

**Questions and Answers Regarding Psychology Disclosure**

**Q.** Do you have to give the disclosure to people from another state when you don't live or work in Vermont?

**A.** Vermont State law requires all Vermont licensed psychologists when practicing in Vermont to provide the disclosure to clients. **(Discussed and decided at 1/10/97 Board Meeting.)**

\*\*\*\*\*

**Q.** Are psychologists who are part of a private practice group (a partnership or a corporation) exempted from the disclosure requirement, like institutions are? Can a group such as this do the same thing as institutions and simply inform people that the information is available upon request, at a receptionist's desk or table?

**A.** No. Psychologists employed by or part of a private practice or managed care group (even if it is a corporation) are still considered to be independently practicing and therefore subject to the disclosure requirement. Employees or persons under contract with an institution which is under the oversight of a governmental agency are exempt and only need to inform people that the information is available upon request. **(Discussed and decided at 1/10/97 Board Meeting.)**

\*\*\*\*\*

**Q.** Do you give the disclosure only to new clients or everyone, including previous clients?

**A.** Vermont law requires psychologists to disclose to both current and new clients within three visits. **(Discussed and decided at 1/10/97 Board Meeting.)**

\*\*\*\*\*

**Q.** Regarding the disclosure of supervised experience. How does the practitioner count it? Do we disclose only the 4,000 hours required for licensure?, and/or any additional supervision received since becoming licensed?, and/or just special training supervision?

**A.** However one wants to do it. One can refer to all three, but it is not mandated. Refer to the Rules which are specific about what one must include at a minimum. **(Discussed and decided at 2/14/97 Board Meeting.)**

\*\*\*\*\*

**Q.** Section (d) states: When the client is not able to understand the disclosure, as in the case of a minor or an adult who is under the supervision of guardian, the disclosure shall be made to a suitable parent or guardian. What if no guardian has been appointed yet?

**A.** If guardianship application has been made have the person named sign; or if contested or likely to occur soon, wait; or have the person sign and then subsequently if a guardian of appointed, have the guardian sign. **(Discussed and decided at 2/14/97 Board Meeting.)**

**BOARD OF PSYCHOLOGICAL EXAMINERS**  
**National Life Building, North, Floor 2, Montpelier, Vermont 05620-3402**  
**(802) 828-2373**

**TO: All Licensed Psychologists**  
**FROM: Vermont Board of Psychological Examiners**  
**SUBJECT: DISCLOSURE STATEMENT**

-----

Vermont state law now requires all Vermont licensed psychologists practicing in Vermont to disclose to both current and new clients, within three visits, their qualifications and experience, information about what constitutes unprofessional conduct, and how to file a complaint with the Office of Professional Regulation. The law further requires that the psychologists obtain a signed form from the client acknowledging receipt of this information.

The disclosure process includes the following documents:

1. An information card developed by the Office of Professional Regulation regarding general complaint procedures related to all professions regulated by the Office.
2. A list, provided by the Office of Professional Regulation, of specific practices that constitute acts of unprofessional conduct.
3. The psychologist's professional qualifications and experience, including (A) all relevant graduate programs attended and all graduate degrees and certificates earned, including the full legal name of the granting institution, and (B) a brief description of any special qualifications and areas of practice.
4. A standard notification form regarding disclosure following a format provided by the Office of Professional Regulation. Disclosure means, at a minimum, (1) posting the information and informing the client where the information is posted, or (2) having the information printed, displaying the printed information in an easily accessible location, and informing the client where the information is displayed, or (3) having the information printed and directly handing a copy of the information to the client. This information can be given to the client with other documents containing, for example, policies covering hours, billing, scheduling, telephone accessibility, missed appointments, crisis protocol, confidentiality, coverage when unavailable, details specific to your approach to practice, and so on.
5. A standard receipt form to be signed by the client within the first three visits and to be kept by the psychologist in the client's records.

It should be noted that this procedure is not mandated for clients in some institutions, as long as the institution has the above information readily available. Specific "institutions" include hospitals, schools, nursing homes, correctional facilities, and community mental health centers.

For further information concerning this requirement, please review Act 222 and the newly adopted Rules of the Board of Psychological Examiners.

**Vermont Secretary of State  
Office of Professional Regulation  
DISCLOSURE OF INFORMATION**

(a) Each psychologist shall disclose to each client the following information, printed or typed in easily readable format:

(1) The psychologist's professional qualifications and experience, including (A) all relevant graduate programs attended and all graduate degrees and certificates earned, including the full legal name of the granting institution, and (B) a brief description of any special qualifications and areas of practice.

(2) A copy of the statutory definition of unprofessional conduct (26 V.S.A. § 3016).

(3) Information on the process for filing a complaint with, or making a consumer inquiry to, the Director. Sample information cards are available from the Office.

(b) Disclosure means, at a minimum, (1) posting the information and informing the client where the information is posted, or (2) having the information printed, displaying the printed information in an easily accessible location, and informing the client where the information is displayed, or (3) having the information printed and directly handing a copy of the information to the client.

(c) Not later than the third office visit, the psychologists shall present to the client for signature a document stating that the information required to be disclosed in paragraphs (1), (2), and (3) above has been disclosed to the client. The psychologist shall also sign the document and shall prepare and shall retain the signed original. If, by the third office visit, disclosure cannot be made or the client declines to sign, the psychologist shall prepare and sign a written statement explaining the omission, which shall be retained in place of the signed copy.

(d) When the client is not able to understand the disclosure, as in the case of a minor or an adult who is under the supervision of guardian, the disclosure shall be made to a suitable parent or guardian.

(e) When the client is a patient or resident in an institution, including a hospital, nursing home, school, correctional facility or community mental health center, psychologists providing care are excused from obtaining a signed receipt of disclosure so long as the information required in (a) and (b) above is readily available from the institution. The psychologist must make individual disclosure as provided in (a) and (b) above in cases where the institution's disclosure is inadequate.

**UNPROFESSIONAL CONDUCT INFORMATION ON REVERSE SIDE**

---

**CLIENT'S DISCLOSURE INFORMATION**

**My signature acknowledges that I have been given the professional qualifications and experience of (Name, Name), a listing of actions that constitutes unprofessional conduct according to Vermont statutes, and the methods for making a consumer inquiry or filing a complaint with the Office of Professional Regulation.**

---

**Client Signature**

---

**Date**