

REGISTRATION OF SUPERVISION INSTRUCTIONS

Submit registration materials in one package to the address indicated above. Each supervisor must be registered on a separate form.

Supervised experience obtained in Virginia without prior written approval shall not be accepted toward certification.

Form 5. Registration of Supervision.

Part I. Trainee Information

In accordance with §54.1-116 of the *Code of Virginia*, you are required to include your Social Security Number, or your *Virginia* Department of Motor Vehicles control number on your registration form. Forms that lack this information will not be processed, and fees will not be refunded. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law.

Part II. Education

To document completion of the degree requirement, you must submit an official transcript from each institution in the Registrar's original unopened envelope with the Registrar's stamp over the seal.

Registrations will not be processed if the transcript is not in the original sealed envelope.

Part III. Supervisor Information

If your supervisor is not licensed in Virginia, **Form 4** must be completed and submitted with your registration package.

Part IV. Supervision Contract

Have your supervisor complete this part of the form. Supervisor must state in the contract how many hours of individual face to face supervision will be given per week/month as well as group supervision, if applicable.

Part V. Declaration of Supervisor

Original signatures of both resident and supervisor must appear on the affidavit.

Form 4. Licensure Verification of Out-of-State Supervisor

Part I.

Have your supervisor complete only Part I of this form and forward the form with any necessary fees to the state or organization that granted the license or certification for completion. Submit the completed verification form(s) with the rest of your application package. Registrations will not be processed if verification forms are not in the original sealed envelopes.

Fee

Include your check or money order for \$50.00 for each registration made payable to the Treasurer of Virginia. **The fee is non-refundable.** Applications submitted without the required fee will be returned.