Clinical Group Supervision Sign-In Sheet

Please read the following instructions:

- 1. Use one sign-in sheet per session.
- 2. Record the date (mm/dd/yy) and print name of the supervisor and her/his credentials. For auditing purposes, record the Start Time at the beginning of this supervision session and the End Time when the session adjourns. Circle whether AM or PM.
- 3. Print names of attendees and acquire signatures.
- 4. Record the number of hours attended in the column on the right (i.e. 1 hour and 15 minutes = 1.25 hours. Please round to the nearest 15 minutes). If an attendee does not stay for the entire session, record the actual hours attended in this column.
- 5. Before signing this sheet, please be sure that all fields are filled in correctly.
- 6. Supervisor must sign and attach this sign-in sheet to her/his time sheet to ensure accurate payroll processing.
- 7. Sign-In Sheets are forwarded from Payroll to Education for signing and documentation.

Date:	Start Time:	am/pm
	End Time:	am/pm

Supervisor (please print):	Credentials:

Print Name	Sign Name	Hours
