
NOTICE OF LICENSURE COMMITTEE TELECONFERENCE MEETING

Friday, July 22, 2022
10:00 a.m. – 4:00 p.m. or until Completion of Business

If Joining by Computer:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m10367d39e1f8cd65d45e6ad100bf69b0>

Event number: 2492 400 9448
Event password: BOP07222022

If Joining by Phone:

+1-415-655-0001 US Toll
Access code: 249 240 09448
Passcode: 26707222

The Committee will hold the Committee Meeting via WebEx as noted above.

If you have trouble getting on the call to listen or participate, please call 916-574-7720.

To avoid potential technical difficulties, submit any written comments by July 1, 2022, to bopmail@dca.ca.gov.

Action may be taken on any item on the agenda.

Committee Members

Mary Harb Sheets, PhD, Chairperson
Julie Nystrom
Lea Tate, PsyD

Board Staff

Antonette Sorrick, Executive Officer
Jonathan Burke, Assistant Executive Officer
Stephanie Cheung, Licensing Manager
Jason Glasspiegel, Central Services Manager
Sandra Monterrubio, Enforcement Program Manager
Liezal McCockran, CE/Renewals Coordinator
Lavinia Snyder, Examination Coordinator
Evan Gage, Special Project Analyst
Rebecca Bon, Board Counsel

10:00 a.m. – OPEN SESSION

1. Call to Order/Roll Call/Establishment of a Quorum
2. Public Comment(s) for Items not on the Agenda.
Note: The Committee may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code Sections 11125 and 11125.7(a)]
3. Chairperson’s Welcome and Opening Remarks
4. Approval of the Licensure Committee Meeting Minutes: January 7, 2022
5. Staff Reports
 - a. Licensing Report (S. Cheung)
 - b. Continuing Education and Renewals Report (L. McCockran)
 - c. Examination Report and Multiple Test Takers Statistics (L. Snyder)
6. Board Response to Psychologist Applications – Correspondence Review (S. Cheung)
7. Legislation: Acceptable Verification of Pre-Licensure Coursework Requirements, Business and Professions Code sections 2915.4 and 2915.5 (S. Cheung)
8. Recommendations for Agenda Items for Future Licensure Committee Meetings.

CLOSED SESSION

9. Closed Session – The Licensure Committee will Meet in Closed Session Pursuant to Government Code Section 11126(c)(2) and Business and Professions Code Section 2949 to Discuss and Consider Qualifications for Licensure.

RETURN TO OPEN SESSION

ADJOURNMENT

Action may be taken on any item on the agenda. Items may be taken out of order or held over to a subsequent meeting, for convenience, to accommodate speakers, or to maintain a quorum. Meetings of the Board of Psychology are open to the public except when specifically noticed otherwise, in accordance with the Open Meeting Act.

If a quorum of the Committee becomes unavailable, the chair may, at their discretion, continue to discuss items from the agenda and to vote to make recommendations to the full Committee at a future meeting [Government Code section 11125(c)].

The meeting is accessible to the physically disabled. To request disability-related accommodations, use the contact information below. Please submit your request at least five (5) business days before the meeting to help ensure availability of the accommodation.

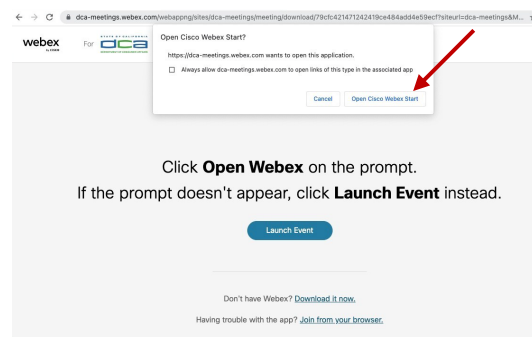
You may access this agenda and the meeting materials at www.psychology.ca.gov. The meeting may be canceled without notice. To confirm a specific meeting, please contact the Board.

Contact Person: Antonette Sorrick
1625 N. Market Boulevard, Suite N-215
Sacramento, CA 95834
(916) 574-7720
bopmail@dca.ca.gov

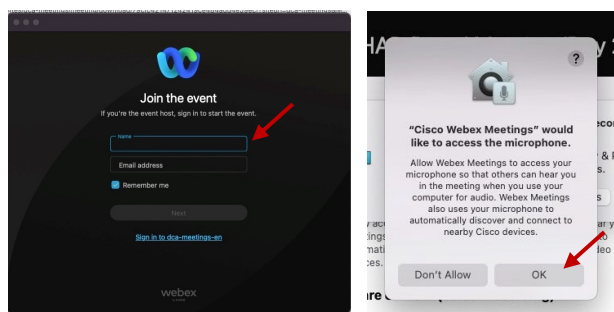
The goal of this committee is to create and maintain a clear and efficient framework for licensure, examination processes, and continuing professional development through the Board's statutes and regulations to ensure licensees meet the qualifications necessary to practice safely and ethically. The Committee communicates relevant information to its affected stakeholders.

If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click “Open Cisco Webex Start” or “Open Webex”, whichever option is presented. DO NOT click “Join from your browser”, as you will not be able to participate during the meeting.



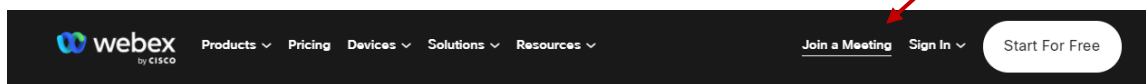
- 3 Enter your name and email address. Click “Join as a guest”. Accept any request for permission to use your microphone and/or camera.



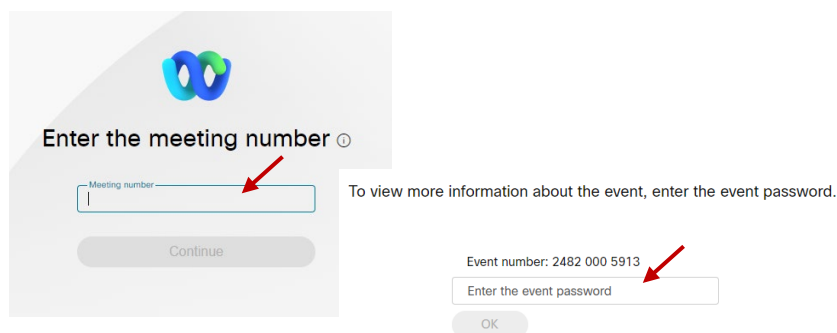
OR

If joining from Webex.com

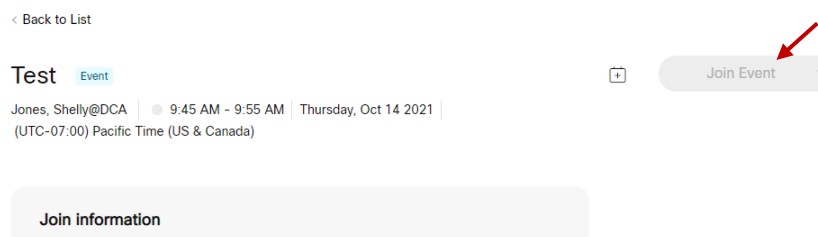
- 1 Click on “Join a Meeting” at the top of the Webex window.



- 2 Enter the meeting/event number and click “Continue”. Enter the event password and click “OK”. This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click “Join Event”.



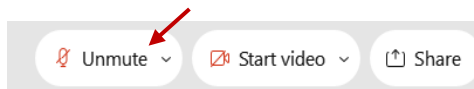
OR

Connect via telephone:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

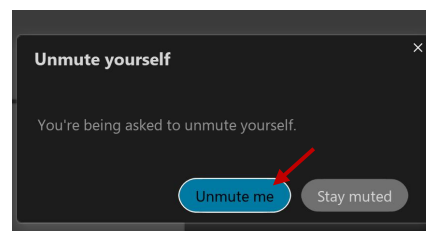


Green microphone = Unmuted: People in the meeting can hear you.



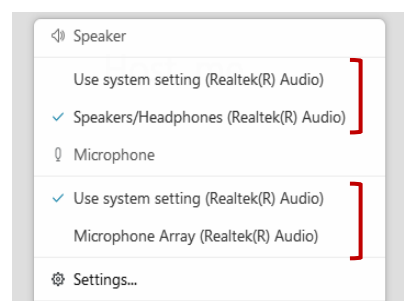
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on “Unmute Me”.



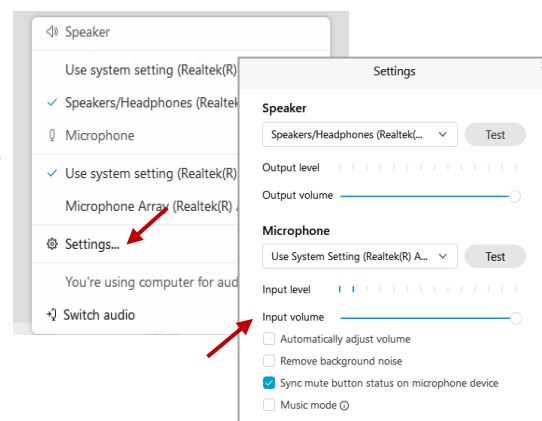
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

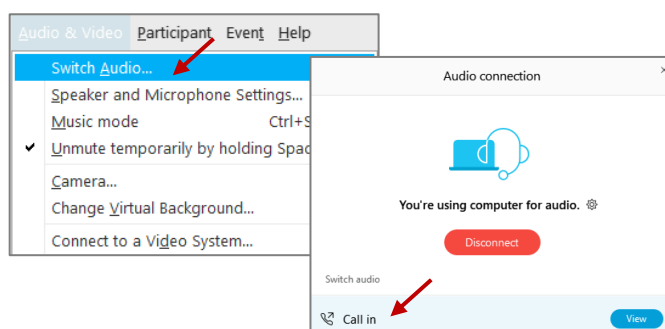
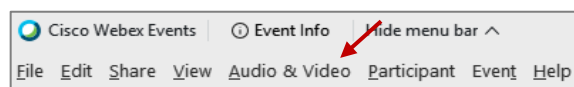
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on “Settings...”:
 - Drag the “Input Volume” located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through webex. Your phone will then become your audio source during the meeting.

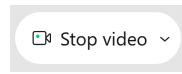
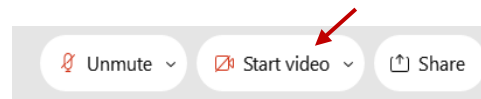
- 1 Click on “Audio & Video” from the menu bar.
- 2 Select “Switch Audio” from the drop-down menu.
- 3 Select the “Call In” option and following the directions.



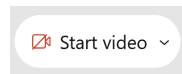
Web Camera

Only panelists (e.g. staff, board members, presenters) can access the web camera feature.

Camera control (Start Video/Stop Video button) is located on the command row.



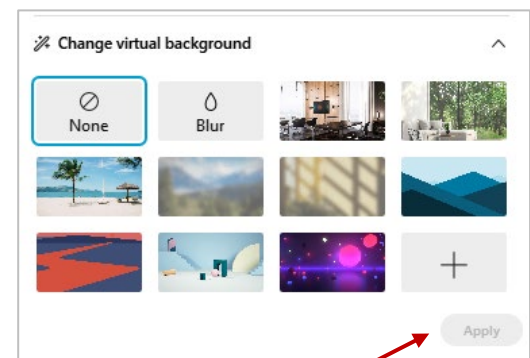
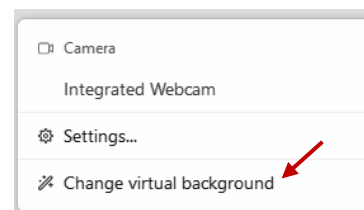
Green dot in camera = Camera is on: People in the meeting can see you.



Red dot in camera = Camera is off: No one in the meeting can see you.

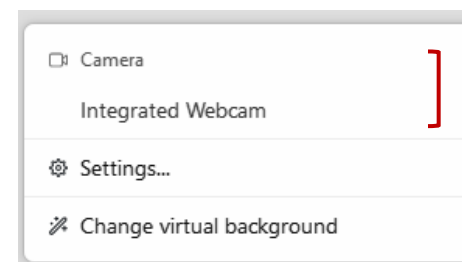
Virtual Background

- 1 To access virtual backgrounds, click on the bottom facing arrow located on the video button.
- 2 Click on "Change Virtual Background".
- 3 From the pop-up window, click on any of the available images to display that image as your virtual background and click "Apply".



