

**Texas Board of Occupational Therapy Examiners:  
Temporary Occupational Therapist Licensee Supervision Record**

Please read the reverse side of this form for instructions and information.

Make copies of this page as needed for your own documentation.

Name of Temporary Occupational Therapist Licensee: \_\_\_\_\_

Temporary Occupational Therapist License #: \_\_\_\_\_

Name(s) of OT Supervisor(s) and License Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer/Facility: \_\_\_\_\_

1	2-3		4-5		6
Month and Year	Frequent Communication between Temporary Licensee and Supervising OT(s)		Interactive Encounters when Supervising OT(s) observed Temporary Licensee Providing Services with Clients		Notes
	Dates	Initials of Supervisor(s)	Dates	Initials of Supervisor(s)	

**Notes:**

- Use this form to record your supervision communication and encounters as per §373.2 of the OT Rules.
- Be sure to complete your documentation each month.
- Temporary licensees maintain and retain their own log. All of the occupational therapists, whether working full time, part time, or PRN, who delegate to you must participate in the required supervision, whether on a shared or rotational basis.
- For each employer, you must complete a separate Supervision Record, in addition to all other requirements.
- If you change supervisors, within 30 days of the change, send the Board an updated Temporary Licensee Supervision Form (available on the Forms page of the website). Changes to contact information (e.g., address, email), name, and/or work information must also be reported to the Board within 30 days.

**Instructions:**

- In Column 1, record the month and year reflected in this log.
- In Columns 2 and 3, record the dates you communicated with your Supervising OT(s).
- In Columns 4 and 5, record the dates when you had interactive encounters when the Supervising OT(s) observed you providing services with clients.
- In column 6, record any notes for the month.

**Overview of Supervision Requirements for Frequent Communication and Interactive Encounters for Occupational Therapists with a Temporary License**

*Note: This is just an overview of the requirements for frequent communication and interactive encounters. Consult the full OT Rules and Practice Act for further information and regulations, accessible from this link: <http://www.ptot.texas.gov/page/ot-acts-and-rules>.*

- The temporary licensee must receive supervision each month, which must be recorded on the Temporary Occupational Therapist Licensee Supervision Record. The Supervision Record is kept by the temporary licensee and signed by the occupational therapist(s) when supervision is given. The occupational therapist(s) or employer may request a copy of the Supervision Record.
- For those months when you do not work as a temporary licensee, write N/A in the Supervision Record. Supervision Records are subject to audit by the Board.

**The temporary licensee is required to complete the following supervision requirements for each employer as per §373.2 of the OT Rules:**

- frequent communication between the supervising occupational therapist(s) and temporary licensee including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus
- interactive encounters twice a month during which the occupational therapist, who is physically present with the temporary licensee, directly observes the temporary licensee providing services to one or more clients.