

Supervisor Addition/Removal Process

When needing to **add or remove** a supervisor from the NPTC Supervisor List, we request that Training Directors use the Supervisor List Change Request ([https://fpls.in/supervisor list](https://fpls.in/supervisor_list)) form.

Adding a Supervisor: This needs to be completed a minimum of **30 days prior** to their anticipated supervision start date.

- 1) Once we receive the **request**, the supervisor needs to complete the CV as soon as possible.
 - a. We will send a reminder to the supervisor with the Training Director cc'd for follow up.
 - b. If the CV is not submitted, the Training Director will receive an email that the supervisor has been removed from consideration.

**If the CV is ever completed, the supervisor will be made active at that time.
- 2) Once the CV is received, the supervisor will receive a "Welcome Packet" that gives the supervisor access to resources.
- 3) If the supervisor is assigned to an intern or providing regular Group Supervision, they will receive an express sign-in link to Thinkific for their required training courses.
 - a. Reminders will be sent to the supervisor prior to the deadline.
 - b. If the required trainings are not completed within the specified time frame, the supervisor may be removed from consideration.

Removing a Supervisor: This should be completed as soon as possible.

When a request is made to remove a supervisor, the supervisor will be removed on the date indicated by the Site Training Director.