What to click on is highlighted with a red circle.

1. After logging in you will be on dashboard. On left hand side click on **Candidacy Requirements**

2. On Candidacy Requirements page, click on **View** on the right side of your current candidacy

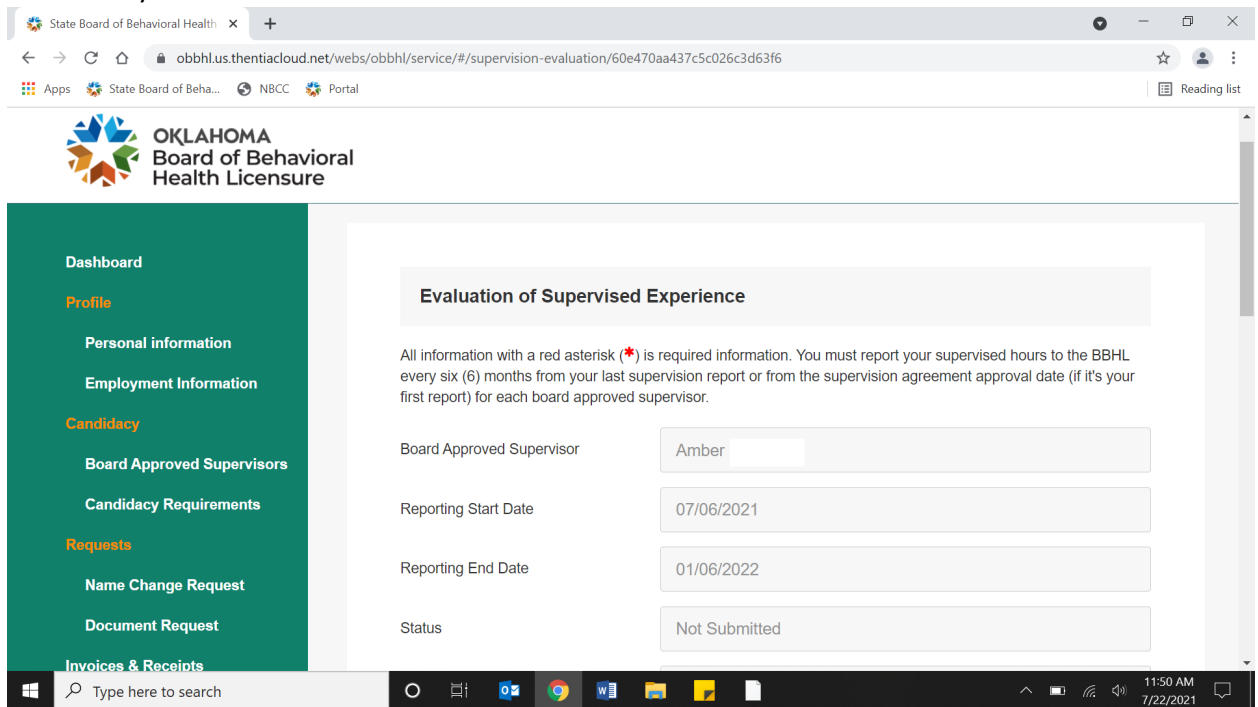**3.** After clicking view, you will be prompted to this page:

Scroll down the page to this section:
You will click **View** under which supervisor you are wanting to add hours under.

4. It will take you to this section:

Scroll down the page:

