

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES**



**BOARD OF PSYCHOLOGY EXAMINERS**

Roy Schneider Regional Medical Center  
9048 Sugar Estate  
St. Thomas, Virgin Islands 00802  
(340) 774-7477 ext.5074

**PRE-LICENSURE SUPERVISION CONTRACT**  
**for PSYCHOLOGISTS and PSYCHOLOGICAL ASSOCIATES**

The United States Virgin Island Psychology Examiners Board was created for the purpose of examining and licensing all persons in the United States Virgin Islands who engage in the practice of psychology. The Board is also charged with safeguarding the people of the United States Virgin Islands from the dangers of unqualified and improper practice of psychology.

As required by Virgin Islands law, applicants for licensure must satisfactorily complete a period of supervised experience prior to licensure. To clarify the requirements of the supervision and the roles and expectations of both the Supervisor and Supervisee, this document serves as a written record verifying the agreement between both parties.

The Board ultimately protects the public health and welfare through regulation of the practice of psychology. To achieve these goals the Board, in addition to its other duties:

- Reviews proposed Supervision Plans and suggests revisions as necessary.
- Provides copies of the approved Supervision Plan and related documents to the Supervisor and Supervisee.
- Maintains records regarding an candidate's Supervision Plan and adherence to the requirements set forth therein
- Provides access to copies of current statutes and rules relating to the practice of psychology in the Virgin Islands. (Pertinent Virgin Islands Code and Virgin Islands Rules and Regulations involving the practice of psychology in the Territory may be found online at [www.usvipsychologyboard.com](http://www.usvipsychologyboard.com)).

## REQUIREMENTS FOR SUPERVISION

1. Requirements for the supervision of pre-licensure Psychologist and Psychological Associate candidates are set forth in 27 V.I.C. § 169d and 27 V.I.R.R. § 169c-2
2. Applicant Supervisees must be approved by the Board as a Candidate for Licensure before the supervision process begins.
3. Supervision of masters and doctoral pre-licensure candidates must be provided in an organized structured setting that promotes the development and enhancement of the supervisee's skills, knowledge and behavior in the practice of psychology. To maintain the professional nature of the supervision, a strong personal relationship shall not exist between the supervisor and the candidate for licensure. [27 V.I.R.R. 169c-2(a)].
1. The Supervisor must be a Virgin Islands licensed psychologist with at least two (2) years post-licensure experience. [27 V.I.R.R. § 169-1(e); 27 V.I.R.R. § 169c-2(c)(2)(iii)].
2. Any supervision of Supervisee by other than the primary Supervisor for a period exceeding three (3) months must be approved and the name of the subordinate supervisor shall be named in the contract as an Associate Supervisor.
3. A post-doctoral candidate for licensure as a Psychologist must demonstrate to the Board the successful completion of no less than two (2) years of experience in a clinical psychology setting including a minimum of 3,000 hours in the practice of psychology. Of this total experience, a total of 1,500 hours or one year of supervised professional practice may be pre-doctoral. [27 V.I.C. § 169d(3)].
4. A post-masters candidate for licensure as a Psychological Associate must demonstrate to the Board completion of at least three (3) years or 4,500 hours of supervised post-masters practice. [27 V.I.C. § 169e(3)].
5. At least 50% of the Supervisee's experience must be in direct client contact providing assessment and intervention services. [27 V.I.C. § 169c-2(c)(1)].
6. When a Supervisee is providing direct services to clients, the following standards must be adhered to:
  - a. For every 40 hours of direct service, the post-doctoral degree pre-licensure Supervisee must receive at least 2 hours supervision that addresses the direct psychological services provided;
  - b. The meetings for supervision must be regularly scheduled and face-to-face; and, at least 75% of the internship must be supervised by a licensed psychologist with a minimum of two (2) years post-licensure experience; the remainder of the supervision may be provided by a licensed allied mental health professional. [27 V.I.R.R. § 169c-2(c)(2)(iii)].
7. All Plans for Supervision must also include a Learning/Training Component such as case conferences, seminars on applied issues, conducting co-therapy with a staff person, including discussion of the case,

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reading material pertinent to the clinical work, research, appropriate on-line courses, mental health community outreach activities. All such learning activities must be approved by the Supervisor.

8. All supervisors must meet the academic requirement of four (4) graduate or continuing education credits in Clinical Supervision. [27 V.I.R.R. § 169c-2(c)(3)(4)].

