

Application for Supervisor Certification

Please check the certification option which applies and complete the bottom of the form and mail it to the Office of Ministry Studies at the address above.

1. I have been previously approved as a Harvard Divinity School Field Education Supervisor. I last served in that role at _____.

- Supervisors who have not been active in the HDS program in the last five years must attend the first meeting of the Supervisory Training and Consultation. Please register me for the next introductory session.

2. I request certification based on previous training or experience.

- I have completed a course in the supervision of theology students, and/or I have been certified to supervise theology students by one of the other schools of the Boston Theological Institute. Please register me for the next introductory session of the Supervisory Training and Consultation.

- I do not have training specifically in the supervision of theology students in field education, but I believe I am qualified to supervise students in their field education placements. (Please see attached sheet of criteria and enclose any appropriate documentation.) Please register me for the next introductory session of the Supervisory Training and Consultation course, and also the next sessions which cover theological reflection.

3. I request certification through completion of the Supervisory Training and Consultation. Please register me for the next academic year's class.

Name: _____

Site: _____

Home Address: _____

Site Address: _____

City: _____

City: _____

State: _____ Zip: _____

State: _____ Zip: _____

Phone: _____

Phone: _____ Fax: _____

Email: _____

Website Address: _____

Is this site associated with another school in the BTI?

If yes, which school?

Supervisor Certification Information

Those persons who supervise Harvard Divinity School students in accredited field education settings must be certified by the Office of Ministry Studies (OMS). A supervisor must be at the site for one year before becoming eligible to be certified or to supervise students there. Then the following policies and procedures apply:

1. Re-certification of previous HDS supervisors

If the prospective supervisor has previously been certified to supervise HDS students, that status may be reactivated if, in the opinion of the OMS staff, the supervisor was last in good standing and meets the current criteria. The supervisor may be required to attend the first meeting of the Supervisory Training and Consultation course.

2. Certification on the basis of previous training and/or experience

To qualify in this category:

a. The prospective supervisor must have completed a course in the supervision of theology students from one of the BTI schools and/or have been certified as a supervisor by one of the BTI schools within the last five years,

or,

b. The prospective supervisor must, in the opinion of the OMS staff, have appropriate training and/or experience to be certified to supervise theology students. This ordinarily means that the supervisor has i. Been an active supervisor of at least one supervisee for the past three years, ii. been supervised by an appropriate trainer of supervisors (ACPE, LISCW, AAMFT, etc.) for at least one year while supervising students, and iii. submitted two letters of reference, at least one of which must be from the prospective supervisor's most recent supervisor.

and

c. The prospective supervisor must attend the first meeting of the Supervisory Training and Consultation course for the purpose of orientation to the HDS curriculum and the particular philosophy, policies, and procedures of field education at HDS. If, in the opinion of the OMS staff, the prospective supervisor has had adequate training and experience in the supervision of field education students in the clinical disciplines, but not with theology students, s/he will be required to also attend additional classes for the purpose of training in theological reflection.

3. Certification through completion of the Supervisory Training and Consultation course.

The prospective supervisor may become certified by completing the basic course in supervision offered here at the Divinity School, or another like it offered at one of the BTI schools. If the proposed supervisor elects to take the course at one of the other BTI schools, s/he will still be required to attend the orientation session of the first meeting of the Supervisory Training and Consultation course.

NECESSARY INFORMATION FOR THE APPOINTMENT OF FIELD EDUCATION SUPERVISORS

Legal Name in Full:

 First Middle Last Birth Name

Social Security Number: _____ - _____ - _____

Will you be a degree candidate at the time this appointment begins? ____yes__no
 If so, which Department/Program? _____

Is your primary affiliation to Harvard as a student? ____yes__no

Do you currently hold another Appointment at Harvard? ____yes__no

Sex: ____ Male ____ Female

Date of Birth: ____/____/_____

Are you either a U.S. Citizen or a Permanent U.S. Resident? ____yes__no

Earned Academic Degrees:

Degree	Month/Day/Year	Institution

Home Address:

Street _____

City _____, State _____ Zip _____

Phone: Land Phone: () _____ Cell () _____

Office Address:

Street _____

City _____, State _____ Zip _____

Phone: () _____

Preferred Mailing Name, incl. title (Mrs., Dr., Prof., etc.): _____

Email Address: _____

Information on ethnic background is requested in order to fulfill the University's obligation as an Equal Opportunity/Affirmative Action Employer. This information is considered strictly confidential. Please check one:

- ____ American Indian/Alaskan Native
- ____ Asian/Pacific Islander
- ____ Black
- ____ Hispanic
- ____ White

For OMS' Bureaucratic Processes Start Date: End Date: Dept. Code: 102738 Job Code: 069512 Signed:
--