

Instructions to Remove a Supervisor

Important Notes:

- Only a **supervisee** can initiate the removal of a 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 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 the eServices dashboard with the 'Supervision' tab highlighted in yellow. The dashboard is divided into several sections: Applications, Individual Information, Other Services, Incomplete/Pending Documents, Supervision, and Reports. The 'Supervision' section is currently active and contains the following links: Supervision (Board of Licensed Professional Counselors), Supervision - Approve New License/Reinstatement/Reactivation, Verification of Internship/Practicum for New Applicant, and Verification of Professional Experience for New Applicant. The 'Reports' section contains links for Print Certificate / License and Print License Card.

3. A list of the supervisor(s) will appear. Select the Remove box next to the appropriate supervisor's name.

The screenshot shows a table titled 'SUPERVISOR(S)' with the following columns: Name, License#, Start Date, End Date, Forms, and Remove. A single supervisor is listed with a redacted name and license number, and a start date of 7/15/2022. The 'Remove' column contains a checkbox, which is highlighted with a yellow circle.

Name	License#	Start Date	End Date	Forms	Remove
[REDACTED]	[REDACTED]	7/15/2022			<input type="checkbox"/>

4. Answer the questions as prompted by the system. You may not be able to answer the questions about your strengths/weaknesses. Please enter “to be completed by supervisor” in those boxes if the system will not let you move forward without an entry and then notify your supervisor to complete that question. Sign your name electronically, then hit Continue.
5. When the system takes you back to the screen where your supervisor(s) 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

6. You will know you have completed the request to remove a supervisor when you receive a **transaction complete receipt**. The status will change from *pending submission* to *pending supervisor review*. Your 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 supervisor reviews and approves the request, the status will change to *pending Board review*.

** Your supervision agreement will immediately end once you submit your request following the steps above. Although the supervision agreement has ended, **the supervisor you are removing must still login to eServices and sign off on the request**. You will be notified via email once the removal is approved/finalized by the board.