

To Remove a Supervisor:

1. Log in to eservices <https://oop.ky.gov/DPLServices/Login.aspx>
2. Select the supervision link on the right hand side of the main menu
3. Select your ADC credential
4. Check remove box next to the supervisor's name you are removing
5. A link to a form will populate when you check the remove box. Click the remove supervisor/supervisee link shown below.

SUPERVISOR(S)						
Name	License#	Start Date	End Date	Forms	Remove	
[REDACTED]	[REDACTED]	7/10/2020		Remove Supervisor/Supervisee Annual Documents	<input checked="" type="checkbox"/>	

6. Answer the questions prompted by the system. You may not be able to answer the questions about your strengths/weaknesses. You can put "TO BE COMPLETED BY SUPERVISOR" in those boxes if the system will not let you move forward with a blank entry. If you end up doing that, be sure to let your supervisor know.
7. Sign your name electronically.
8. When the system takes you back to the screen where your supervisors are listed it is important that you **scroll down and click I AGREE and CONTINUE to finalize your entry** for supervisor review shown below.

SUPERVISOR(S)						
Name	License#	Start Date	End Date	Forms	Remove	
[REDACTED]	[REDACTED]	7/10/2020		Remove Supervisor/Supervisee Annual Documents	<input checked="" type="checkbox"/>	

Search and add a supervisor: Last Name: License #:

I do hereby certify under penalty of law, that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my application could be rejected or my certification revoked by the Board. Furthermore, I agree to abide by the standards of practice and code of ethics approved by the Board.

I Agree

9. You will know that you have completed this request when you receive a **transaction complete receipt**. The status on the screen above will change from **pending submission** to **pending supervisor review**.
10. Your supervisor will then need to log in to eservices to review and approve the request before it will be forwarded to the Board

11. Once your supervisor reviews and approves the request, the status will change from **pending supervisor review** to **pending Board review**.