If you cannot be seen

- 1 Locate the command row – click on the bottom facing arrow located on the video button.
- 2 From the pop-up window, select a different camera from the list.



MEMORANDUM

DATE	July 6, 2022
TO	Committee Members
FROM	Stephanie Cheung Licensing Manager
SUBJECT	Agenda Item 5a Licensing Report

License/Registration Data by Fiscal Year:

License & Registration	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23**
Psychologist*	22,688	***	20,575	20,227	20,024	20,580	21,116	22,005	22,218	22,289	22,333
Psychological Associate	1,727	***	1,701	1,580	1,446	1,446	1,361	1,344	1,348	1,450	1,568

*Includes licensees who are in Current and Inactive status

**As of July 5, 2022

***Statistics unavailable

As of July 5, 2022, there are 22,333 licensed psychologists and 1,568 registered psychological associates that are overseen by the Board. This includes 19,774 licensed psychologists who are in the “current” status and 2,559 licensed psychologists who are in the “inactive” status, which is provided in the Licensing Population Report (Attachment A). This report in Attachment A also provides a snapshot of the number of psychologists and psychological associates (formerly known as psychological assistants) in each status at the time it was generated.

Application Workload Reports:

The attached reports provide statistics from January 2022 through June 2022 on the application status by month for psychologist license and psychological associate registration (see Attachment B). On each report, the type of transaction is indicated on the x-axis of the graphs. The different types of transactions and the meaning of the transaction status are explained below for the Committee’s reference.

Psychologist Application Workload Report

“Exam Eligible for EPPP” (Examination for Professional Practice in Psychology) is the first step towards licensure. In this step, an applicant has applied to take the EPPP. An application with an “open” status means it is deficient or pending initial review.

“Exam Eligible for CPLEE” (California Psychology Law and Ethics Exam) is the second step towards licensure. In this step, the applicant has successfully passed the EPPP

and has applied to take the CPLEE. An application with an “open” status means it is deficient or pending review.

“CPLEE Retake Transaction” is a process for applicants who need to retake the CPLEE due to an unsuccessful attempt. This process is also created for licensees who are required to take the CPLEE due to probation. An application with an “open” status means it is deficient, pending review, or an applicant is waiting for approval to re-take the examination when the new form becomes available in the next quarter.

“Initial App for Psychology Licensure” is the last step of licensure. This transaction captures the number of licenses that are issued if the status is “approved” or pending additional information when it has an “open” status.

Psychological Associate Application Workload Report

Psychological Associate registration application is a single-step process. The “Initial Application” transaction provides information regarding the number of registrations issued as indicated by an “approved” status, and any pending application that is deficient or pending initial review is indicated by an “open” status.

Since all psychological associates hold a single registration number, an additional mechanism, the “Change of Supervisor” transaction, is created to facilitate the process for psychological associates who wish to practice with more than one primary supervisor or to change primary supervisor. A transaction is opened and processed when all information is received, thus there is no open status for this transaction type.

Applications and Notifications Received

Attachment C provides the number of new applications and notifications received in the last 12-month period. The total number of applications and notifications received shows an increase of 238 compared to the same 12-month period in 2020/2021.

Average Application Processing Timeframes

The Board reviews and processes applications based on a first-come, first-served basis. This includes, but not limited to, all applications, supporting materials, and responses to application deficiencies, are reviewed according to the date they are received.

Attachment D (Average Application Processing Timeframes) provides a 6-month overview of average application processing timeframes in business days. There has been an increase in the average processing timeframes for both psychologist and psychological associate applications.

Staff continues to take the following measures to proactively address the timeframes with the current resources available:

Long-term permanent solutions:

- Streamline the application process via Pathways to Licensure regulations.
- Achieve solvency and obtain additional funding for the Board through regulatory and legislative fee change proposals. Once the structural imbalance has been addressed with a fee change the Board will seek additional resources via a Budget Change Proposal (BCP).
- Redirect an Office Technician position to the Licensing unit to assist with administrative support of the unit.

Short-term temporary solutions:

- Retired Annuitant to work full time in April assisting with the processing of applications.
- Look for additional cost-savings to potentially extend temporary help by the Retired Annuitant.
- Special Projects Coordinator to be trained alongside incoming SSA to work as a 50% Licensing Analyst.

The positive impact of implementing the short-term temporary solutions and having the unit fully staffed can be observed through the decline of processing timeframes in May for Psychological Associate registration application and in June for Psychologist license applications.

Attachments:

- A. Licensing Population Report as of July 5, 2022
- B. Application Workload Reports January 1, 2022 – June 30, 2022 as of July 5, 2022
- C. Applications and Notifications Received July 2021 – June 2022 as of July 6, 2022
- D. Average Application Processing Timeframes - January 2022 to June 2022 as of July 1, 2022.

Action:

This is for informational purpose only. No action is required.



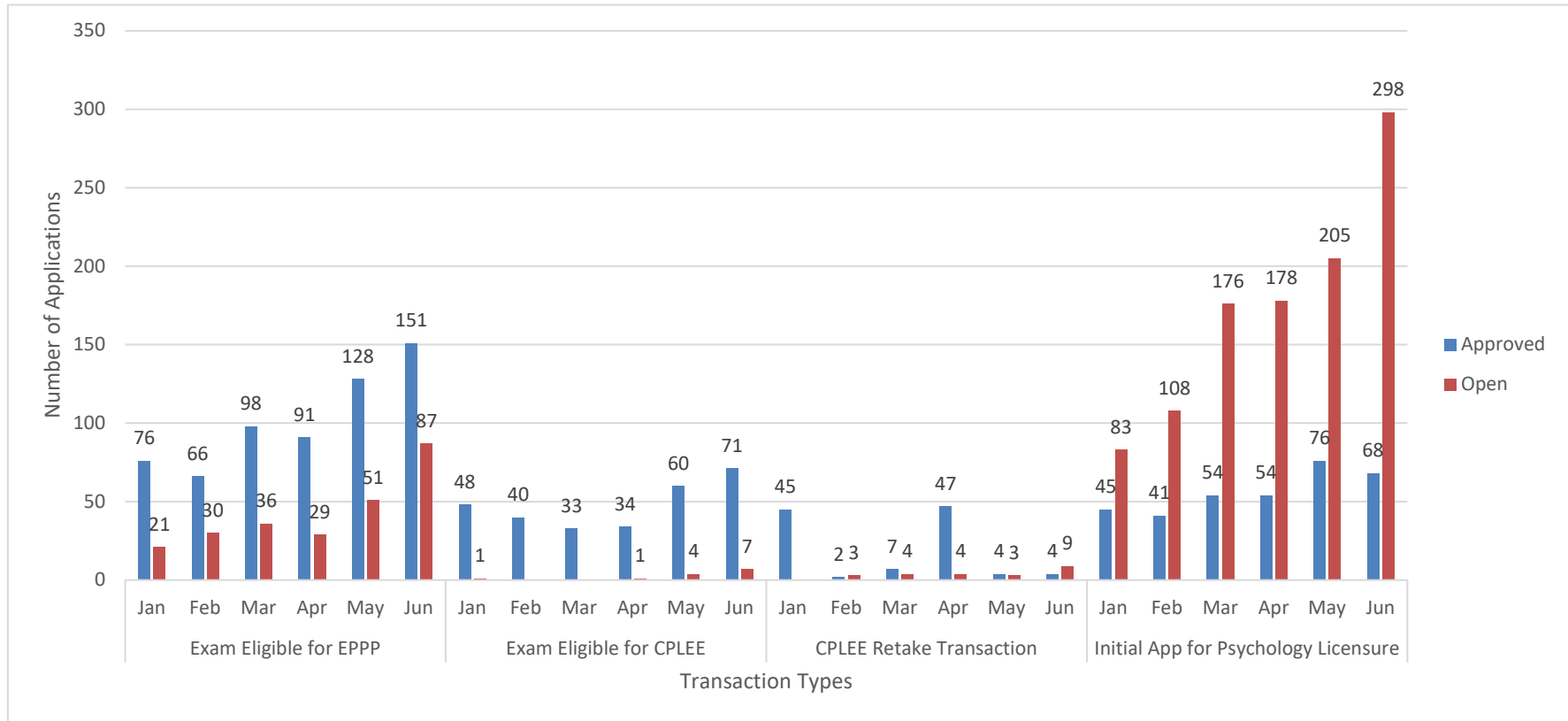
STATE DEPARTMENT OF CONSUMER AFFAIRS
BREEZE SYSTEM



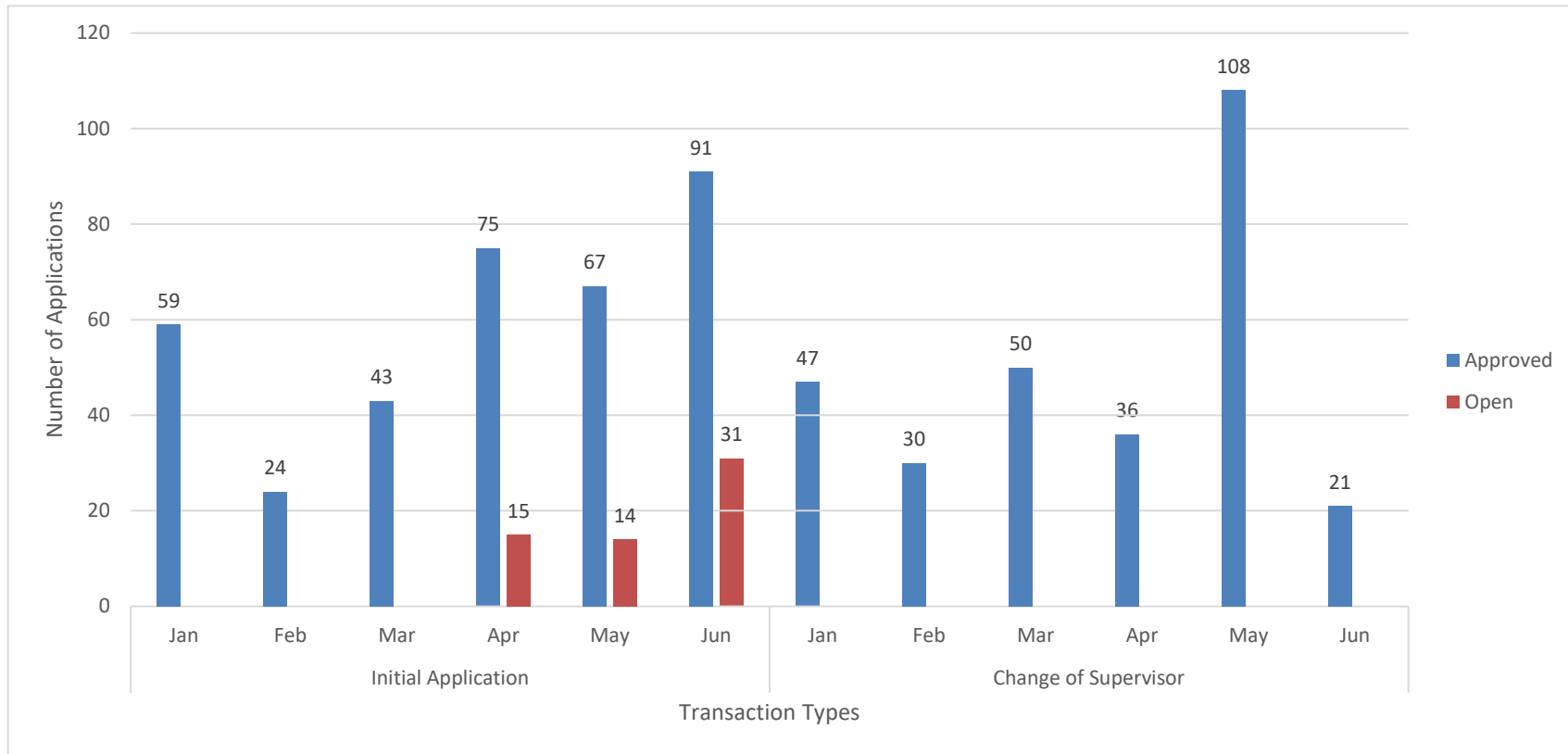
LICENSING POPULATION REPORT
BOARD OF PSYCHOLOGY
AS OF 7/5/2022

License Type	License Status								Total
	Licensing					Enforcement			
	Current	Inactive	Delinquent	Cancelled	Deceased	Surrendered	Revoked	Revoked, Stayed, Probation	
Psychologist	19,774	2,559	1,732	7,160	1,058	254	162	110	32,809
Psychological Associate	1,568	0	39	23,029	8	13	8	19	24,684
Total	21,342	2,559	1,771	30,189	1,066	267	170	129	57,493

