

# How to Submit a Supervision Agreement

## Purpose

This guide walks you through starting a new Supervision Agreement in the Applicant Portal. Follow the steps in order. Each step has a screenshot so you can see what your screen should look like.

## Before you start

Have these items ready:

- Your Applicant Portal login.
- The name and license number of your Board Approved Supervisor.
- A Supervision Agreement signed by both your Board Approved Supervisor. You need one approved agreement for each location where you earn hours.
- Your completed Employee's Withholding Certificate (Form W-4).

**Tip:** You can save your progress at any time and come back later. Files you upload must be a high-quality image or a PDF.

## Step-by-Step Instructions

### STEP 1

#### Sign in and start a new application

Sign in to the Applicant Portal using the Applicant Portal link provided by the Board.

On the Welcome page, click Start New Application.

The screenshot shows the 'Welcome' page of the Applicant Portal. It includes a welcome message, contact information, and a table of application information. Below the table is a 'Start New Application' button.

| Application No. | Application Type          | License Type                                 | Application Status | Submitted Date | Decision Date |                          |
|-----------------|---------------------------|----------------------------------------------|--------------------|----------------|---------------|--------------------------|
| 00246           | Supervision Agreement     | Licensed Marital and Family Therapist (LMFT) | Approved           | June 23, 2022  | June 23, 2022 | <a href="#">→ Review</a> |
| 00245           | Application for Licensure | Licensed Marital and Family Therapist (LMFT) | Approved           | June 23, 2022  | June 23, 2022 | <a href="#">→ Review</a> |

[Start New Application](#)

### STEP 2

#### Select Supervision Agreement

Under Application Type, find Supervision Agreement and click Select this Application.

**Important:** If you chose the wrong application type, you cannot fix it yourself. Email the Board at [Info.BehavioralHealth@bbhl.ok.gov](mailto:Info.BehavioralHealth@bbhl.ok.gov) and staff will change it so you can continue.

The screenshot shows the 'Application Type' selection page. It includes a note, a warning, and three application type options, each with a 'Select this Application' button.

**Note:** Please select the type of application you are applying for.

**Warning:** Once an application type has been made, changing to another application type will result in previous information being reset.

**Application for Licensure**  
[Select this Application >](#)

**Application for Licensure by Endorsement**  
[Select this Application >](#)

**Supervision Agreement**  
[Select this Application >](#)

### STEP 3

## Return to an application you already started

If you left before finishing, sign in and look at your list of applications. Find the one with the status New and click Continue.

**Important:** If you chose the wrong application type, you cannot fix it yourself. Email the Board at [Info.BehavioralHealth@bbhl.ok.gov](mailto:Info.BehavioralHealth@bbhl.ok.gov) and staff will change it so you can continue.

### STEP 4

## Choose your license type

On the Supervision page, open the Supervision For list and select the license you are working toward.

Click Save & Continue.

### STEP 5

## Read the application instructions

Read the instructions carefully. They explain what you must upload:

- A Supervision Agreement for each location where you earn hours. The location you list must match where you earn your supervised hours.
- Your Form W-4, uploaded in the Employment Information section.

Click Save & Continue. You can return to this page at any time.

| Welcome                                                                                                                                                                                                                                                                                                                                               |                           |                                              |                    |                |               |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------|--------------------|----------------|---------------|--------------------------|
| Thank you for your interest in applying with the State Board of Behavioral Health Licensure (BBHL)! Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.<br>For assistance, please contact us at (405) 522-3696.<br>Your application information is listed below. |                           |                                              |                    |                |               |                          |
| Application No.                                                                                                                                                                                                                                                                                                                                       | Application Type          | License Type                                 | Application Status | Submitted Date | Decision Date |                          |
| 00247                                                                                                                                                                                                                                                                                                                                                 | Supervision Agreement     | N/A                                          | New                | N/A            | N/A           | <a href="#">Continue</a> |
| 00246                                                                                                                                                                                                                                                                                                                                                 | Supervision Agreement     | Licensed Marital and Family Therapist (LMFT) | Approved           | June 23, 2022  | June 23, 2022 | <a href="#">Review</a>   |
| 00245                                                                                                                                                                                                                                                                                                                                                 | Application for Licensure | Licensed Marital and Family Therapist (LMFT) | Approved           | June 23, 2022  | June 23, 2022 | <a href="#">Review</a>   |

Online application

Welcome

Fees & Receipts

Account Settings

Application Type: Supervision Agreement

Supervision

Application Instructions

Personal Information

Employment Information

Board Approved Supervisors

Certifying Statement

Supervision

New

All information with a red asterisk (\*) is required.

Supervision For 

Select...

Previous

Save & Continue

Online application

Welcome

Fees & Receipts

Account Settings

Application Type: Supervision Agreement

Supervision

Application Instructions

Personal Information

Employment Information

Board Approved Supervisors

Certifying Statement

Application Instructions

Important

Please read the following application instructions closely.

Instructions for Supervision Agreement - Licensed Professional Counselor (LPC)  
The location listed in the Supervision section of this agreement must reflect the location in which you are accruing supervised experience hours.