Click on + Add New Records to make weekly report
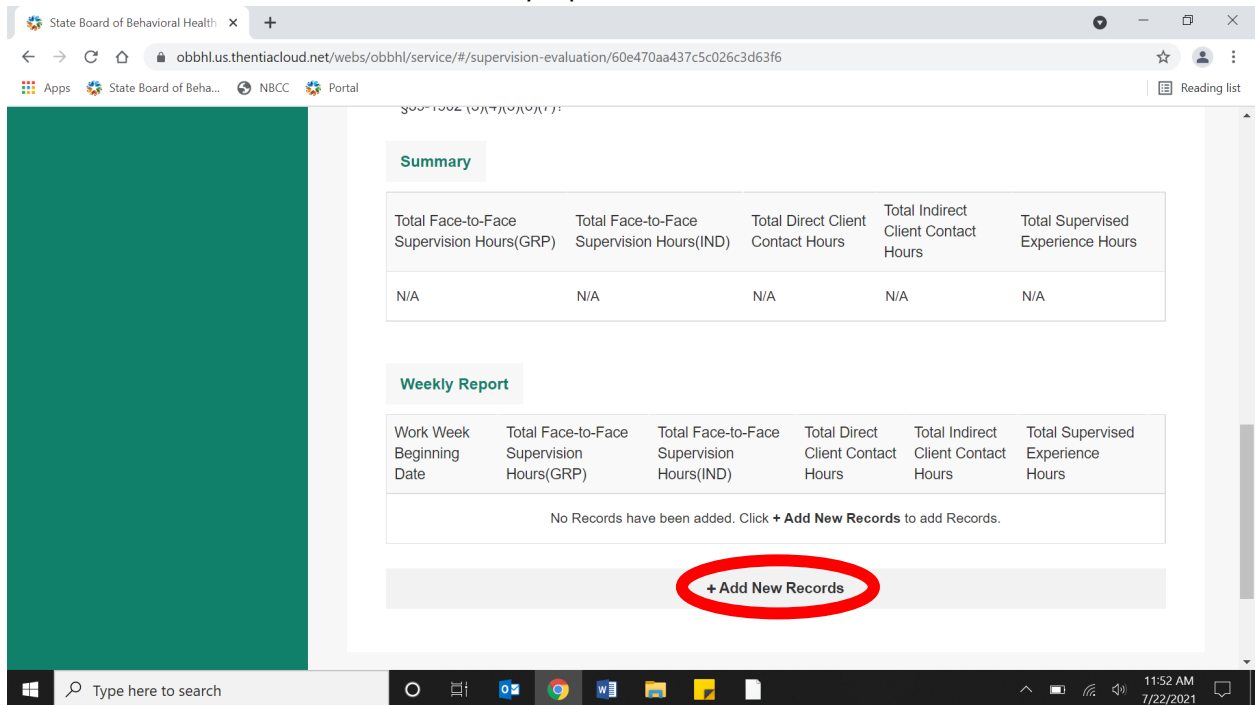
After you have entered in the hours for 1 week you will click save.

It will then take you back to the previous page for you to click **Add New Records** again to enter in the next week. Each week will need to be entered individually.

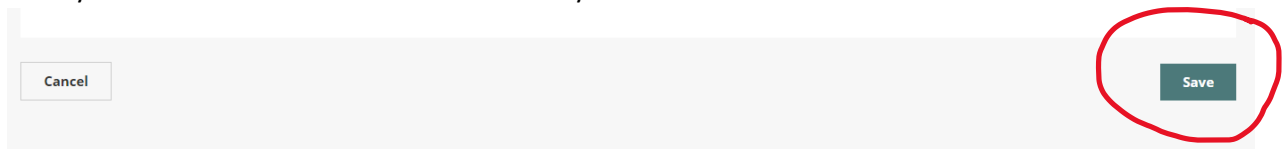| Work Week Beginning Date	Total Face-to-Face Supervision Hours(GRP)	Total Face-to-Face Supervision Hours(IND)	Total Direct Client Contact Hours	Total Indirect Client Contact Hours	Total Supervised Experience Hours	
06/19/2022	N/A	1.5	12	N/A	N/A	View
06/26/2022	1.5	N/A	15	N/A	N/A	View

+ Add New Records

Back · Submit for Approval

Please note that you will NOT click "Submit for approval" until you have all 6 months entered.

If you make a mistake and submit for approval and you are not finished entering in your hours you will need to email us at info.behavioralhealth@bbhl.ok.gov and let us unlock the evaluation so that you can make additional changes. We will need to know your name, the name of your supervisor and the evaluation period you are currently working in so that we ensure we are unlocking the correct evaluation. If your supervisor rejects the hours you will have to email us to unlock the evaluation so that you can make the necessary changes.