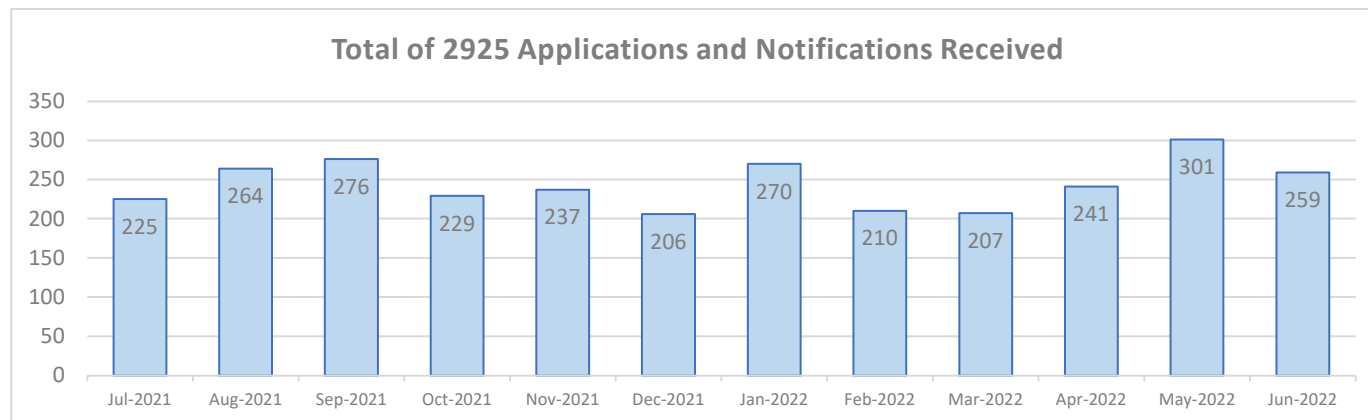
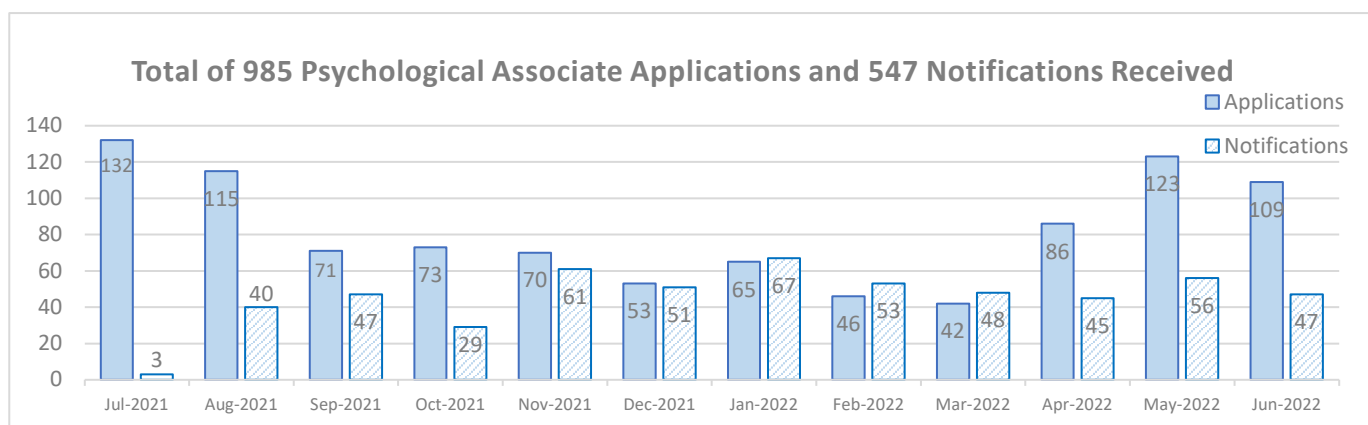
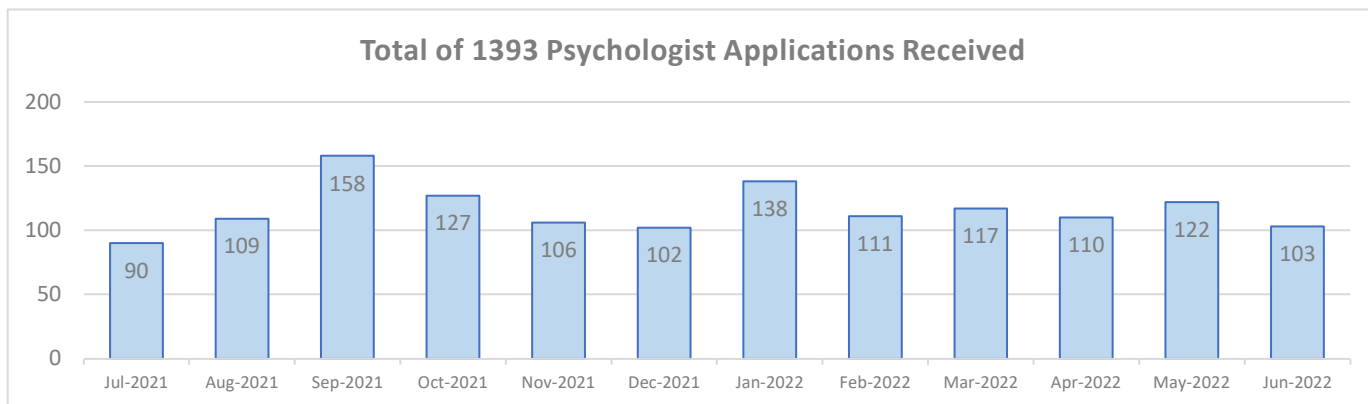
Psychologist Application Workload Report
 January 1, 2022 to June 30, 2022
 As of July 5, 2022



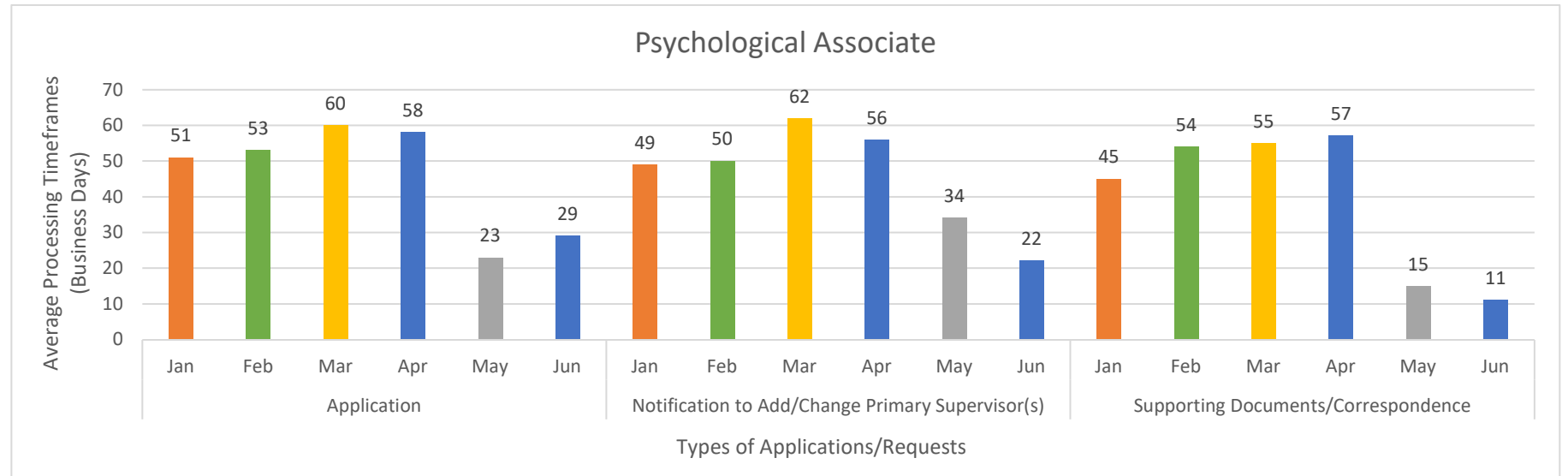
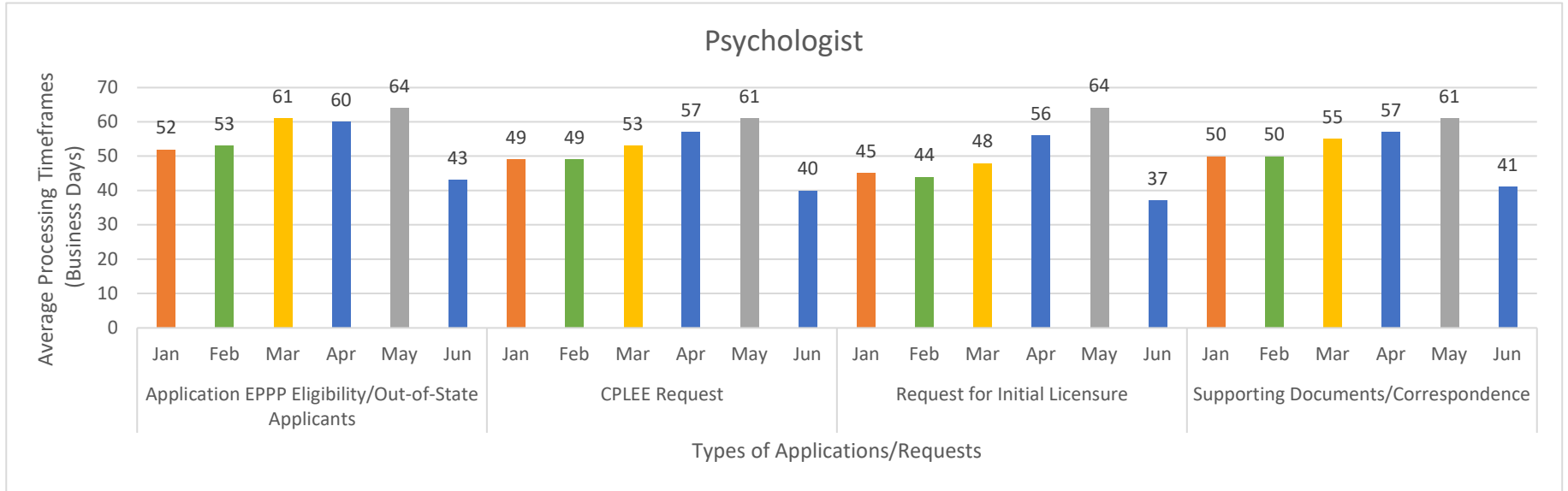
Psychological Associate Application Workload Report
 January 1, 2022 to June 30, 2022
 As of July 5, 2022



Applications and Notifications Received from July 2021 to June 2022
As of July 6, 2022



Average Application Processing Timeframes from January 2022 to June 2022 As of July 1, 2022



MEMORANDUM

DATE	July 7, 2022
TO	Board of Psychology
FROM	Liezel McCockran Continuing Education and Renewals Coordinator
SUBJECT	Agenda Item #5(b) – Continuing Education and Renewals Report

The Continuing Education (CE) audits for March 2022 and April 2022 were sent out and concludes on July 11, 2022. The current pass rate for January 2022 through April 2022 CE audits is 41 percent with 44 percent of audits not yet received. The pass rate from 2017-2020 has been consistently over 80 percent. The pass rate for 2nd audits has been over 80 percent since 2017, with a 100 percent pass rate in 2021.

The Continuing Professional Development (CPD) goal from the Strategic Plan 2019-2023 to implement licensed Board member CPD audits each license renewal cycle for transparency purposes began with the January 1, 2019 audit cycle. The following Board Members have had their continuing education courses audited for their 2021 renewal and passed:

Lea Tate, PsyD, President
Sheryll Casuga, PsyD
Shacunda Rogers, PhD

For renewals, between January 2022 through July 2022, 80 percent of Psychologists renewed as Active. Approximately 91 percent of Psychologists and Psychological Associates renewed their license online using BreEZe per month.

