Licensed Specialist in School Psychology
Supervised Practice Plan

This form is to be completed by the Supervisor, signed by the Supervisor and Supervisee, and returned to the Board Office for approval at the inception of the supervisor/supervisee relationship.

PURPOSE:

This is the Supervised Practice Plan is for applicants seeking licensure. It is to be used to document the required two (2) school years/2400 hours of additional post-graduate supervision following internship, during the time the applicant is providing services without a license in the state of Louisiana. Additionally, it may be used to document field supervised experiences that occur as part of a planned and sequential program on the job or in settings outside the licensed specialist in school psychology's regular job setting for Continuing Education credit.

SUPERVISOR RESPONSIBILITIES:

1. During the dates listed on this form, the Supervisor is administratively, clinically and legally responsible for the direct and continuing professional supervision of the LSSP applicant completing their training requirements for licensure.

2. Supervisors provide work assignments shall be commensurate with the skills of the supervisee and ensure that all work and procedures are planned in consultation with the supervisor.

3. Supervisors shall have sufficient contact with clients or the individuals to which the services are being provided and must be empowered to contact any such individual in order to plan effective and appropriate services and to define procedures.

4. Supervisors shall be available for emergency consultation and intervention.

5. Supervisors shall provide an average of at least two hours of field-based supervision per full-time week or the equivalent for part-time placements.

6. Supervisors suggest readings, in-service programs, and continuing education in areas where the candidate's preparation may be weak. Supervisors discuss this information with the candidate during the supervision process with a primary emphasis on providing breadth and quality of experiences, attainment of comprehensive school psychology competencies, and integration and application of the full range of domains of school psychology.

7. Supervisors assist the candidate for licensure in preparation for eventual independent functioning as a licensed specialist in school psychologist.

8. Supervisors inform both the supervisee, and possibly the Board, of behaviors that may be problematic for the full scope of independent practice.

9. Supervisors shall be required to sign any final reports prepared by the supervisee.

10. In the case of prolonged illness or absence, the supervisor shall ensure the discontinuation of services by the supervisee and notify the Board; a new supervisor/and or interim temporary supervisor shall submit a new Supervised Practice Plan to perform as full supervisor with all of the responsibilities of the original supervisor.

SUPERVISOR QUALIFICATIONS:

Acceptable supervisors include Louisiana Licensed Specialists in School Psychology, Louisiana Licensed Psychologists, or school psychologists certified by the Louisiana Department of Education who have been licensed or

certified for a minimum of one year.

COMPLETE ALL FORM FIELDS:

Supervisee Information:

Supervisee Name: _____ Phone No: _____

Email Address: _____Highest Educational level: _____

Supervisor Information:

Supervisor Name: _____ Title: _____

Mailing Address: _____

_____

Office phone number: _____ Email:_____

License/certification number:_____ Area of specialization_____

State and Licensing Jurisdiction: _____

Is the supervisor a member of the supervisee's immediate family? ❑ YES ❑ NO

DURATION AND SETTING OF SUPERVISED PRACTICE

*Three years (**3600 hours)** of supervised experience as a certified school psychologist within the public school system is required for licensure. One year of full-time employment or experience, obtained as part of an acceptable internship (**up to 1200 hours)** as defined by the board under §3403 of this Title, may be applied toward the three years of required supervision. Such experience must be obtained within one academic year, in a public school system. Such "academic year" shall be defined by the school calendar in the district of practice.*

Start date of supervised practice (MM/DD/YYYY): _____

Anticipated end date of supervised practice (MM/DD/YYYY):_____

Give specific name of work setting:

_____

Physical address of work setting:

_____

Total practice hours anticipated for supervisory period: _____

Anticipated amount of general/professional supervisory contact: (hours /wk) _____

Anticipated amount of specific case discussion/skill training: (hours/wk)_____

Anticipated amount of field-based supervision: (hours/wk) _____ *(2-hour minimum)*

Is the supervisor providing supervision for other supervisees? ❑ YES ❑ NO If "YES" how many? _____

Nature of supervised practice to take place:❑ Supervision Toward Licensure ❑ Continuing Education Supervisee's duties:

AGREEMENT AND ATTESTATION:

In the event the supervisee publicly represents himself/herself inappropriately, or supervision is not conducted according to this agreement, the board may rule that any experience gained in that situation is not commensurate with the Louisiana Administrative Code: Title 46:LXIII. Subpart 2., and thus not admissible as experience toward licensure. The board may further rule that any psychologist providing supervision under those circumstances and in violation of ethical standards may result in disciplinary action against the supervising psychologist.

By signing this form, the Supervisee consents to allowing the Board to provide feedback to the Supervisor regarding their Oral Examination for licensure.

Signature of Supervisor: _____ Date: _____

Signature of Supervisee: _____ Date: _____

For LSBEP USE ONLY:

- ❑ Form complete/signed
- ❑ Supervisor Licensed with LSBEP or certified with LDOE: Issue: _____ Exp:_____
- ❑ Graduate degree attained (date)_____
- ❑ Acceptable internship (hrs.) _____
- ❑ LSSP Committee Approval: By:_____Date:_____

(Copy of approved plan to be returned to applicant) form: 3/13/2025