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To serve the interests of the public and guide the profession of psychology.

Dear Supervisor:

You can obtain the College of Alberta Psychologists Supervision Manual off the CAP website at www.cap.ab.ca. The materials contained in the manual must be applied throughout the supervision process. As individual documents contained within the manual may be updated throughout the process, please periodically check the College's website for updates. We strongly encourage you to contact the College in the event that difficulties or questions are encountered in the course of your supervisory functions. Alternatively, two supervision consultants are also available. To contact either consultant, you can obtain the information from our website or call the College.

The Registration Approvals Sub-Committee would like to bring to your attention the following:

- **Responsibility for clients.**

All provisional psychologists are bound by the Standards of Practice and Canadian Code of Ethics as well as professional guidelines that apply to registered psychologists. In your capacity as a supervisor, you assume a responsibility for the professional services provided to clients by your supervisee. It is therefore essential that supervision meetings occur regularly, and that both you and your supervisee openly discuss all aspects of his/her practice.

- **Documentation of supervision.**

The College requires that you complete two evaluations: The first normally occurs halfway through the supervisory period, and the other occurs at the end, when the requisite 1600 hours have been completed. The midterm evaluation does not need to be submitted to the Registration Approvals Sub-Committee. The final evaluation, however, **must** be submitted in order for the registration process to proceed to its subsequent steps.

- **Early termination of supervision.**

Should you find it necessary to withdraw from the supervisory relationship for any reason, please provide the College and your supervisee with written notification as far in advance as possible. A final evaluation must be submitted to the Registration Approvals Sub-Committee upon termination of your supervision.

Thank you for contributing to the professional development of your supervisee. The profession depends on dedicated and qualified psychologists such as you to ensure that provisional psychologists have opportunities to gain experience.

We trust that your experience as a supervisor will be a satisfying one.

Sincerely,

Patricia Schuster, M.Ed., R. Psych.
Chair, Registration Approvals Sub-Committee