Action Requested:

These items are for information purposes only. No action requested

Attachments:

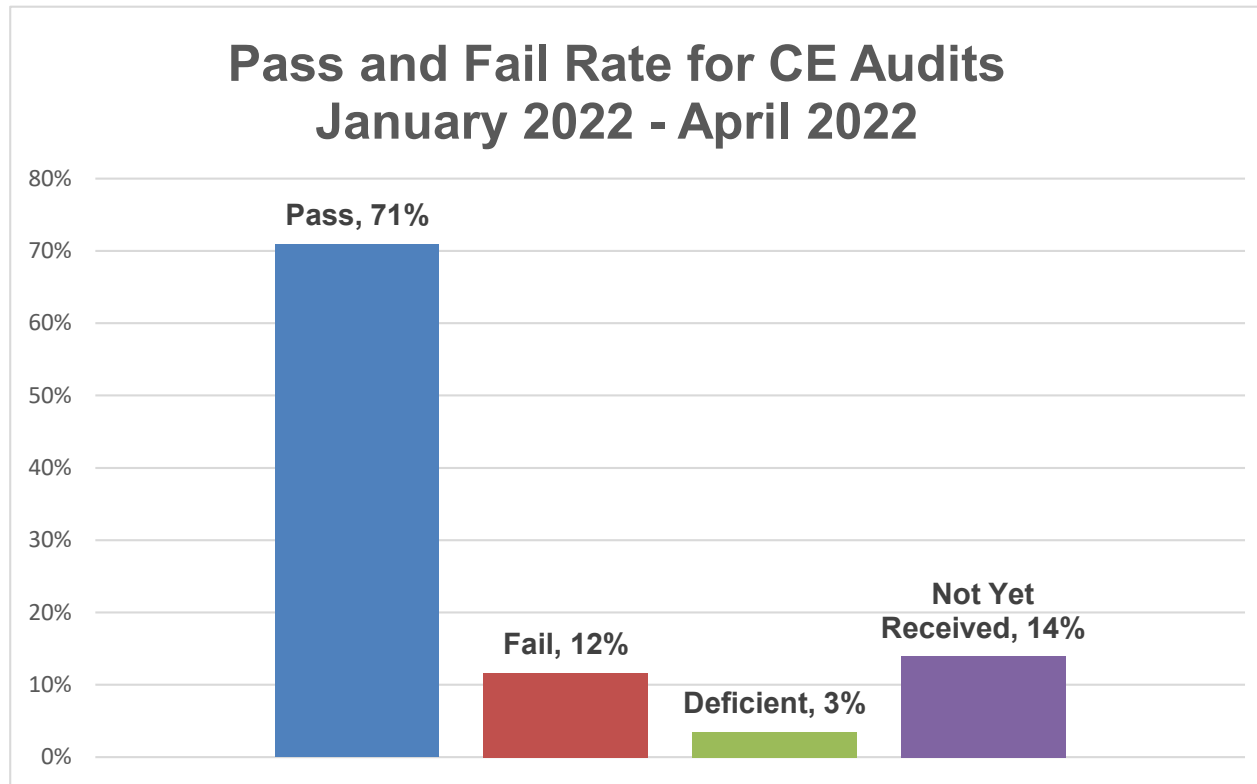
- Attachment A: CE Audits for 2022
- Attachment B: Pass and Fail Rate for CE Audits January 2022 – April 2022
- Attachment C: Reasons for Not Passing CE Audit
- Attachment D: Pass and Fail Rate for 1st Audits 2017-2021
- Attachment E: Pass and Fail Rates for 2nd Audits
- Attachment F: Online vs. Mailed in Renewals Processed
- Attachment G: Psychologist and Psychological Associate Renewal Applications Processed:
January 2022 – July 2022

Continuing Education Audits

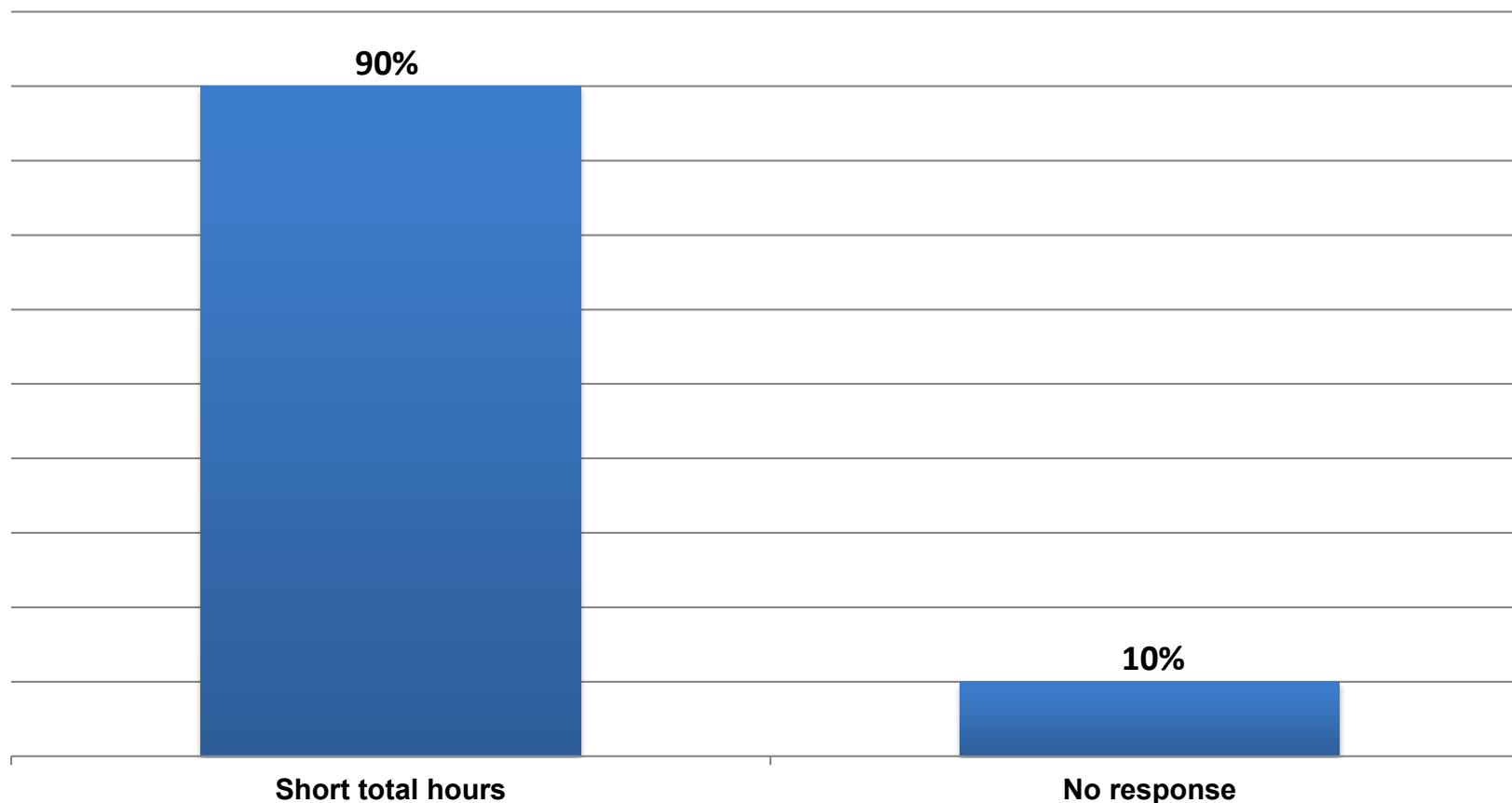
Month	Total # of Licensees Selected for Audit:	% Passed:	% Deficient	% Not Yet Received:	% Failed:
January	24	83%	0%	0%	17%
February	18	67%	0%	0%	33%
March	27	74%	4%	22%	0%
April	21	62%	10%	29%	0%
Totals:	90	72%	3%	13%	11%

A total of 90 audits haven been sent out in 2022. The current pass rate is 72% with 3% of audits deficient and 13% of audits not yet received. Failures account for 11% of audits.

Those who were found to be deficient submitted their CE documentation and the audit determined that they did not meet the CE requirement. They are given more time to produce documentation of completion of the CE requirement.

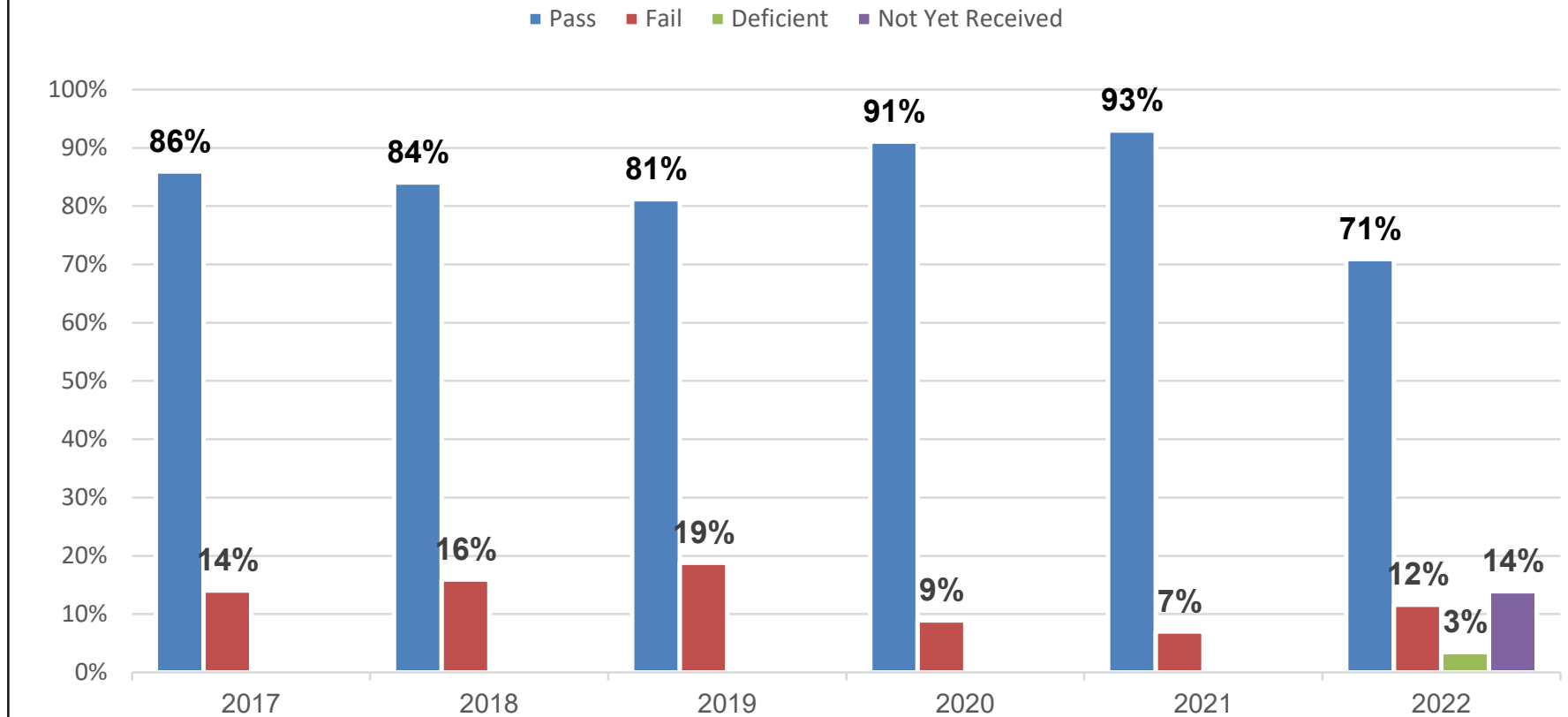


Reasons for Not Passing CE Audit January 2022 - April 2022



A total of 10 licensees have failed the audit thus far. 90% of licensees failed because they did not have the required 36 hours. 10% of licensees failed because they did not respond to the audit before the deadline. Licensees are given 60 days to respond to the audit.

