

**Texas Board of Occupational Therapy Examiners  
Occupational Therapy Supervision Log**

Please read reverse side for instructions and information  
*Make copies of this page as needed for your own documentation*

Name of Licensee: \_\_\_\_\_

License #: \_\_\_\_\_

Temporary License                      or                      Regular License

Name of Supervisor(s) & License(s) #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer or Facility: \_\_\_\_\_

<b>1</b>	<b>2-3</b>		<b>4-5</b>		<b>6</b>	<b>7</b>
Year	Direct observation of the provision of OT services to patients/clients		Other Supervision		Total Hours Supervision	Hours Worked/ Notes
	Hours	Supervisor's Initials	Hours	Supervisor's Initials		
Jan						
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						

- The Log is a good way to maintain a record of your supervision for your and your employer's records.
- Copy the blank log. Make as many copies as you need.
- Complete your documentation each month.

Licensees maintain and retain their own log. If you work for more than one employer, complete a separate log for each. Fill in your name, the year, and the name(s) of the supervising occupational therapist(s).

If you change supervisors during the year, either fill out a new Supervisor's Form or write or fax the Board within 30 days. Information about a change of your address or work information must also be given to the Board within 30 days.

**INSTRUCTIONS:**

In Columns 1, record the year reflected in this log.

In Columns 2 and 3, record the hours you are observed working directly with patients.

In Columns 4 and 5, record the number of hours of any other supervision (not the direct supervision), such as documentation and case review, telephone contact, email, etc. The supervising occupational therapist should sign.

In Column 6, record the total hours of supervision for that month-the sum of columns 2 and 4.

In Column 7 you can reflect the average or shorted workweek, or notes to remind you of special circumstances.

**SUPERVISION RULES**  
**Read Chapter 373-Supervision**

**Supervision of a OTA with a Temporary License**

Sixteen (16) hours of supervision a month of which at least twelve hours are through telephone, written report, or conference, including the review of progress of patients/clients assigned, plus

Four (4) or more hours of supervision a month which are face-to-face, real time supervision with the temporary licensee providing services to one or more patients/clients.

**Supervision of a Licensed Occupational Therapy Assistant**

A minimum of six (6) hours a month of frequent communication with the supervising occupational therapist(s) and the occupational therapy assistant by telephone, written report, email, conference etc. including review of progress of patients/clients assigned, plus,

A minimum of two (2) hours of supervision a month of face-to-face, real time interaction observing the occupational therapy assistant providing services with patients/clients.

- Part-time licensees may pro-rate these hours, but shall document no less than four hours of supervision per month, one hour of which includes face-to-face, real time interaction with patients.
- Check the website for changes in rules & other information at: <http://www.ecptote.state.tx.us>

**Do not mail Supervision Log with your renewal, retain for your records**