

FAQ for Board-approved supervisors

Frequently asked questions about search for a supervisor

What is the supervisor list?

The list includes the names and other details of all generally registered psychologists who are currently approved by the Psychology Board of Australia (the Board) to supervise psychologists or provisional psychologists in one or more of the recognised supervision pathways.

This searchable online list can be used:

- to check your own supervisor details
- to check if another psychologist is a Board-approved supervisor, and
- by individuals who intend to undertake a Board supervision program and who are seeking a suitable supervisor.

What types of supervisors are included on the list?

The supervisors that appear on the list are approved by the Board to provide supervision of individuals in the following pathways or programs:

- 4+2 internship program
- 5+1 internship program
- Higher degree programs
- Work in addition to higher degree
- Registrar programs

Can the list be used to find a supervisor for other types of supervision?

The list cannot be used to search specifically for other types of supervisors, such as for transitional programs, re-entry programs, or supervision ordered by a panel or tribunal. There are not approved supervisor categories specific to those programs because supervisors for those programs are approved case-by-case taking into account the specific supervision needs and career stage of the supervisee.

However, the list can still be used to help find supervisors for these programs. For example, a person returning to clinical psychology practice after an extended break may need to undertake a re-entry program to meet recency of practice requirements. They might use the search to seek a supervisor who is approved to supervise clinical psychology registrars and is likely to be a better match for their supervision needs than other supervisors who don't supervise in the area of clinical psychology.

What information do you publish about me and my approved supervisor status?

The information that is publicly available via *search for a supervisor* on the Board's website is:

- full name
- registration number
- suburb and postcode of principal place of practice, or the country if overseas
- the supervisor category/ies approved for including, where applicable, the area of practice and whether principal or secondary supervision or both, and
- whether you are available to be contacted about supervision.

Users of the search can also click through to your entry on the [national register of practitioners](#) to see additional information such as qualifications, endorsements and date of first registration.

Why are my details published on the website although I am not available?

The list includes all Board-approved supervisors regardless of whether they are currently available to supervise. This ensures it can be used by employers, universities and supervisees to check if a supervisor is Board-approved, even if they are not available to take on new supervisees at the moment.

If you do not want to appear in the search at all you can request to have your supervisor approval cancelled.

My principal place of practice is not visible on the national register of practitioners or the list of approved supervisors?

If your principal place of practice is not published on the public register because it would have presented a serious risk to your health or safety (under section 226(2) of the National Law) it is automatically suppressed from the supervisor list as well.

How do I change my supervisor email address or availability?

You can change these via online supervisor services. This service is available via the [online practitioner login](#) which can be accessed by clicking the login button at the top of all pages on the AHPRA and Psychology Board of Australia websites. You will need your ten digit ID number (this is different to your registration number) and password. If you don't know your ID number please [contact AHPRA](#).

Once logged in, **Supervisor services** will appear in the menu on the left. Under that is **Supervisor information** where you can change your supervisor email and whether you are available to be contacted by potential supervisees.

Alternatively you can contact your local office of AHPRA via phone - **1300 419 495** - or [make a web enquiry](#) online and a staff member will update your details for you.

Please note that your supervisor email address is recorded separately to your nominated email address for communication from AHPRA or the Board (e.g. newsletters, renewal reminders etc.). This allows supervisors the option of having a separate email address for supervision enquiries. To update both via the online login you need to access your supervisor email under Supervisor services and your nominated email under Practitioner services. If updating your details via phone or web enquiry please specify which email address you wish to update.

Changes to your supervisor email address and availability will be updated in the database and the online search for a supervisor within 24 hours.

I am getting too many enquiries about supervision, what can I do?

You can change your status to 'not available' so users of the search will not be able to email you – see the FAQ above *How do I change my supervisor email address or availability?*

I no longer want to provide supervision in one of the categories I am approved for, how do I have it removed?

If you wish to have your approval for one or more supervision categories cancelled please contact your local office of AHPRA via phone - **1300 419 495** - or [make a web enquiry](#) online and a staff member will update your record for you.

Can I change my status to 'not available' for some types of supervision and still be contactable for others?

No, currently you only have the option of being 'available' or 'not available' across all supervision types you are approved for. However, you have the option of cancelling supervision types you no longer provide so that only supervision types you are available to provide appear in your supervisor record.

Why doesn't my area of practice endorsement appear in my supervisor record?

Area of practice in search results refers to the area of practice of the supervision program/s not the endorsement of the supervisor. Therefore an area of practice will not display for supervisor approvals for general training programs such as the 4+2 internship, even though the individual supervisor may be endorsed.

Area of practice is required to be specified for principal supervisors of registrar programs and for higher degree program supervisors who are approved after 1 July 2013. Area of practice may be specified or not specified for secondary supervisors of registrar programs and for higher degree program supervisors who were approved before 1 July 2013. If the area of practice is not specified it means the supervisor may supervise higher degree students or registrars as a secondary supervisor in any area of practice that is within their scope of competence.

Higher degree supervisors who are currently approved for any area of practice will need to meet new requirements and specify an area of practice next time they apply to maintain their approval for a further five years – for most supervisors this will be in 2018. Alternatively, if you already meet the requirements and want to add an area of practice now you can contact AHPRA to request it.

How can I add extra supervision categories to my supervisor record?

Please contact your local office of AHPRA via phone - **1300 419 495** - or [make a web enquiry](#) online about the process for adding new supervision categories.

Can potential supervisees who contact me via the 'email supervisor' option see my email address?

No, your email address is not visible. If you would like the person to contact you directly via email in the future you will need to reply to them and provide your email address.

I am searching for my employee/colleague/myself on *search for a supervisor* but they are not showing up in the results.

If you are sure the person is an approved-supervisor but can't find them on the list it may be that information entered in one field does not match the information on the list. Less information is generally better, because if you fill out every field and there is a mismatch in one of them, there will be no match for the whole search. A mismatch can occur, for example, when the psychologist uses a different name in practice to their legal name as it appears on the register such as Kate instead of Katherine; or practises at two different locations and the one you have searched for is not the one recorded on the register.

The simplest way to find a specific supervisor is to enter only their registration number in the relevant field and click *search*. If you do not know the supervisor's registration number you can look it up on the [national register of practitioners](#).

How many supervisors can be contacted via email at once?

Users of the search can send one message to up to 20 supervisors at once.

How can employers and higher education providers use *search for a supervisor*?

Employers and education providers can use the search to check that supervisors of employees undertaking Board-approved supervision programs, and students undertaking higher degree placements, have the correct approval.

It can also be used to help with sourcing suitable supervisors for higher degree placements or external supervisors for interns and registrars.

Employers and educational institutions also have the option to use AHPRA's [practitioner information exchange \(PIE\)](#) to check the registration status and approved supervisor status of employees and external supervisors. PIE can also be used to set up a paid alert service when a specified change occurs so, for example, a university may want to receive notification if any of their placement supervisors' Board-approval status changes from 'approved' to 'cancelled' or 'lapsed'.

Can I forward an email I received to another supervisor I know who might be available to provide supervision?

Please don't forward enquiries to another supervisor unless you have permission from the person who sent the email.