Documents to be Submitted

The following documents will be required to be uploaded to complete and submit in this application. You must upload a high quality image or PDF.  
**Supervision Agreement** - You can download the form [here](#). You must have an approved agreement for each location where you are accruing hours. Please complete the physical form then ask your Board Approved Supervisor and On-Site Supervisor to sign the document. Scan the document and upload it in the Supervision section of the application.  
**Employee's Withholding Certificate (Form W-4)** - Please prepare your Employer's Withholding Tax Certificate (Form W-4) and upload it in the Employment Information section of the application.

Previous

Save & Continue

## STEP 6

### Check your personal information

Review the details on the Personal Information page. Make sure everything is correct.

If it is accurate, click Save & Continue.

**Note:** The name and numbers in this screenshot are sample information.

**Online application**

Welcome  
Fees & Receipts  
Account Settings

Application Type: Supervision Agreement  
Supervision  
Application Instructions  
Personal Information  
Employment Information  
Board Approved Supervisors  
Certifying Statement

**Personal Information**

Note: All information with a red asterisk (\*) is required.

Legal Last Name: WILEY  
Legal First Name: EBONY  
Legal Middle Name:   
Names Previously Used:   
Birth date: 06/13/1998  
Sex: Female  
Social Security Number: 123-45-6789

## STEP 7

### Add your employment

On the Employment Information page, click + Add New Records.

**Online application**

Welcome  
Fees & Receipts  
Account Settings

Application Type: Supervision Agreement  
Supervision  
Application Instructions  
Personal Information  
Employment Information  
Board Approved Supervisors  
Certifying Statement

**Employment Information**

Please fill in your employment history for the past 5 years below related to behavioral health licensure

| Employing Agency | Profession                            | Related to Candidacy | Start Date | End Date |                                             |
|------------------|---------------------------------------|----------------------|------------|----------|---------------------------------------------|
| BBHL             | Licensed Professional Counselor (LPC) | Yes                  | 09/09/2022 | N/A      | <a href="#">Edit</a> <a href="#">Delete</a> |

+ Add New Records

Previous Save & Continue

## STEP 8

### Enter your employer details

Fill in the employer's name, address, and other required fields.

**Important:** Do not enter an end date.

When asked, "Will this be related to your candidacy?", select Yes. More fields will appear.

Upload your Federal W-4. Then click Save.

**Online application**

Welcome  
Fees & Receipts  
Account Settings

Application Type: Supervision Agreement  
Supervision  
Application Instructions  
Personal Information  
Employment Information  
Board Approved Supervisors  
Certifying Statement

**Add New Employment**

Note: All information with a red asterisk (\*) is required information. Please enter the agencies you are currently affiliated with in the U.S.

Agency Information

Employing Agency:   
Street Address:   
Street Address 2:   
City:   
State: Select...  
ZIP Code:   
Agency Website:

## STEP 9

### Add your Board Approved Supervisor

On the Board Approved Supervisors page, click + Add New Board Approved Supervisor.

**Online application**

Welcome  
Fees & Receipts  
Account Settings

Application Type: Supervision Agreement  
Supervision  
Application Instructions  
Personal Information  
Employment Information  
Board Approved Supervisors  
Certifying Statement

**Board Approved Supervisors**

Please list the supervisors who will be in charge of your supervision. You will also be required to upload the letter of supervision for each supervisor.

| Supervisor                                                                                                                | License No. | Supervision |
|---------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| No Board Approved Supervisor have been added. Click + Add New Board Approved Supervisor to add Board Approved Supervisor. |             |             |

+ Add New Board Approved Supervisor

Previous Save & Continue

## STEP 10

### Find your supervisor and upload the signed agreement

Type to search for your supervisor by license number or name, then select them.

Answer whether your Board Approved Supervisor is also your On-Site Supervisor.

Upload your signed Supervision Agreement. If you need the form, use the Download button first, have your supervisors sign it, and then scan it.

Click Save & Continue.

The screenshot shows the 'Online application' interface. On the left is a sidebar menu with options: Welcome, Fees & Receipts, Account Settings, Application Types, Supervision Agreement, Supervision, Application Instructions, Personal Information, Employment Information, Board Approved Supervisors (highlighted with a red asterisk), and Certifying Statement. The main content area is titled 'Add New Board Approved Supervisor'. It includes a note: 'All information with a red asterisk (\*) is required.' Below this is a 'Board Approved Supervisor' section with a dropdown menu for 'Board Approved Supervisor's License Number & Name' and a search input field. A question 'Is your Board Approved Supervisor also acting as your On-Site Supervisor?' is followed by 'Yes' and 'No' radio buttons. The 'Supervision Agreement' section instructs the user to download a copy of the agreement and have their supervisor sign it. It contains a 'Download Supervision Agreement' button and an 'Upload Signed Supervision Agreement' section with a 'Choose File' button. At the bottom are 'Cancel' and 'Save & Continue' buttons.

## Next steps

After this step, the portal moves you to the Certifying Statement (the last step in the left-hand menu). Follow the on-screen directions there to finish and submit.

Need help? Call (405) 522-3696 or email [Info.BehavioralHealth@bbhl.ok.gov](mailto:Info.BehavioralHealth@bbhl.ok.gov).