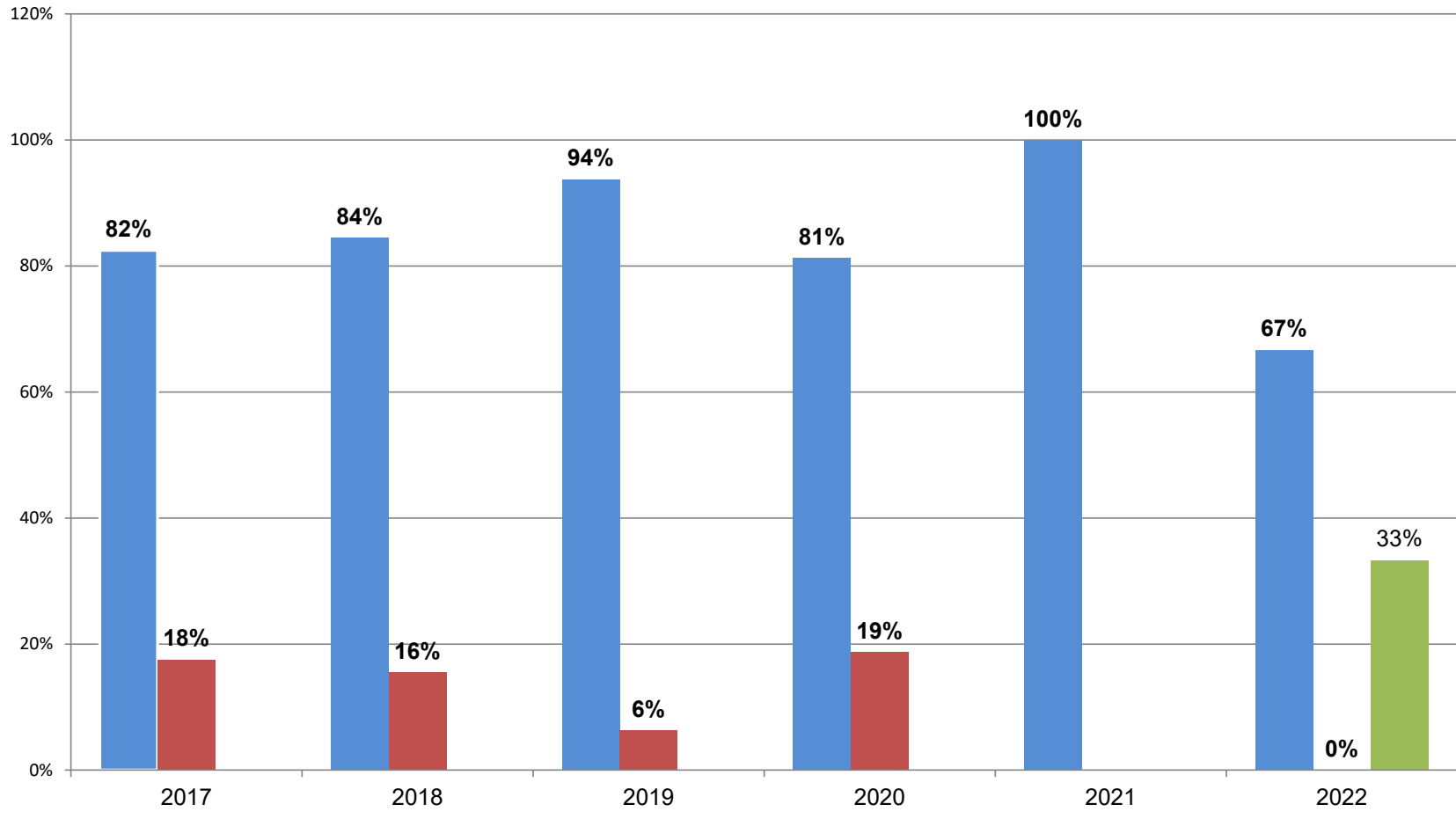
Audit Pass and Fail Rates 2017 - 2021



CE waivers were provided for licensees who renewed between March 31, 2020 through September 30, 2021 and October 1, 2021 through October 31, 2021. Licensees were given more time to complete the CE requirements; January 26, 2022 and March 28, 2022 respectively.

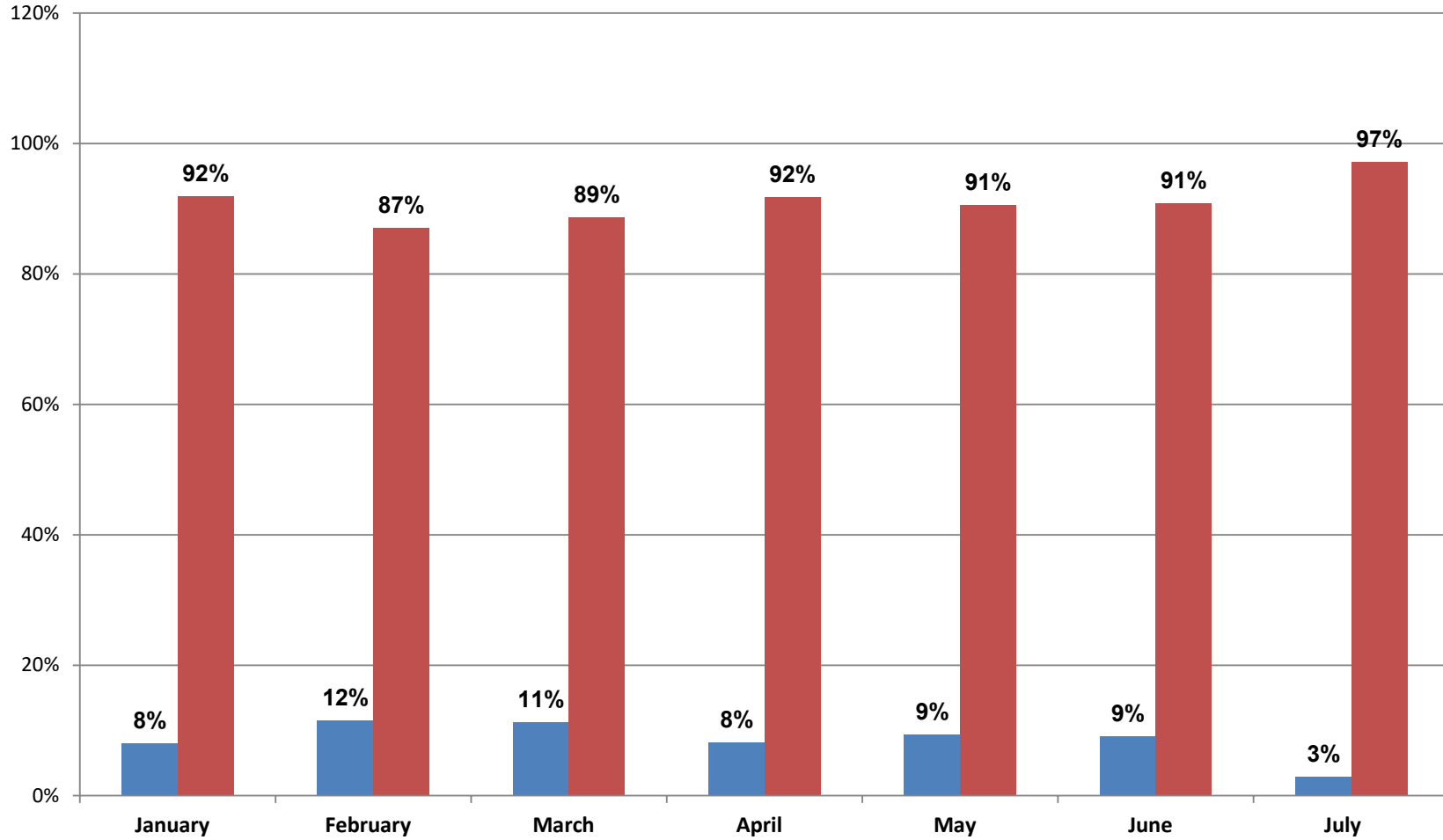
2nd Audit Pass and Fail Rates for 2017 - 2021

■ Pass ■ Fail ■ Pending



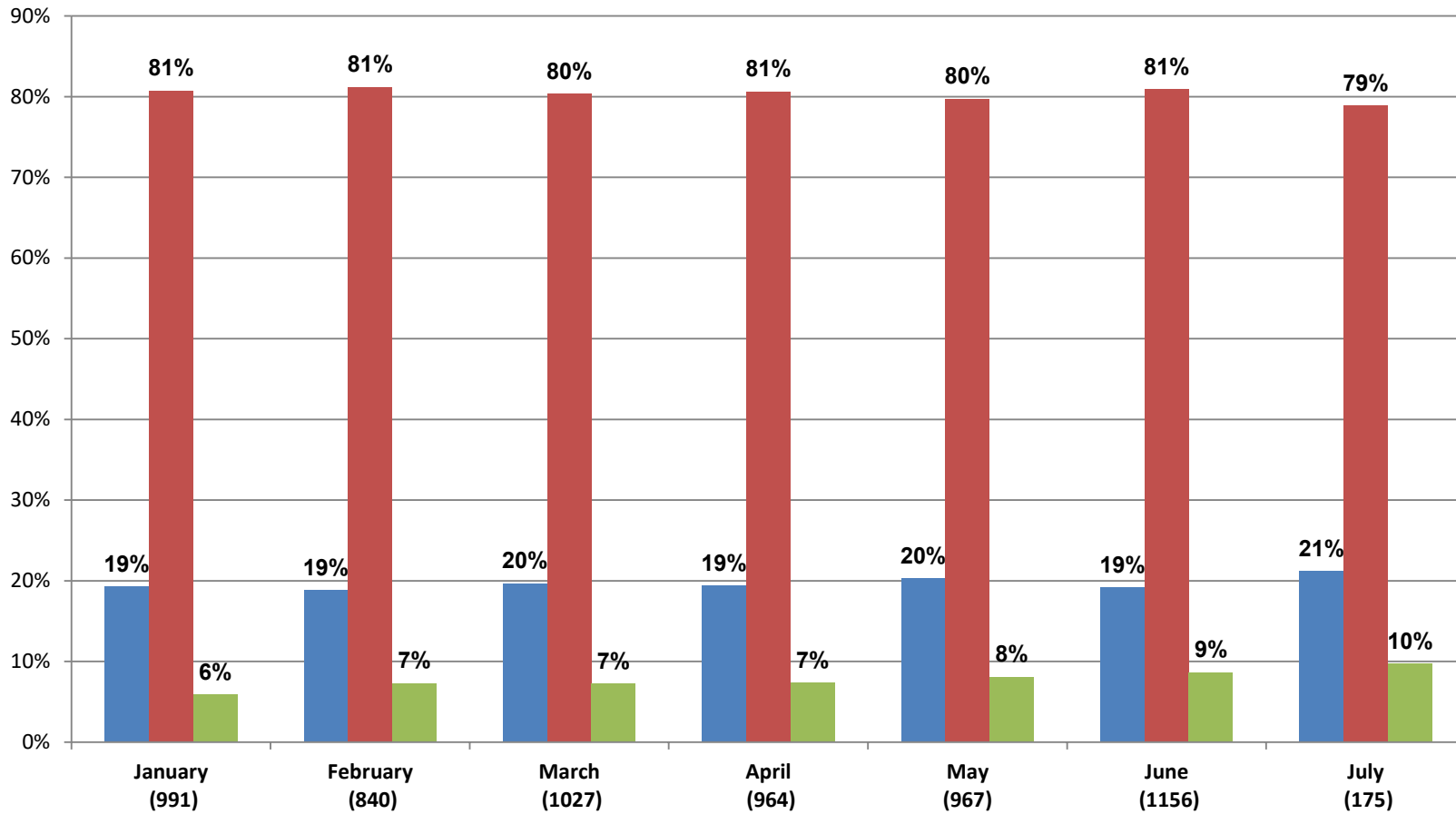
Online vs. Mailed In Renewals January 2022 - July 2022

■ Online ■ Mailed In



Renewal Applications Processed January 2022 - July 2022

■ Inactive ■ Active ■ Psych Associates



Every month, on average, 80% of Psychologists renew as Active, and 20% of Psychologists renew as Inactive. Additionally, an average of 8% of renewal applications submitted every month are from Psychological Associates.

MEMORANDUM

DATE	July 22, 2022
TO	Licensure Committee
FROM	Lavinia Snyder Examination Coordinator
SUBJECT	Agenda 5c - Monthly Examination Statistics

Below are the monthly examination statistics report for the year 2021 and 2022. This data provides information on the number of candidates who have taken the Examination for Professional Practice in Psychology (EPPP) and the California Psychology Laws and Ethics Examination (CPLEE) and their pass rates in the past months.

