

OBPE – Frequently Asked Questions for Residents

Q. *When can I begin my residency?*

A. You may begin performing psychological services once you receive notification from the Board that your Contract for Supervision of a Psychologist Resident has been approved. A contract may be approved once your application for licensure has been approved.

Q. *What is an “exempt setting”?*

A. An exempt setting is where a person is employed by:

- A city, state or federal government agency;
- A community mental health program (CMHP) designated by the State of Oregon; *or*
- A drug and alcohol treatment program licensed or certified by the State of Oregon.

The exemption only applies when the person works at the exempt site and within the scope of employment. The exemption is only valid for 24 months after the person begins practicing psychology at the site. A Contract for Supervision of a Psychologist Resident is not *necessary*; however, it is recommended. The exemption disallows the person from using "psychologist" in their title.

Q. *Do I need to name an Associate Supervisor in my contract?*

A. You are not required to name an associate supervisor, but it is a good idea in case your supervisor is away for some reason and is unable to meet with you in a particular week. You may list your associate supervisor on the initial contract. Or if you make arrangements after your initial contract has been approved, simply submit another Contract for Supervision of a Psychologist Resident form, and check the "Add Associate Supervisor at Primary Work Site" box.

Q. *Do I need to name my Group Supervisor in the contract?*

A. No. The Board does not need to approve group supervisors; your primary supervisor does.

Q. *What title do I use?*

A. A resident must be designated at all times by the title “psychologist resident” or “psychologist associate resident.” All signed materials, letterhead, business cards, telephone directory listings, brochures, insurance billings and any other public or private representation must include the resident’s title and the supervisor’s name and designation as “supervisor.” Doctoral level candidates may also use the title “doctor” once you have a board-approved residency contract.

Q. *How does a Resident bill insurance?*

A. By law, insurance billings must include the resident’s name and title, and the supervisor’s name and designation as “supervisor.” The APA’s “Ethical Principles of Psychologists and Code of Conduct (2002)” states “in their reports to payors for services or sources of research funding, psychologists take reasonable steps to ensure the accurate reporting of

the nature of service provided or research conducted, the fees, charges, or payments, and where applicable, the identity of the provider, the findings, and the diagnosis.” [6.06 Accuracy in Reports to Payors and Funding Sources]. Submitting insurance claims indicating that the supervisor was the person “rendering service” or was the “service provider” when, in fact, the resident provided the psychological service is fraudulent.

Q. What types of activities can I count towards the requirement?

A. You may count "psychological services," including the following activities:

- Evaluation services (assessing or diagnosing mental disorders or mental functioning, including administering, scoring, and interpreting tests of mental abilities or personality)
- Providing therapy services (treating mental disorders)
- Consultation regarding diagnosis or treatment
- Research related to client services
- Writing clinical reports, progress notes, and professional correspondence related to services provided
- Receiving formal training including workshops and conferences, as approved by your supervisor
- Supervision of others performing psychological services (practicum students, interns)
- Individual and group supervision meetings

The following activities are **not** included:

- Business development such as marketing or credentialing activities
- Business management activities such as creating forms or purchasing
- Administrative billing
- Orientation or administrative staff meetings
- Teaching a class or lecturing on a psychology topic
- Research that is not directly related to the client services you are providing
- Trainings that do not deal with substantive psychological issues, for example, word processing computer skills, marketing, investments, or practice building strategies.

Q. Does my supervisor need to work at the same site as me?

A. No. But you will need to meet face-to-face with your supervisor on a weekly basis.

Q. Do I need to receive supervision every week?

A. Yes. If you work 1–20 hours in a week, you must receive at least one hour of individual supervision during that week. If you work more than 20 hours in a week, you must receive at least two hours of supervision; one hour must be individual and one hour may be group supervision. You may only delay supervision by up to 14 days on a non-regular basis (see below). If your work in a particular week does not comply with the weekly supervision

requirements, then those hours will not be counted towards the supervised work experience requirement.

Q. When is it OK to delay supervision? Can I complete extra hours of supervision ahead of time instead?

A. Weekly individual supervision may be delayed up to 14 days for vacation, illness, travel, or inclement weather only. Group supervision may not be delayed. You will still need to document your supervision on the hours log in the week it actually occurs. Supervision may not be applied towards future weeks. For example, in anticipation of a vacation, you may not receive extra supervision in the week prior and then count it towards the week your supervisor will be gone.

Q. I'm changing supervisors to another psychologist in the office. What do we need to do to make this happen?

A. You will need to submit another Contract for Supervision of a Psychologist Resident form, and check the "Change in Primary or Associate Supervisor" box this time. The contract modification is not valid until approved by the Board. You will need to submit your final residency documents (final evaluations and hours log) for work completed under your old supervisor, and make sure to indicate a termination date on the Final Resident Evaluation Form.

Q. I'm going to be moving to a new practice location, but my supervisor will remain the same. Do I need to submit another contract form?

A. No- please just notify us right away via the [Address Change Form](#).

Q. How long do I have to complete my residency?

A. A residency contract is valid for up to 2 years from the date it is approved by the Board. When your contract is approved, you will be informed of the expiration date.

Q. What if I complete my 1,500 hours of post-doctoral supervised work experience in 9 months?

A. The law requires that residents earn their 1,500 hours in a period not less than 12 months.

Q. My residency contract is expiring soon, and I am going to fall short of the 1,500 hours. Can I get an extension?

A. The Board may extend the contract beyond 2 years *for good cause*. The resident and supervisor must submit a reasonable explanation of the need and a viable plan for completion of the residency. The request form is available on the website and must be submitted to the Board prior to the expiration of the contract. Contract extensions are intended for residents who have been unable to complete their hours within the time allotted.

Q. I have completed the residency requirement. Can I still get my contract extended?

A. Residency status is a transitional step toward licensure and is not intended as a means to avoid licensure. An original resident contract will be approved for up to two years, and you may continue to work until the stated expiration date, regardless of whether you have reached 12 months and 1,500 hours. Except for extraordinary circumstances, a request for an extension will not be approved if you have already met the requirements. Also, a residency contract will not be approved for someone who has already completed the post-doctoral supervised work experience requirement. The purpose of the contract is to authorize a candidate to provide supervised psychological services in Oregon for a limited time to complete their residency hours so they can qualify for licensure. It is not intended as a means to allow a person to continue to work unlicensed.

Q. How do I end my residency?

A. You may terminate a resident supervision contract simply by filling in the termination date on the Final Resident Evaluation Form. Alternatively, a termination may be granted upon written request to the Board by the resident or supervisor. The Board must be notified in writing within 14 days of any significant interruption or termination of the contract.

Q. What final documents does the Board need once my residency is completed?

A. You will need to submit: **1)** a Final Resident Evaluation Form that has been reviewed and signed by your primary and associate supervisor(s) (if any); **2)** the attestation slip from each Final Supervisor Evaluation Form; and **3)** a Record of Supervised Hours Form from each supervisor.