

Application for Reallocation of Supervision of an Assistant To A Psychologist [ATAP]

Frequently Asked Questions:

1. When does the Application for Reallocation of Supervision of an Assistant To A Psychologist (application for reallocation) need to be completed?

It should be completed when the supervisory responsibilities, related to supervision of a currently registered ATAP, are allocated/reallocated to a new psychologist within the same clinic or organization.

2. What is the time frame to submit an application to allocate/reallocate supervision of a currently registered ATAP?

This application form should be submitted to the board within ten (10) days of the change in the supervisory relationship.

3. How can a psychologist submit the application for reallocation?

You must submit this application electronically for timely processing to: admin.lsbep@la.gov

4. If I am the new psychologist and the previous supervisor has not initiated application for reallocation, what do I do?

You are responsible for either:

1. Contacting the psychologist to obtain the signature within the ten (10) day period; or
2. Submitting a new ATAP application with fee for the ATAP under your supervision.*

Note: The previous psychologist can choose to submit a Discontinuation of the ATAP in lieu of submitting the Application for Reallocation of Supervision of an ATAP. Should this occur, the ATAP must immediately stop working until a new registration is processed.

5. Is there a fee associated with the application for reallocation?

Yes. This an application that is utilized in lieu of the full *Application for Registration of an Assistant to Psychologist*, when the ATAP is currently registered at a clinic or organization and when the ATAP will continue to work at the same clinic or organization under a new supervisor. In such a case, it is not necessary for the ATAP to resubmit their portion of the application, transcripts, or be subjected to a new Criminal Background Check. However, an *Application for Reallocation of Supervision of an ATAP* is an application to register an ATAP under a licensee, it requires the same level of review, consideration and administrative processing as an initial application and therefore there is an application processing fee of \$50.

6. How can I pay the fee associated with the application for reallocation?

All processing fees can be paid either by Check or Money Order (payable to LSBEP) or by electronic payment. Electronic payment receipts must be attached to the application.

7. Do I need to also submit a Discontinuation Form if I am reallocating supervision of an ATAP to another psychologist?

No, your supervision of the ATAP is recorded with the "End Date of Supervision" on the *Application for Reallocation of Supervision of an ATAP*?

8. Can an application for reallocation be used if the ATAP is changing employers or moving to a different clinics/companies?

No, reallocation can only occur within the same clinic/company.