2021 Monthly EPPP Examination Statistics						
Month	# of Candidates	# Passed	%Passed	Total First Timers	First Time Passed	% First Time Passed
January	99	51	52%	46	32	70%
February	89	45	51%	51	34	67%
March	78	36	46%	37	26	70%
April	152	72	47%	86	53	62%
May	131	59	45%	63	44	70%
June	170	75	44%	83	58	70%
July	163	69	42%	78	44	56%
August	128	49	38%	60	40	67%
September	117	46	39%	60	35	58%
October	100	30	30%	47	21	45%
November	127	42	33%	49	24	49%
December	117	40	34%	41	25	61%
Total	1471	614	42%	701	436	62%

2022 Monthly EPPP Examination Statistics

Month	# of Candidates	# Passed	%Passed	Total First Timers	First Time Passed	% First Time Passed
January	99	34	34.34	48	27	56.25
February	128	51	39.84	54	38	70.37
March	118	44	37.29	61	32	52.46
April	136	54	39.71	57	38	66.67
May	118	50	42.37	52	33	63.46
June	114	44	38.60	51	34	66.67
July						
August						
September						
October						
November						
December						
Total	713	277	38.85	323	202	62.54

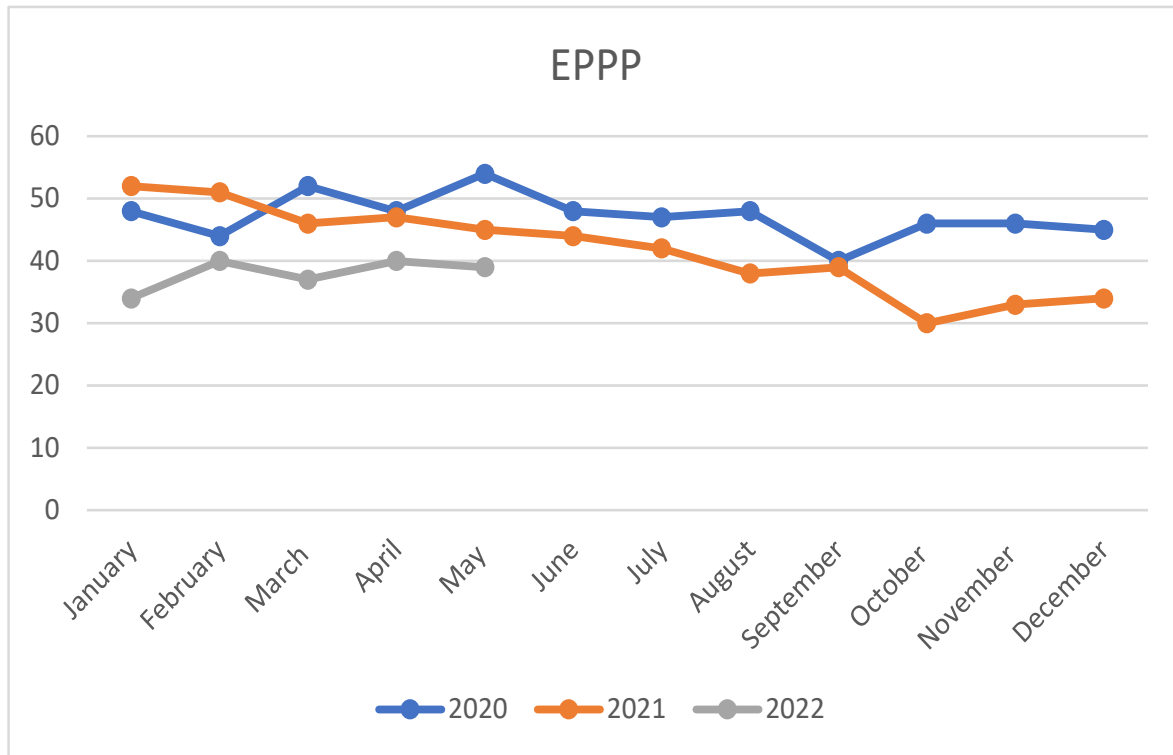
2021 Monthly CPLEE Examination Statistics

Month	# of Candidates	# Passed	%Passed	Total First Timers	First Time Passed	% First Time Passed
January	58	41	70.69	39	27	69.23
February	83	53	63.86	63	38	60.32
March	109	83	76.15	85	66	77.65
April	87	68	78.16	64	51	79.69
May	79	60	75.95	47	37	78.72
June	105	88	83.81	81	71	87.65
July	82	58	70.73	60	43	71.67
August	128	107	83.59	77	66	85.71
September	165	133	80.61	99	79	79.80
October	76	59	77.63	57	42	73.68
November	64	50	78.13	50	43	86.00
December	95	75	78.95	74	58	78.38
Total	1131	875	77.37	796	621	78.02

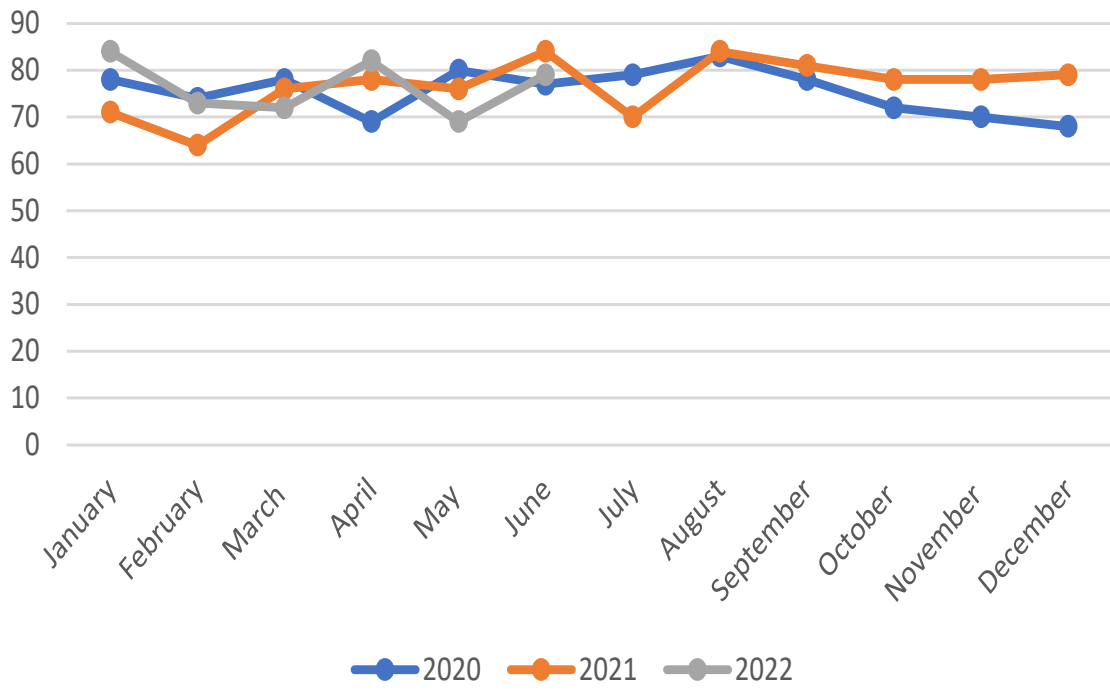
2022 Monthly CPLEE Examination Statistics

Month	# of Candidates	# Passed	%Passed	Total First Timers	First Time Passed	% First Time Passed
January	55	46	83.64	43	37	86.05
February	62	45	72.58	39	29	74.36
March	90	65	72.22	68	51	75.00
April	56	46	82.14	36	31	86.11
May	62	43	69.35	44	33	75.00
June	91	72	79.12	80	63	78.75
July						
August						
September						
October						
November						
December						
Total	416	317	76.20	310	244	78.71

The chart below depicts the total pass percentage per month for 2020, 2021 and 2022 for the EPPP and CPLEE.



CPLEE



MEMORANDUM

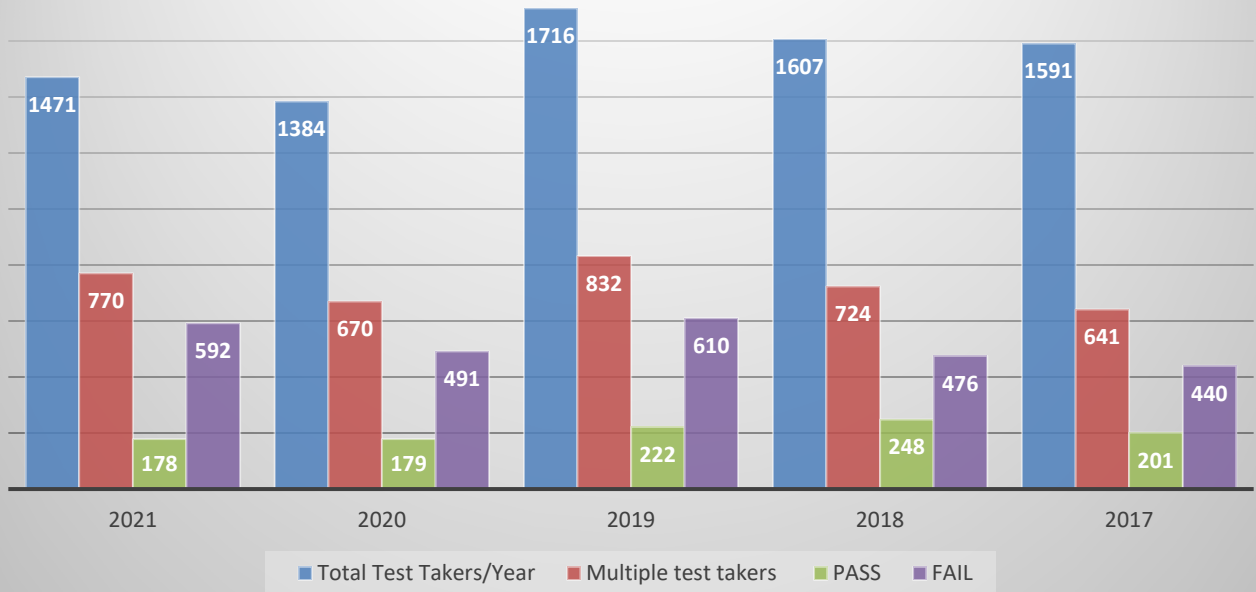
DATE	July 22, 2022
TO	Licensure Committee
FROM	Lavinia Snyder Examination Coordinator
SUBJECT	Agenda 5c-Statistics for EPPP Multiple Test Takers for the Past Five years

Below are statistics for multiple test takers for the past five years. Based on the data, there was a steady increase of EPPP Test takers and multiple test takers in 2017, 2018 and 2019. A slight decrease of test takers and multiple test takers did occur in 2020 and 2021. That decrease can be attributed to the COVID-19 pandemic which resulted in exam cancelations, site shutdowns and exam scheduling and rescheduling issues.

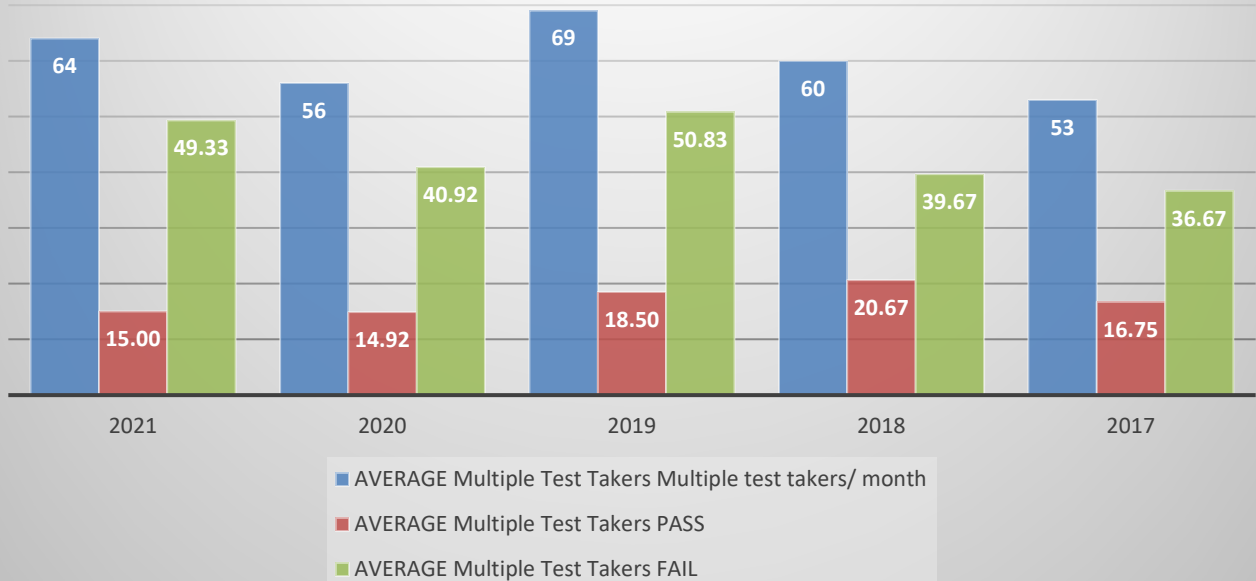
The number of multiple test takers who passed and failed from 2017 through 2021 have been consistent. No noticeable deviation has been seen throughout the past five years.

