

Instructions to Add a Supervisor or Supervisee

Important Notes:

- Either the supervisor/supervisee can add a supervisee/supervisor in eServices.
 - **All supervision paper forms will be removed from the LPC website effective January 1, 2023.** At that time, all supervision changes should be completed on eServices: <https://oop.ky.gov/DPLServices/Login.aspx>
 - For best results in eServices, please use a PC laptop or desktop. Smartphones and tablets are **not** compatible with eServices. Google Chrome and Edge work well with eServices.
 - eServices will time out after 15 minutes of inactivity. If you start working on an application, get up to complete another task, and try to return to it later, your progress will likely be lost. Please initiate and complete all applications in one sitting when you have an ample amount of time and are in a distraction-free environment.
1. The supervisor/supervisee will log in to eServices:
<https://oop.ky.gov/DPLServices/Login.aspx>
 2. Under the Supervision tab, select Supervision (Board of Licensed Professional Counselors).

The screenshot shows a dashboard with several menu items. On the left, there are sections for 'Applications' (Initial License Application, LPCC-S Certification Request, License Renewal / License Extension), 'Other Services' (Record Correction, Verification for Other States, View Transaction History), and 'Incomplete/Pending Documents' (Pending Application, Pending Continuing Education Hours, Pending Supervision Agreement, Renewals). On the right, there are sections for 'Individual Information' (View Individual Profile and Continuing Education), 'Supervision' (Supervision - Approve New License/Reinstatement/Reactivation, Verification of Internship/Practicum for New Applicant, Verification of Professional Experience for New Applicant), and 'Reports' (Print Certificate / License, Print License Card). The 'Supervision' section is highlighted in yellow.

3. A list of supervisors/supervisees will appear. Scroll past that list until you see “Search and add a new supervisee/supervisor”. Enter the individual’s last name or 6-digit license number, then select Search.

The screenshot shows a search bar with the text 'Search and add a supervisee:'. There are two input fields: 'Last Name:' and 'License #:'. A green 'Search' button is located to the right of the 'License #' field.

4. Once you've selected the correct individual, answer the questions as prompted by the system. Sign your name electronically, then hit Continue. When the system takes you back to the screen where your supervisors/supervisees are listed, it is important to scroll down and click **I AGREE** and **CONTINUE** to finalize your entry.

I do certify, under penalty of law, that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Kentucky Board of Licensed Professional Counselors.

I Agree

Continue

5. You will know that you have completed this request when you receive a **transaction complete receipt**. The status will change from *pending submission* to *pending supervisee/supervisor review*. Your new supervisee/supervisor will then log in to their eServices account to sign off on the request, following the same sequence above, before it will be sent to the Board for review at the next scheduled meeting. Once the supervisee/supervisor reviews and approves the request, the status will change to *pending Board review*.

**** Submitting your new supervision agreement in eServices does not automatically start that supervision. Your new supervision agreement is not finalized until approved by the board. You will be notified via email once approved by the board.**