

# KANSAS DEPARTMENT FOR AGING & DISABILITY SERVICES

## Supervised Postgraduate Professional Experience Plan

The applicant shall complete Parts 1 and 2 of this form and sign the agreement on the back. The Kansas licensed supervisor responsible for monitoring and evaluating the applicant must complete Parts 3 and 4 and sign the agreement on the back of this form.

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### **Part 1**      **APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_

  Last    First    MI  
Area in which licensure is sought:     \_\_\_ Speech-Language Pathology     \_\_\_ Audiology

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### **Part 2**      **EMPLOYMENT INFORMATION**

Name of Employer \_\_\_\_\_

Employing Agency \_\_\_\_\_

Business Address \_\_\_\_\_

  Street    PO Box    City    State    Zip

Business Telephone    (     ) \_\_\_\_\_

Employment to begin on     \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### **Part 3**      **SUPERVISOR INFORMATION**

Name of Supervisor \_\_\_\_\_

Business Address \_\_\_\_\_

  Agency/Business    Street/PO Box    City    State    Zip

Business Telephone    (     ) \_\_\_\_\_

Kansas License Number     \_\_\_\_\_    Expiration Date \_\_\_\_\_

Licensed in what area?     \_\_\_ Speech-Language Pathology     \_\_\_ Audiology     \_\_\_ Both

Supervision to begin on     \_\_\_\_ / \_\_\_\_ / \_\_\_\_    Supervision to conclude on     \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Over)

Indicate the length of supervised postgraduate professional experience and the hours to be worked per week.

- \_\_\_ Nine months of full-time professional employment of at least 35 hours per week.
- \_\_\_ Twelve months of part-time professional employment of at least 25 hours per week.
- \_\_\_ Fifteen months of part-time professional employment of at least 20 hours per week.
- \_\_\_ Eighteen months of part-time professional employment of at least 15 hours per week.

Note: Per K.A.R. 28-61-2(h)(3) and (4): Each applicant working full-time shall spend 80% of the week in direct client contact and activities related to client management. Each applicant working part-time shall spend 100% of the week in direct client contact

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**Part 4 SUPERVISION AGREEMENT**

Per K.A.R. 28-61-2(h)(7)(8) and (9): The supervisor shall evaluate the applicant on no less than 36 occasions of monitoring activities at a minimum of four hours per month. At least 18 onsite observations at a minimum of two hours per month shall be made by the supervisor.

Monitoring occasions may include onsite observations, conferences in person or on the telephone, evaluation of written reports, evaluations by professional colleagues, or correspondence. The supervisor shall maintain written records of all contacts and conferences during this period.

*The supervisor shall maintain detailed written records of all contacts and conferences during this period. If the supervisor determines that the applicant is NOT providing satisfactory services at any time during the period, the supervisor shall inform the applicant in writing and submit written reports to the applicant during the period of resolution.*

**Supervisor's Agreement**

I have read, discussed and agreed upon the aforementioned information and arrangement. I hereby attest that the information supplied in this form is accurate and complete. I further attest that I am the person described and identified on this form as the supervisor. I agree to sign and submit a "Supervised Experience Documentation form" to the Department within 30 days of completion of the supervised postgraduate professional experience.

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
Date

**Applicant's Agreement**

I have read, discussed and agreed upon the aforementioned information and arrangement. I hereby attest that the information supplied in this form is accurate and complete. I further attest that I am the person described and identified on this form as the applicant.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
Date

Mail completed form to: Health Occupations Credentialing  
503 S Kansas  
Topeka KS 66603

