
Supervisor Information Packet

Updates to Supervisor Forms (as of January 2014):

1. ALL FORMS are now electronic and available in PDF format only (Word available on request)
 - a. Simply save the form to your desktop or documents for future reference
 - b. Any time you want to save a form for a specific candidate, click **Save As** under **File** and select **PDF** (or click **Ctrl + Shift + S**) and rename the document to include the Candidate Identifier of your choice, make sure you are saving the document in the location you want, and then click **Save**
2. Only 3 forms **must** be sent to IITAP (see red notes)
 - a. Forms need to be sent directly to IITAP by the person responsible for filling out the form
 - b. The rest of the forms are templates for use as needed
3. Candidate/Supervisor Agreement
 - a. Drop-down box to select appropriate training title/type (ASAT®, CSAT®, or PSAP®) and Supervisor title/type (CSAT® or PSAP®)
 - b. New verbiage to include identification of transference and countertransference issues, proficiency in all IITAP assessment tools
 - c. Clear delineation of Candidate responsibility for supervision hours log (supervisors will be able to verify based of off session notes/records)
4. 8/15 Hour Interim Assessments:
 - a. Interim assessments are not mandatory and are to be at the Supervisor's discretion;
 - b. Minimal documentation now required for 8 & 15 hour verifications for Mods 3 & 4
5. Candidate Hours tracking on Interim, Non-Primary, and Final Evaluations
 - a. Split into Format and Type
 - i. Format: Individual or Group
 - ii. Type: Phone, In person, or Webcam (Skype, GoToMeeting, etc.)
6. Final Consultation Evaluation
 - a. Essential skills and abilities are highlighted in red to ensure Candidate's level of competency is addressed

Please note:

Any evaluation or recommendation forms must be sent **directly** to IITAP by the person completing the form. Candidates are not permitted to turn in "copies" of forms for official use.

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Forms Available:

1. Candidate/Supervisor Agreement Form
 - a. To be signed upon a mutual agreement between a Candidate and Supervisor to enter into the supervision relationship
 - b. **Send a completed copy directly to IITAP (required)**
2. Candidate Initial Consultation Assessment Form
 - a. Suggested format to use after the initial consultation with a Candidate
3. Candidate Consultation Session Notes Form
 - a. Suggested format to use in tracking Candidate's progress and issues or items addressed during supervision
4. Candidate Interim Evaluation Form
 - a. Suggested format to use to assess Candidate's progress with supervision
 - b. For use as needed
5. Candidate 8 & 15 Hour Supervision Verification Form
 - a. Complete after candidate has successfully completed the requisite hours of training
 - i. 8 hours required for Mod 3 participation
 - ii. 15 hours required for Mod 4 participation
 - b. Candidate to keep track of hours completed and request form be sent when needed
 - c. Candidate to request verification of completed hours (if needed) from Non-Primary Supervisor to be sent to Primary Supervisor if needed when requesting hours be sent to IITAP
 - d. **Send a completed copy directly to IITAP (required)**
6. Non-Primary Supervisor to Primary Supervisor Candidate Evaluation Form
 - a. To be completed by a Candidate's Non-Primary Supervisor when their supervision relationship with a Candidate has ended
 - b. Form to be sent to the Candidate's Primary Supervisor
7. Final Candidate Consultation Evaluation
 - a. To be completed at the end of the supervisor relationship by the Primary Supervisor
 - b. **Send a completed copy directly to IITAP (required)**
8. Candidate Recommendation Form
 - a. Serves as a letter of recommendation for the client
 - b. This is not to be used in lieu of the Final Candidate Consultation Evaluation
 - c. For use if you wish to also send in a recommendation with your evaluation
 - d. **Send a copy directly to IITAP (if you choose to fill one out for the Candidate)**