**II. CANDIDATE INFORMATION**

Candidate's Full Name:

(Last)

(First)

(Middle Initial)

Mailing Address:

Physical Address:

Phone Number(s):

Email Address:

**III. SUPERVISOR INFORMATION**

Name of Supervisor:

(Last)

(First)

(Middle Initial)

V.I. License #:

Date Initially Licensed:

Business Address:

Phone Number(s):

Email Address:

Fee for Supervision:

General Description of range of services to be provided:

**IV. ASSOCIATE SUPERVISOR INFORMATION – (if applicable)**

Name of Associate Supervisor:

(Last)

(First)

(Middle Initial)

V.I. License #:

Date Initially Licensed:

Business Address:

Phone Number(s):

Email Address:

**V. SUPERVISOR'S PLAN FOR SUPERVISION**

Please attach a separate document prepared by the Supervisor detailing the Plan for Supervision. The Plan for Supervision should explain how the Supervisor will provide training and experience and must be approved by the Board before the start of the internship.

The Supervisor's Plan for Supervision must contain the anticipated number of hours of direct clinical services the intern will have per week, as well as detailed information explaining how the supervisor will provide training in the following areas:

1. Supervision of the supervisee's direct client contact;
2. Instruction in the theoretical concepts underlying the work, including reading material to relevant work;
3. Review of relevant Territorial laws and rules, including "duty to report" provisions;
4. Review of ethical principles applicable to the work;
5. Evaluation of the supervisory process by the supervisor and the supervisee;
6. Training in the management of professional practice and other administrative or business aspects of practice;
7. Training in procedures to be used in the case of a suicidal or homicidal client.

**RESPONSIBILITIES OF THE SUPERVISEE**

1. Advise all clients [orally and in writing] that the Supervisor will have access to all information and
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material relevant to the client's case and obtain informed written consent from the client regarding same.  
provide the client with information regarding how the client may speak directly to the supervisor.

2. Use the title "Psychology Intern" for all signed materials, letterheads, business cards, telephone listings, brochures, insurance billing, and any other public or private representations.
3. Inform the Supervisor of any emergency situations that may affect the practice.
4. Discuss all new clients with the Supervisor.
5. Make the Supervisor aware of any concerns involving anticipated ethical or legal violations.
6. Maintain timely and accurate case records and billings.
7. Obtain, read, and study current laws and administrative rules and the current ethical principles applicable to psychologists.
8. Secure liability coverage for the work conducted while under supervision.
9. Provide the Board with a Supervisee's log after each 500 hours of completed supervised experience.

The Supervisee's log must document:

- a) The dates of meetings with the Supervisor;
- b) The length of meetings with the Supervisor;
- c) The compensation paid for the supervision;
- d) The general category of direct services being discussed; and,
- e) All log entries must include both the Supervisee's and Supervisor's signatures.

## **VI. RESPONSIBILITIES OF THE SUPERVISOR**

1. Review, supervise, and evaluate cases with attention to diagnostic evaluation, treatment planning, ongoing case management, emergency intervention, record keeping, and termination.
2. Provide the required minimum number of hours of individual supervision per forty (40) hours of direct client services.
3. Countersign any and all psychological reports and professional correspondence produced by the supervisee.
4. Communicate promptly to the Board any proposed termination of the Plan of Supervision or if the

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Supervision Plan become unworkable or threatens the welfare of the consumer.

5. At the conclusion of the supervision, provide the Board a written evaluation of the candidate's progress in advancing toward licensure.
6. Communicate with the Associate Supervisor, should there be one, on a timely basis.
7. Limit the scope of practice of the Supervisee to only those areas in which the Supervisor, is competent.
8. Confirm that Supervisee obtains liability insurance coverage for the period of time of the supervision and for the work conducted while under supervision.
9. Review and approve, as may be appropriate, Supervisee's log entries for submission by Supervisee to the Board.

**VII. RESPONSIBILITIES OF THE ASSOCIATE SUPERVISOR – (if applicable)**

1. Communicate on a regular basis with the primary Supervisor.
2. Provide to the Supervisor information regarding any strong prior relationship with the Supervisee.
3. Provide to the primary Supervisor a report of the Supervisee's performance.

Each party to this agreement agrees to the accuracy of the information presented herein and in the attached Plan of Supervision and agrees to meet the conditions and responsibilities specified within. The parties understand and agree that the Board may request further information at any time from the Supervisor, Associate Supervisor or Supervisee regarding the proposed or approved Plan for Supervision.

\_\_\_\_\_  
Signature of Supervisee/Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Associate Supervisor  
(if applicable)

\_\_\_\_\_  
Date

This Agreement Supervision Agreement and the attached Plan of Supervision are hereby approved by the Board this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**VIRGIN ISLANDS PSYCHOLOGY EXAMINERS BOARD**

By: \_\_\_\_\_  
*(Signature of Board Member)*

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_