Washington State Model* Supervisory Plan

WAC 208-620-301(6) requires each licensed manager to prepare and maintain a written supervisory plan for the employees they supervise. At a minimum, the plan must include 1) the number of employees supervised and their physical location, 2) how the supervisor will adequately supervise the employees if an employee is not in the same location as the supervisor, and 3) the type and volume of work performed by the supervised employees.

Supervisory plans must be maintained as part of the business books and records.

Licensed Manager:

Work location of Manager:

Number of Employees Supervised:

Name	**Type of Work (MLO, Processing, or Underwriting)**	**Work Location**	**Volume of Work**

How the manager will adequately supervise the employees if they are not in the same location as the manager:

Description of the type of work performed by employees in each category of work:

Type of Work	**Work Duties**
MLO	
Processing	
Underwriting	

* This model form may be used to satisfy WAC 208-620-301(6) but other forms are acceptable as long as they meet the minimum requirements of the rule.