpersonal relationship skills, level of competence and limitations.
 - c. Attest to the provisional psychologist's continued readiness for independent practice.

In the case where a supervisor's evaluation report raises concerns, the Registration Committee may request additional information, deny the provisional psychologist's registration as a psychologist, or require additional supervision hours.

4. Supervision Plan Requirements

1. The Supervision plan must be typed and inputted into a clear template (see Supervision Plan Template).
2. Provisional psychologists and their supervisors must follow the *Standards for Supervision of Provisional Psychologists*.
3. The *Psychologist Regulation* states that a provisional psychologist must complete a minimum of **1600 hours** of provisional practice and a minimum of 107 hours of direct supervision under the supervision of a registered psychologist.
4. Hours of provisional practice (i.e. evaluated practice) cannot be counted until the supervision plan has been approved by the Registration Committee.
5. Applicants must identify and declare one or more areas of practice for their provisional experience and submit a separate supervision plan for each branch of psychology declared.
6. A minimum of 400 hours out of the total 1600 hours of provisional practice must be dedicated for each 'branch of psychology' declared as the applicant's area(s) of practice.
7. The applicant must spend a **minimum** of 50% to a **maximum** of 75% of the total 1600 hours of provisional practice in service delivery.
 - a. Service delivery is defined as any client activity and related documentation including report writing.
 - b. Non-service delivery examples include, but are not limited to: supervision hours, professional development, continuing education, attending workshops/conferences/seminars, literature review, independent study, and administrative or organizational tasks.
 - c. Non-service delivery hours can be included in the total hours for each professional activity declared.
8. The applicant is required to spend 1 (one) hour in direct supervision (i.e. in-person/virtual/group) for every 15 (fifteen) hours of provisional practice for a minimum of 107 (one hundred and seven) hours of direct supervision (i.e. in-person/virtual/group) unless an exception has been approved by the Registration Committee in accordance with the *Northwest Territories Standards For Supervision of Provisional Psychologists* Standard 10.
9. A **combined maximum** of 400 hours out of the total 1600 hours of provisional practice may be dedicated to the professional activities of: research, teaching, supervision and consultation.
10. A **minimum** of 400 hours of the total 1600 hours of provisional practice must be dedicated to direct client contact.

11. If declaring formal assessment as a professional activity, a **minimum** of 400 hours out of the total 1600 hours of provisional practice is required.
12. A supervisor's declaration form is required from the primary supervisor(s) and, if applicable, the secondary supervisor.
13. Provisional psychologists must keep a copy of the supervision plan for their records.

5. Supervision Plan Template

Provisional Psychologist's name:

Registration Number:

Original Plan Date:

Revised Plan Date (if applicable):

1. Branch(es) of psychology:

Total number of hours in each branch (minimum of 400 hours each):

2. Provide a description of the practice in each of the declared professional activities within the branches of psychology identified above. Add additional sheets as necessary.

Branch and Professional Activity:

Number of hours:

3. The NWT *Standards for Supervision of Provisional Psychologists* states that the provisional psychologist must spend 1 (one) hour for every 15 (fifteen) hours of practice in direct supervision (i.e. in-person/virtual/group). Indicate below how this requirement will be met and indicate the total number of hours that will be spent in direct supervision (i.e. in-person/virtual/group) with the supervisor.

Total number of hours of in direct supervision (i.e. in-person/virtual/group):

4. **Location where hours will be completed:**

5. **Primary Supervisor's name(s) and degree(s), registration number and date of registration.** If applicable, include this information for secondary supervisors.

6. **Supervisor's contact information (work address and telephone number).** If the Supervisor is not an employee of the same agency and site as the provisional psychologist, the employer must confirm in writing that they are in agreement with the supervision arrangement to grant the supervisor access to the client files that the provisional psychologist is involved with and to meet the requirement for on-site and in person supervision. Include this information for secondary supervisor(s) if applicable.

7. **Supervisor's employer. Include for secondary supervisor(s) if applicable.**

8. **Agency or place of work where the supervisor(s) will provide supervision for the provisional psychologist.**

9. **Period of supervision.**

10. **Dates of mid-term and final evaluation.**

11. **A minimum of 25% of the hours are to be spent in supervision with your supervisor will be on-site and in person. If not, explain.**

12. 75% of the hours are to be spent in supervision with your supervisor will be individual supervision (not group supervision). If not, explain.

13. The forms of monitoring and evaluation of practice (i.e. in person, tape recorded, telephone, virtual, group, live observation, case consultation, co-therapy, other...).

