

# OREGON BOARD OF PSYCHOLOGY

## Frequently Asked Questions for Residents

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**1. Q. How do I qualify for a residency contract?**

- A.** A Resident Supervision Contract is for licensure candidates who need to complete the post-degree supervised work experience requirement in Oregon. It is not for those who have already completed the requirement. You must first apply for licensure, submit all the required materials, and then be notified by the Board that your application is approved.

**2. 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.

**DO NOT BEGIN RENDERING PSYCHOLOGICAL SERVICES BEFORE YOUR CONTRACT IS APPROVED BY THE BOARD. THIS WILL SUBJECT YOU TO BOARD SANCTION.**

**3. 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 from the time the person begins practicing psychology at an exempt site. The 24-month time limit does not restart if the person ceases practicing and then begins again and does not reset if the person begins working at a different exempt site. The exemption disallows the person from using "psychologist" in their title. So, without a Board-approved residency contract, a practitioner may not use the title “psychologist resident.”

*Until August 1, 2018:* A Contract for Supervision of a Psychologist Resident is not necessary; however, it is recommended.

*August 1, 2018, and later:* If you perform supervised psychological services in an exempt site but not in a Board-approved residency contract, then those hours will not count towards the licensure requirement. Post-doc work must be completed under contract to qualify. Please see OAR 858-010-0036(2)(a).

**4. Q: What is the criteria for my supervisor to be approved?**

- A:** The basic requirement is that a supervisor, both primary and associate, is in good standing with the Board and has been an Oregon licensed psychologist for at least two years in Oregon or in a jurisdiction with licensing standards comparable to Oregon. The supervisor needs to be competent in the areas in which the resident practices. Contract review is case-by-case, and approval is at the discretion of the Board.

**5. 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 "Add Associate Supervisor at Primary Work Site."

**6. 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.

**7. 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.

**8. 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]. It is fraudulent to submit 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.

**9. 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

*Note: List all psychological service hours, including supervision, on your hours log under "Total Hours of Psychological Services Performed in Week."*

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.

**10. 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.

**11. Q. Do I need to receive weekly supervision?**

**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 (duration or hours). Also, you and your supervisor may be subject to Board review for improper supervision in violation of OAR.

**12. Q. What is a “week” on the hours log?**

**A.** “Week” means the period from Monday to Sunday.

**13. Q. If I don’t work for a week, do I still need supervision?**

**A.** No. Your hours log does not need to reflect any supervision for weeks that you are not performing psychological services. Simply list “0” in the psychological services and supervision columns.

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

**A.** Weekly individual one-on-one supervision hours may be delayed in full hour increments up to 14 days for vacation, illness, travel, or inclement weather only on a non-routine basis. There should not be a pattern of delayed supervision; your supervisor must be regularly available to provide weekly in-person supervision. Group supervision may not be delayed.

**15. Q. How do I log delayed supervision on my hours log?**

**A.** You must document your psychological service and supervision hours contemporaneously in the week in which it actually occurs.

**16. Q. Can I complete extra hours of supervision ahead of time instead of delaying it?**

**A.** No. 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.

- 17. Q. Can I do individual or group supervision via phone or other electronic method?**
- A. Regular in-person, face-to-face supervision is required. Only on a *non-routine* basis may individual (not group) supervision occur by electronic means, and only when geographical distance, weather, or emergency prohibit a face-to-face meeting.
- 18. Q. I am taking a leave from my residency. Do I need to notify the Board?**
- A. A brief leave such as a week-long vacation does not need to be reported. Leaves that you know or expect to exceed two weeks, such as medical/pregnancy leave, need to be reported. You may simply send your notification by email to the Board's office at [psychology.board@mhra.oregon.gov](mailto:psychology.board@mhra.oregon.gov). Be sure to include the dates of the leave and, if you are unsure of the duration, follow-up when you return to practice.
- 19. Q. I will be changing supervisors to another psychologist in the office. What do we need to do?**
- 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.
- 20. Q. I am 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 email to the Board's office at [psychology.board@mhra.oregon.gov](mailto:psychology.board@mhra.oregon.gov).
- 21. 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.
- 22. Q. What if I complete my 1,500 hours of post-doctoral supervised work experience in 11 months?**
- A. The law requires that residents earn their 1,500 hours in a period not less than 12 months. Both elements of the residency year- the duration and the hours of psychological services performed- are key to the success of a post-doctorate supervised work experience. The 12 months of supervised work experience must include a minimum total of 50 weeks during which psychological services were performed in conformance with OAR 858-010-0036.
- 23. 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 consider extending a residency contract for good cause. The resident and supervisor must submit a reasonable explanation of the need and a viable plan for completion of the residency. Contract extensions are intended for residents who have been unable to complete their hours within the time allotted. The request form is available on the [website](#) and must be submitted to the Board prior to the expiration of the contract. An expired contract cannot be extended.

**24. Q. I have completed my required 1,500 hours in at least 12 months, but I still need the exam(s). Can I get an extension or a new residency contract?**

**A.** No. Residency status is a transitional step toward licensure and is not intended as a means to avoid licensure. A residency contract will not be approved or extended for someone who has already completed the post-doctoral supervised work experience requirement. There is only one exception: the Board may consider granting a brief contract extension only (up to six months) for *extraordinary* circumstances, and only if the resident has demonstrated sufficient progress towards meeting the examination requirements for licensure. Again, an expired contract cannot be extended, and a new contract cannot be approved for those who have met the 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 meant to allow a person to continue to practice unlicensed. Note that 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.

**DO NOT CONTINUE TO PROVIDE PSYCHOLOGICAL SERVICES AFTER YOUR CONTRACT HAS EXPIRED. THIS WILL SUBJECT YOU TO BOARD SANCTION.**

**25. 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.

**26. 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 slips from each Final Supervisor Evaluation Form; and **3)** a Record of Supervised Hours Form from each supervisor. These are due within 30 days of the conclusion or termination of the Resident Supervision Contract.