



Supervision

1)
 Supervisor's full name in block capitals Education

2) **Authorised psychologist:** No Yes **Authorisation number:**.....

3) **Name and address of supervisor's practice or place of work at the time of the supervision:**

.....
 Name of place of work (stamp or block capitals)

.....
 Street name and number plus postcode and name of city

4) **I have practised supervision on the basis of an agreement and on the supervisee's own cases:**

.....
 Full name of applicant in block capitals

5) **The supervision relates to the following employment relationships:**

.....
 Name and address of employment

.....
 Name and address of employment

.....
 Name and address of employment

6) **In relation to the supervisee, I am an:** Internal supervisor External supervisor

7) **Supervision where the supervisee and supervisor are physically present in the same room:**

Number of hours with individuals	Number of hours in group in total (not converted)	Number of supervisees	The group's professional composition
		2 (total number of hours counted)	
		3-5 (2/3 of number of hours counted)	
		6-12 (1/2 of number of hours counted)	

8) **Remote supervision:**

Number of hours with individuals	Number of hours in group in total (not converted)	Number of supervisees	The group's professional composition
		2 (total number of hours counted)	
		3-5 (2/3 of number of hours counted)	
		6-12 (1/2 of number of hours counted)	

9) **Live supervision on course:**

Number of hours with individuals	Number of hours in group in total (not converted)	Number of supervisees	The group's professional composition
		2 (total number of hours counted)	
		3-5 (2/3 of number of hours counted)	
		6-12 (1/2 of number of hours counted)	

10)

The supervisor's declaration of the information given above

I, the undersigned supervisor, hereby confirm that the information given on this form is correct, that I have practised the supervision concerned, and that the supervision meets the requirements set forth in the guidelines for authorisation and has been conducted satisfactorily, cf. Sec. 4.3 of the Board of Psychological Practice' Guidelines for Authorisation and the general period of dispensation. I also confirm that I satisfy the requirements set forth in the guidelines for the professional qualifications of the supervisor, cf. Sec. 4.3.2 of the Guidelines for Authorisation.

Date

Signature of supervisor

Have you remembered everything?

Before you send the form, check the following:

Sec. 1) Give the supervisor's full name and professional qualifications, e.g. authorised psychologist.

Sec. 2) If the supervisor is a psychologist, give the supervisor's authorisation number. The authorisation number can be found on the Board of Psychological Practice's website. Regardless of whether a supervisor is an authorised psychologist or if they have undertaken a different form of academic training, the supervisor must have worked in their profession for at least three years after successfully completing their Master's degree by the time the course of supervision starts.

Sec. 3) In this section, give the work address of the supervisor at the time of supervision. If the supervisor changes their place of work during the course of supervision or subsequently, the supervisor can state this, including the time of the change, in Sec. 3. It is important to give all of the work addresses the supervisor may have had during the course of supervision, for the purpose of assessing whether a supervisor is internal or external.

Sec. 4) Give the full name of the applicant.

Sec. 5) Give the name and address of the applicant's place of employment. If there is insufficient space on the form to list all employment relationships, a supplementary description can be appended, which should be signed by the supervisor as appropriate.

Sec. 6) If a supervisor is entered as external and employed within the same organisation, e.g. the same government authority, municipality, region or large private enterprise, an organisational chart should be appended, as well as an account as to why the supervisor is regarded as external, based on the criteria set forth in Sec. 4.3.7 of the Guidelines. If an internal supervisor has a different address from yours, the reason for this should be given. The appendices should be dated and signed by the supervisor and the supervisee's immediate manager.

Sec. 7–9) Note that the supervision period entered must fall within the periods of employment that are listed on the forms for employment relationships. For group supervision, the total number of hours must be entered, as the number of hours is converted, depending on the number of supervisees, when the Board processes the application. If a different number of supervisees has participated in group supervision under the same supervisor, the form should show, for the purposes of enabling correct conversion, how many hours have been spent with the different number of supervisees. State the number of hours for the relevant number of supervisees. If, for example, four supervisees have participated in 10 of the hours, $\frac{2}{3}$ of the hours can be converted, and the 10 hours are entered in the field for 3–5 supervisees. In addition, the group's professional composition must be entered against the relevant number of supervisees. If three psychologists and one nurse have participated in a course comprising of four supervisees, this should be entered in the field for 3–5 supervisees.

Sec. 8) Up to 80 hours of remote supervision in total can be counted out of the 160 hours of supervision. Remote supervision over the phone can only be counted if the supervision occurred in the period 9 March 2020 to 1 April 2021.

* Consultation hours **over the telephone** can only be counted if they are conducted in the general period of dispensation during the coronavirus/Covid-19 pandemic **from 9 March 2023 to 1 April 2021**.

Sec. 9) Enter here live supervision conducted on courses, where clients are allocated to the course.

Sec. 10) The earliest a supervisor can sign the form is after completion of the most recent employment covered by the supervision. If the supervisor is an authorised psychologist abroad, then separate documentation for the supervisor's authorisation must be appended. If the supervisor is a psychologist in a country that does not have an authorisation scheme, then a copy of their diploma and a brief description of the supervisor's occupational experience must be appended instead. If the supervisor belongs to a professional group other than psychologists, a copy of their diploma and a brief description of the supervisor's occupational experience must be appended. If the supervisor is a doctor in Denmark or abroad, documentation for the supervisor's authorisation is enough.