14. If applicable, emergency supervision has been discussed and arranged.

Provisional Psychologist's Name (print):

Provisional Psychologist's Signature:

Date of Signature:

Primary Supervisor's Name (print):

Primary Supervisor's Signature:

Date of Signature:

*include others if more than one supervisor.

Secondary Supervisor's Name (print):

Secondary Supervisor's Signature:

Date of Signature:

6. Supervisors Declaration Template

Supervisor's Name:

Registration Number:

Date Registered:

Supervision is being provided to:

I HEREBY DECLARE that my area of practice is (include all applicable areas):

I HAVE READ TO AND AGREE to be bound by the following documents related to the supervision of a provisional psychologist:

- NWT Standards for Supervision of Provisional Psychologists
- Ethical Guidelines for Supervision in Psychology: Teaching, Research, Practice and Administration

1. Are you currently under investigation and have outstanding complaints against you under the Health and Social Services Professions Act, or similar legislation, in any jurisdiction(s), with any other regulatory body, professional association or similar?
2. Are you currently undergoing a process related to unprofessional conduct, incompetency or incapacity in any jurisdiction with any other regulatory body, professional association or equivalent?
3. Are there currently considerations or limitations on your practice as a psychologist, in any jurisdiction(s), with any other regulatory body, professional association or equivalent?
4. Are there currently any judgements against you as a result of civil action related to your practice in any professional discipline in any other jurisdictions?
5. Are you currently under orders of discipline in any other jurisdiction(s), with any other regulatory body, professional association or equivalent?

For any "yes" responses, **I Hereby** authorize the Registration Committee (or equivalent) of the regulatory body, professional association or equivalent, to release information to the

Government of the Northwest Territories' Registration Committee under the Psychologists Regulation.

Signature:

Date:

7. Supervisor's Mid-term Evaluation Report

1. The *Standards for Supervision of Provisional Psychologists* provides the detail respecting the requirements to be met within the provisional psychologist's practice.
2. Complete a separate evaluation report for each branch of psychology declared.
3. Complete the mid-term evaluation half way through the provisional hours.
4. Retain a copy of the report and provide a copy to the provisional psychologist.
5. You do not need to provide a copy to the Registration Committee.

8. Supervisor's Mid-term Evaluation Report Template

Provisional Psychologist's Name:

Registration Number:

Date:

1. Evaluation of Competence

Rating Key:
NA: Not Acceptable
A: Acceptable.

Competency to be Rated	Supervisor's Evaluation		
	Not Acceptable	Acceptable	In Progress
Mandatory: Application of ethical principles			
Interpersonal relationship skills			
Assessment and evaluation			
Report preparation / documentation			
Intervention Skills			
Knowledge of: <i>Health and Social Services Profession's Act and the Psychologist Regulation</i>			
<i>Canadian Code of Ethics for Psychologists</i>			
<i>NWT Standards of Practice for Psychologists</i>			
Canadian Psychological Association's <i>Ethical Guidelines for Supervision in Psychology: Teaching, Research, Practice and Administration</i>			
Jurisprudence matters relevant to area of practice			
As applicable: Formal Assessment			
General Assessment			
Research Skills			
Consultation Skills			
Supervision Skills			
Teaching Skills			
Mandatory: Use of judgement in the application of the above			

Diligence in the application of the above			
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2. Please comment on any specific areas that have been rated as not acceptable and propose a remediation:

Provisional Psychologist's name (print):

Provisional Psychologist's Signature:

Date of Signature:

Primary Supervisor's Name (print):

Primary Supervisor's Signature:

Date of Signature:

*include others if more than one supervisor.

Secondary Supervisor's Name (print):

Secondary Supervisor's Signature:

Date of Signature:

9. Supervisor's Final Evaluation

1. The *Standards for Supervision of Provisional Psychologists* provides the detail respecting the requirements to be met within the provisional psychologists practice.
2. Complete the final evaluation at the conclusion of the provisional hours and /or upon termination of supervision.
3. If the supervision was terminated, please indicate in the appropriate sections the total; number of hours that were completed prior to termination.
4. Indicate the provisional psychologist's declared area of practice that comprises the required 1600 hours. Complete a separate area of practice table for each branch of psychology declared.
5. The provisional psychologist cannot apply for licensure as a registered psychologist until they have received a letter from the Registration Committee approving the Supervisor's Final Evaluation and meet the registration requirements set out in the Psychologist Regulation.
6. The form must be typed and may be submitted to the Registration Committee by email, fax, or regular mail.