Multiple Test Takers Statistics											
		Total Multiple Test Takers			AVERAGE Multiple Test Takers				PERCENTAGE		
Year	Total Test Takers/Year	Multiple test takers	PASS	FAIL	Year	Multiple test takers/month	PASS	FAIL	Multiple Test takers%	% PASS	% FAIL
2021	1471	770	178	592	2021	64	15.00	49.33	52%	23%	76%
2020	1384	670	179	491	2020	56	14.92	40.92	48%	27%	73%
2019	1716	832	222	610	2019	69	18.50	50.83	48%	27%	73%
2018	1607	724	248	476	2018	60	20.67	39.67	45%	34%	66%
2017	1591	641	201	440	2017	53	16.75	36.67	40%	31%	69%

Multiple Test Takers Statistics



AVERAGE MULTIPLE TEST TAKERS PER MONTH



Board staff did reach out to ASPPB's Senior Director of Examination Services, Matt Turner, PHD for feedback regarding California pass and fail rates whether they are in

line with the rest of the country. He explains that California has historically had a lower pass rate than other states on the EPPP. Although he has not analyzed the data, he suspects there are two main factors:

1. California potentially has a higher percentage of individuals trained in doctoral programs that are not APA accredited than in other jurisdictions. Pass rates with APA accredited programs are much higher than non-accredited programs. Nationally, pass rates for first time test takers have been around 82% for candidates from accredited programs and around 55% for candidates from non-accredited programs with a combined first-time pass rate around 75%.
2. Repeat test takers, data suggests that people who have taken the exam four (4) or more times are less likely to pass the exam. Candidates who take it more than 4 times, may result in lower pass rates overall.

MEMORANDUM

DATE	June 30, 2022
TO	Licensure Committee Members
FROM	Stephanie Cheung Licensing Manager
SUBJECT	Agenda Item 6 Board Response to Psychologist Applications – Correspondence Review

Background:

On June 9, 2022, Board member, Dr. Marisela Cervantes, tasks board staff to follow up on how and what we are communicating to applicants regarding their applications.

To assist applicants in navigating through the licensure process, board staff utilize correspondence templates to provide important information and guidance to applicants via email after the review of an application is complete. The information provided in the Board's correspondence is crucial to an applicant's success in providing the necessary information to be eligible to take the required exams and ultimately become licensed with the Board.

The correspondence templates relating to a psychologist license application can be found in the attachment following this memo. Board staff would like to ask the Committee to review the correspondence template and provide any feedback.

Attachment:

Psychologist Application – Correspondence Templates

Action Requested:

Review and provide any feedback and recommend to the full Board for a review.

EPPP- Approval

Dear Dr. [ENTER NAME],

I am your assigned licensing analyst that will be assisting you throughout your licensure process. Please send all future communication to me directly using the contact information provided in my signature.

You are now approved to take the EPPP. Please note, you cannot schedule the exam until you receive the registration invitation email from Certemy, ASPPB's new registration portal, and complete the registration. Eligibility is submitted once per week on Thursday morning and is valid for 12 months from [ENTER DATE] through [ENTER DATE].

The following links provide help in navigating the Certemy portal: FAQs: [Upcoming New ASPPB Registration Portal Transition - California Board of Psychology](#) & Helpful Videos: [ASPPB Exam Candidate Information Page | Certemy](#). If you are experiencing technical issues with the EPPP Registration Portal please contact Certemy at support@certemy.com

Please visit Pearson VUE's website for latest updates and important test delivery information pertaining to COVID-19 at <https://home.pearsonvue.com/coronavirus-update-us#state-specific>.

File # / Exam ID:

The Board of Psychology (Board) submits your exam eligibility to ASPPB:

1. Certemy will send you an invitation to register for an account via email.
2. Please read and follow the instructions from Certemy on how to schedule and pay for the EPPP exam. Visit ASPPB website for more information: <https://www.asppb.net/>.

Abandonment of Application: If you do not take the exam within twelve months of your approval, you are required to submit a new application along with the fee (Refer to California Code of Regulations (CCR) §1381.4). To avoid delays, new applications will need to be mailed to the Board as an existing file has been established in the system. http://www.psychology.ca.gov/forms_pubs/application.pdf.

Request for Accommodation: Approval of accommodation request should be obtained from the Board prior to the scheduling of exam; otherwise, approved accommodation cannot be added to a scheduled exam until it is cancelled by you. To request an accommodation, complete the following form and return it to the attention of Ms. Lavinia Snyder, Exam Coordinator, for the Board's review: www.psychology.ca.gov/forms_pubs/adaform.pdf. Do not request accommodation

directly from ASPPB or Pearson VUE. Please direct all accommodation questions to Ms. Snyder at Lavinia.Snyder@dca.ca.gov.

Exam Results: The passing score is 500. The Board will send results by regular mail but will not release results by phone or email. Pearson VUE will provide you with your “unofficial score” upon completion of the exam. The score is considered official when the Board receives the score electronically from ASPPB.

1. **Pass:** To be eligible for the California Psychology Laws and Ethics Examination (CPLEE), verification of 3000 hours of Supervised Professional Experience (SPE) completed with at least 1500 hours accrued post-doctoral is required.

- Currently, the Board has approved [#] of predoctoral hours and [#] of postdoctoral hours.

Complete and mail the request to take the CPLEE with \$235.20 fee to the Board: http://www.psychology.ca.gov/forms_pubs/exam_request.pdf (Use the File # provided above)

2. **Fail:** Your eligibility is automatically resent to ASPPB once a week on Thursday and your eligibility period is extended for one additional year from the date you sat for the exam. Re-register through the automated invitation sent to you by Certemy via email to complete the scheduling process to retake the exam.

All requests and supporting documentation are processed by date received order. Please reference the Board’s website for the [current processing timeframes](#); this information is updated monthly.

Documentation Required Prior to Licensure:

NOTE: Please do not upload any documents to BreZE. Documents are only able to be uploaded at the time the initial application was submitted. Coursework certificates and Live Scan forms can be emailed directly to me but all other documentation needs to be mailed to the Board.

Pre-Licensure Coursework: Proof of pre-licensure coursework completed must be verified by providing a transcript (unofficial is acceptable for coursework verification purpose), coursework completion certificates, or a letter from the Department of Psychology Chair from your educational institution certifying the course meets Board requirement. Please see specific requirements pursuant to the Business and Professions Code (BPC) and the California Code of Regulations (CCR):

Human Sexuality – 10 contact hours [[BPC§25](#) & [CCR§1382](#)]

Child Abuse Assessment and Reporting – 7 contact hours [[BPC§28](#) & [CCR§1382.4](#)]

Alcoholism/Chemical Substance Dependency Detection and Treatment – 15 contact hours [[BPC§2914\(e\)](#) & [CCR§1382.3](#)]

Spousal/Partner Abuse Assessment, Detection and Intervention – 15 contact hours
[[BPC§2914\(f\)](#) & [CCR§1382.5](#)]

Aging/Long Term Care – 6 contact hours [[BPC§2915.5](#)]

Suicide Risk Assessment and Intervention - 6 hours [[BPC§2915.4](#)]

Please attach all remaining certificates to the request for initial licensure form that you will receive once you pass the CPLEE.

Pre-Licensure Coursework: Proof of all pre-licensure coursework is accepted. **(If all coursework completed)**

Fingerprints: You will need to submit a set of fingerprints using the Live Scan service for licensure: <http://www.psychology.ca.gov/applicants/fingerprint.shtml>. *Previous fingerprints done for the purpose of a Psychological Associate registration will not satisfy the fingerprint requirement for licensure.*

Sincerely,

[INSERT SIGNATURE]

SAMPLE

EPPP- Deficiencies

Dear Dr. [ENTER NAME],

I am your assigned licensing analyst that will be assisting you throughout the licensure process. I have completed a review of the documentation received with your Application for Licensure as a Psychologist and searched our central files where documents are stored prior to receiving the application. The following document(s) must be received before I can continue to process your request to take the EPPP. If you have already sent the document(s) and they are in transit to the Board, no further action is needed. You will receive an email from the Board once they are processed.

- Official Doctoral Transcript – submitted directly to the Board by your educational institution.
- Verification of Experience (VOE): At least 1,500 hours of qualifying supervised professional experience is required.

Link to the VOE: http://www.psychology.ca.gov/forms_pubs/prior_verofexp.pdf

Experience gained *within* the State of California: Complete page one of the VOE form. The Supervision Agreement for Supervised Professional Experience and plan (SPE) that was signed by all parties prior to commencement of the SPE is required to be attached unless already on file with the Board.

OR

Experience gained *outside* of the State of California or experience accrued prior to January 1, 2005. Complete both pages of the VOE form. The Supervision Agreement form is not required for experience accrued outside of California.

The primary supervisor is required to provide the completed supervision agreement and/or VOE(s) with original signatures in a sealed envelope, signed across the seal, for submission to the Board by the supervisee. Alternatively, the primary supervisor may mail the original documents to the Board directly. Please review for completeness before submission as missing information is a common cause of unnecessary processing delay.

PLEASE NOTE: You may view application deficiencies through your online BreZE profile. Deficiencies will be cleared once requested documents are processed. If the requested documents are not received by [DATE], your application will be withdrawn and a new application is necessary if you would like to resume with the licensure process.

All incoming mail is processed by date received order. Please reference the Board's website for [current processing timeframes](#); this information is updated monthly.

Sincerely,

[INSERT SIGNATURE]

SAMPLE

CPLEE – Approval

Dear Dr. [ENTER NAME],

This email is to notify you that your eligibility for the CPLEE was approved today. Please wait at least 24 hours before accessing your profile in PSI (<https://candidate.psiexams.com/>). PSI will also email you a notification regarding your eligibility. We highly suggest that you wait for this notification before trying to schedule your exam.

The CPLEE Candidate Information Bulletin is available on PSI's website as well as the Board's website:

https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=310&bulletinurl=.pdf. The new handbook will contain a breakdown of the different areas of the exam and sample test questions. Please take the time to review the handbook.

The CPLEE will contain 75 scored items and 25 non-scored test questions. Candidates will have 2.5 hours to complete the exam. For this version of the exam, the passing score is set at **[58]** out of 75. **Please note the passing score changes with each new version of the exam.**

Abandonment of Application: If you do not take the exam within twelve months of your approval, you are required to submit a new application along with the fee. Refer to California Code of Regulations (CCR) §1381.4. New applications must be mailed, cannot re-apply online as an existing file has been established.
http://www.psychology.ca.gov/forms_pubs/application.pdf.

Request for Accommodation: Prior approval is required from the Board. Complete the attached form and return it to the Board, attention Lavinia Snyder, Exam Coordinator for review: www.psychology.ca.gov/forms_pubs/adaform.pdf. Please direct all accommodation questions to Lavinia.Snyder@dca.ca.gov.

Exam Results:

1. Pass: Submit your \$500 fee with the Request For Initial Licensure Form that you will receive at the exam site. Please be aware fee's are processed by the DCA's cashiering unit, as fees and documents associated with fees are separate processes. All requests and supporting documentation are processed by date received order. Please reference the Board's website for the [current processing timeframes](#); this information is updated monthly. Note: all other pending requirements for licensure, if any, are included in this email.
2. Fail: You can only take the CPLEE once per version which is offered quarterly (Jan 1st, April 1st, July 1st, Oct 1st). With every attempt we need the \$235.20 fee submitted along with the request form:

http://www.psychology.ca.gov/forms_pubs/exam_request.pdf. Once the new version comes out and we have received the fee, we will email your approval the day the new version is out.