10. Supervisor's Final Evaluation Report Template

Provisional Psychologist's Name:

Registration Number:

Date:

1. Evaluation of Competence

Rating Key:
NA: Not Acceptable
A: Acceptable.

Competency to be Rated	Supervisor's Evaluation	
Mandatory:	Not Acceptable	Acceptable
Application of ethical principles		
Interpersonal relationship skills		
Assessment and evaluation		
Report preparation / documentation		
Intervention Skills		
Knowledge of:		
<i>Health and Social Services Profession's Act and the Psychologist Regulation</i>		
<i>Canadian Code of Ethics for Psychologists</i>		
<i>NWT Standards of Practice for Psychologists</i>		
<i>Canadian Psychological Association's Ethical Guidelines for Supervision in Psychology: Teaching, Research, Practice and Administration</i>		
Jurisprudence matters relevant to area of practice		
As applicable:		
Formal Assessment		
General Assessment		
Research Skills		
Consultation Skills		
Supervision Skills		
Teaching Skills		
Mandatory:		
Use of judgement in the application of the above		
Diligence in the application of the above		

2. Please comment on any specific areas that have been rated as not acceptable and propose a remediation.

3. If supervision was terminated, confirm the total number of hours completed while under your supervision.

4. The supervision plan has been satisfactorily completed and the provisional psychologist has successfully completed the required 1600 hours of provisional practice.

Yes

No

If no, please provide reasons for your opinion along with recommendations.

5. The provisional psychologist is ready to apply for licensure as a registered psychologist.

Yes

No

If no, please provide reasons for your opinion with recommendations.

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6. Area of Practice

Complete a separate table for each branch of psychology declared. Confirm the provisional practice by checking the applicable boxes and provide the total hours completed for each activity.

Branch of Psychology (circle/check or highlight all that apply)							
Educational/School Neuropsychology	Clinical/Counselling	Forensic					
Health	Rehabilitation	Industrial/Organizational					
Professional Activities							
Client Characteristics	Interventions (mandatory)	Formal Assessment	General Assessment	Research	Consultation	Supervision	Teaching
Individual							
Couples							
Family							
Group							
Organization							
Description of Client(s)							
Child/ Adolescent							
Adult							
Elder							
Total Hours							

Provisional Psychologist's name (print):

Provisional Psychologist's Signature:

Date of Signature:

Primary Supervisor's Name (print):

Primary Supervisor's Signature:

Date of Signature:

*include others if more than one supervisor.

Secondary Supervisor's Name (print):

Secondary Supervisor's Signature:

Date of Signature:

11. Supervisor's Interim/Ongoing Evaluation

This evaluation is intended for use during the interim/ongoing period between which the provisional psychologist has completed the required 1600 hours of provisional practice and becoming a registered psychologist in the NWT.

This evaluation is to be completed and submitted to the Registration Committee no less than every 6 (six) months until the provisional psychologist becomes registered as a psychologist. 6 (six) months is the timeframe granted for completing any additional supervisory hours the Registration Committee may require, based on their review of the final evaluation report.

Provisional Psychologist's Name:

Provisional Psychologist's Registration Number:

Name of Supervisor:

Date:

Provisional psychologists and their supervisors must abide by the *Standards for Supervision of Provisional Psychologists*.

The *Standards for Supervision of Provisional Psychologists* state that interim evaluation must be completed and submitted to the Registration Committee every 6 (six) months. This evaluation will:

- Evaluate the provisional psychologist's interpersonal relationship skills, level of competence and limitations.
- Attest to the provisional psychologist's continued readiness for independent practice.
- Confirm the provisional psychologist's area of practice. If the area of practice is different from the area of practice that was approved in the 1600 hour supervision plan, the provisional psychologist must notify the Registration Committee of any changes and provide detailed written information, co-signed by the supervisor, outlining what steps were taken to become competent to practice in the new declared area of practice.

1. The provisional psychologist continues to be competent and is ready to apply to be licensed as a registered psychologist in the NWT.

Yes

No

If the supervisor has concerns or recommendations about the provisional psychologist's competency, please attach a letter.

Provisional Psychologist's Signature:

Date:

Primary Supervisor's Signature:

(include others if more than one supervisor)

Date:

12. Record of Supervision Log Template

Provisional Psychologist:

Supervisor:

Period beginning:

Period ending:

Date	Time Spent	Nature of contact with supervisor / supervisor's concerns (if applicable). Be as specific as possible.	Signatures (both provisional psychologist and supervisor)