Required Prior to Licensure

Please do not upload any documents to BreZE. Documents are only able to be uploaded at the time the initial application was submitted

Pre-Licensure Coursework: Proof of pre-licensure coursework completed must be verified by providing a transcript (unofficial is acceptable for coursework verification purpose), coursework completion certificates, or a letter from the Department of Psychology Chair from your educational institution certifying the course meets Board requirement. Please see specific requirements pursuant to the Business and Professions Code (BPC) and the California Code of Regulations (CCR):

Human Sexuality – 10 contact hours [[BPC§25](#) & [CCR§1382](#)]

Child Abuse Assessment and Reporting – 7 contact hours [[BPC§28](#) & [CCR§1382.4](#)]

Alcoholism/Chemical Substance Dependency Detection and Treatment – 15 contact hours [[BPC§2914\(e\)](#) & [CCR§1382.3](#)]

Spousal/Partner Abuse Assessment, Detection and Intervention – 15 contact hours [[BPC§2914\(f\)](#) & [CCR§1382.5](#)]

Aging/Long Term Care – 6 contact hours [[BPC§2915.5](#)]

Suicide Risk Assessment and Intervention - 6 hours [[BPC§2915.4](#)]

Please attach all remaining certificates to the request for initial licensure form that you will receive once you pass the CPLEE.

Pre-Licensure Coursework: Proof of all pre-licensure coursework is accepted. **(If all coursework completed)**

Fingerprints: You will need to submit a set of fingerprints using the Livescan service for licensure: <http://www.psychology.ca.gov/applicants/fingerprint.shtml>. *Previous fingerprints done for the purpose of a Psychological Associate registration will no longer count as satisfying the fingerprint requirement.*

Sincerely,

[INSERT SIGNATURE]

CPLEE- Deficiencies

Dear Dr. [ENTER NAME],

I am your assigned licensing analyst that will be assisting you throughout the licensure process. I have completed a review of the documentation received with your Application for Licensure as a Psychologist and searched our central files where documents are stored prior to receiving the application. The following document(s) must be received before I can continue to process your request to take the CPLEE. If you have already sent the document(s) and they are in transit to the Board, no further action is needed. You will receive an email from the Board once they are processed.

- \$235.20 CPLEE fee payable to the Board of Psychology
http://www.psychology.ca.gov/forms_pubs/exam_request.pdf.
- Official Doctoral Transcript – submitted directly to the Board by your educational institution.
- EPPP Score Transfer submitted directly from ASPPB
- Certificate of Professional Qualification (CPQ)
- Certified by National Register of Health Service Providers in Psychology (NRHSPP)
- Certified by American Board of Professional Psychology (ABPP)
- Letter of Good standing from Current State's Licensing Board
- Verification of Experience (VOE): A total of 3,000 hours of qualifying supervised professional experience is required.

Link to the VOE: http://www.psychology.ca.gov/forms_pubs/prior_verofexp.pdf

Experience gained *within* the State of California: Complete page one of the VOE form. The Supervision Agreement for Supervised Professional Experience and plan (SPE) that was signed by all parties prior to commencement of the SPE is required to be attached unless already on file with the Board.

OR

Experience gained outside of the State of California or experience accrued prior to January 1, 2005. Complete both pages of the VOE form. The Supervision Agreement form is not required for experience accrued outside of California.

The primary supervisor is required to provide the completed supervision agreement and/or VOE(s) with original signatures in a sealed envelope, signed across the seal, for submission to the Board by the supervisee. Alternatively, the primary supervisor may mail the original documents to the Board directly. Please review for completeness before submission as missing information is a common cause of unnecessary processing delay.

PLEASE NOTE: You may view application deficiencies through your online BreEze profile. Deficiencies will be cleared once requested documents are processed. If the requested documents are not received by [DATE], your application will be withdrawn and a new application is necessary if you would like to resume with the licensure process.

All incoming mail is processed by date received order. Please reference the Board's website for [current processing timeframes](#); this information is updated monthly.

Sincerely,

[INSERT SIGNATURE]

SAMPLE

PSY License – Approval

Congratulations! You are now licensed with the California Board of Psychology. I hope you will consider taking the Board's Customer Service survey https://www.dca.ca.gov/webapps/psychboard/licensing_survey.php.

Your license information is as follows:

License Name:

License Number:

Issue Date:

Expiration/Renewal Date:

Pocket License and Wall Certificate:

You should receive your pocket license and wall certificate in separate mailings in approximately four weeks. You can verify the status of your license, address of record, expiration date, etc. on our website at the following link: Search - DCA

Address of Record:

Pursuant to the California Code of Regulations Section 1380.5, you are required to notify the Board of any changes to your address of record and your e-mail address. Please note that the address of record will be available to the public by phone, in writing, or through the Department of Consumer Affairs License Search website.

Continuing Education:

Please review the information provided in the following link regarding the continuing education renewal requirements. Business and Professions Code Section 2915 requires each licensed psychologist to complete 36 hours of approved continuing education (CE) in every two-year renewal cycle. The Board cannot renew a license unless the CE requirements have been met. You can find more detailed information about CE at the Board's website: <http://www.psychology.ca.gov/licensees/ce.shtml>.

License Renewal:

Your license will be valid for a period of 24 months from the date of issuance and will require subsequent renewals every two years. You will receive a courtesy renewal postcard reminder approximately ten weeks prior to the expiration date. Please note that it is your responsibility to renew your license prior to the expiration date even if you may not receive the courtesy renewal reminder in the mail. You will have to complete one of the following options to renew your license:

Renew Online (Recommended):

Renew license and submit \$530 renewal fee: <https://www.breeze.ca.gov/>.

Instructions: http://www.psychology.ca.gov/licensees/renewal_instructions.pdf

Renew by Mail:

Download and complete the License Renewal Application. Mail completed form and \$530 renewal fee to 1625 N. Market Blvd., Ste. N215, Sacramento, CA 95834.

Additionally, it is your responsibility to understand and be familiar with the laws and regulations relating to the practice of psychology. To receive updates, it is recommended that you subscribe to the Board's e-mail lists at : <https://www.dca.ca.gov/webapps/psychboard/subscribe.php>.

If you require additional information, please send an e-mail to boplicensing@dca.ca.gov. Be sure to include your license number in all communications with the Board.

Sincerely,

[INSERT SIGNATURE]

SAMPLE

PSY – License Deficiencies

Dear Dr. [ENTER NAME],

The following items are pending before issuance of your license. Please note these deficiencies were included in your CPLEE approval email as well. If you have already sent the document(s) and they are in transit to the Board, no further action is needed. You will receive an email from the Board once they are processed.

Pre-licensure Coursework: Proof of pre-licensure coursework completed must be verified by providing transcript (unofficial ok; highlight courses), coursework completion certificates or letter from the Department of Psychology Chair from your educational institution certifying the course meets Board requirement.

Human Sexuality – 10 contact hours [[BPC§25](#) & [CCR§1382](#)]

Child Abuse Assessment and Reporting – 7 contact hours [[BPC§28](#) & [CCR§1382.4](#)]

Alcoholism/Chemical Substance Dependency Detection and Treatment – 15 contact hours [[BPC§2914\(e\)](#) & [CCR§1382.3](#)]

Spousal/Partner Abuse Assessment, Detection and Intervention – 15 contact hours [[BPC§2914\(f\)](#) & [CCR§1382.5](#)]

Aging/Long Term Care – 6 contact hours [[BPC§2915.5](#)]

Suicide Risk Assessment and Intervention - 6 hours [[BPC§2915.4](#)]

Fingerprints: You will need to submit a set of fingerprints using the Livescan service for licensure: <http://www.psychology.ca.gov/applicants/fingerprint.shtml>. *Previous fingerprints done for the purpose of a Psychological Association registration will no longer count as satisfying the fingerprint requirement*

PLEASE NOTE: You may view application deficiencies through your online BreEZe profile. Deficiencies will be cleared once requested documents are received and processed.

Sincerely,

[INSERT SIGNATURE]

MEMORANDUM

DATE	June 29, 2022
TO	Licensure Committee Members
FROM	Stephanie Cheung Licensing Manager
SUBJECT	Agenda Item 7 Legislation: Acceptable Verification of Pre-Licensure Coursework Requirements, Business and Professions Code sections 2915.4 and 2915.5

Background:

Management held a Licensing Townhall with the Licensing unit staff to solicit and brainstorm creative solutions in addressing the lengthened processing timeframes for applications. Staff suggested to add an additional verification method for qualified psychologist license applicants to demonstrate compliance of the two required pre-licensure coursework – Suicide Risk Assessment and Intervention and Again and Long-Term Care.

Current language allows applicants to fulfill the prelicensure coursework requirements in three ways: 1) obtained as part of the graduate degree program, 2) obtained as part of their applied experience, and 3) by taking a continuing education course as specified in the statute.

When applicants elect to fulfill the prelicensure coursework requirement as part of their graduate degree program, it requires a written certification from the registrar or training director for verification purposes. Staff believe that it would streamline the licensure process if the Board also allowed verification to be provided through a transcript if it indicates completion of the specified coursework with the course title shown. If the course title of the required coursework is absent or unclear, only then the applicant would need to obtain a written certification from the educational institution and provide it to the board as a verification of completion. Staff also believe that including the department chair as an additional entity to provide the necessary written certification would provide convenience to applicants, as the department chair would also be familiar with the students' coursework and access to their academic records.

Attachment:

Business and Professions Code Sections 2915.4 and 2915.5 Proposed Amendments
(Rev. 6/29/2022)

Action Requested:

Review and recommend to the full Board to approve the proposed statutory changes.

1 **2915.4.**

2 (a) Effective January 1, 2020, an applicant for licensure as a psychologist shall show, as
3 part of the application, that he or she has completed a minimum of six hours of
4 coursework or applied experience under supervision in suicide risk assessment and
5 intervention. This requirement shall be met in one of the following ways:

6
7 (1) Obtained as part of ~~his or her~~ the applicant's qualifying graduate degree
8 program. To satisfy this requirement, the applicant shall submit to the board a
9 transcript indicating completion of this coursework. In absence of this coursework
10 title in the transcript, the applicant shall submit a written certification from the
11 registrar, department chair, or training director of the educational institution or
12 program from which the applicant graduated stating that the coursework required
13 by this section is included within the institution's curriculum required for
14 graduation at the time the applicant graduated, or within the coursework that was
15 completed by the applicant.

16
17 (2) Obtained as part of ~~his or her~~ the applicant's applied experience. Applied
18 experience can be met in any of the following settings: practicum, internship, or
19 formal postdoctoral placement that meets the requirement of Section 2911, or
20 other qualifying supervised professional experience. To satisfy this requirement,
21 the applicant shall submit to the board a written certification from the director of
22 training for the program or primary supervisor where the qualifying experience
23 has occurred stating that the training required by this section is included within
24 the applied experience.

25
26 (3) By taking a continuing education course that meets the requirements of
27 subdivision (e) or (f) of Section 2915 and that qualifies as a continuing education
28 learning activity category specified in paragraph (2) or (3) of subdivision (c) of
29 Section 2915. To satisfy this requirement, the applicant shall submit to the board
30 a certification of completion.

31
32 (b) Effective January 1, 2020, as a one-time requirement, a licensee prior to the time of
33 his or her first renewal after the operative date of this section, or an applicant for
34 reactivation or reinstatement to an active license status, shall have completed a
35 minimum of six hours of coursework or applied experience under supervision in suicide
36 risk assessment and intervention, as specified in subdivision (a). Proof of compliance
37 with this section shall be certified under penalty of perjury that he or she is in
38 compliance with this section and shall be retained for submission to the board upon
39 request.

40
41 *(Added by Stats. 2017, Ch. 182, Sec. 1. (AB 89) Effective January 1, 2018.)*

42
43 **2915.5.**

44 (a) Any applicant for licensure as a psychologist as a condition of licensure, a minimum
45 of six contact hours of coursework or applied experience in aging and long-term care,
46 which may include, but need not be limited to, the biological, social, and psychological

1 aspects of aging. This coursework shall include instruction on the assessment and
2 reporting of, as well as treatment related to, elder and dependent adult abuse and
3 neglect.

4
5 (b) In order to satisfy the coursework requirement of this section, the applicant shall
6 submit to the board a transcript indicating completion of this coursework. In absence of
7 this coursework title in the transcript, the applicant shall submit a written certification
8 from the registrar, department chair, or training director of the educational institution or
9 program from which the applicant graduated stating that the coursework required by this
10 section is included within the institution's required curriculum for graduation at the time
11 the applicant graduated, or within the coursework, that was completed by the applicant.

12
13 (c) (1) If an applicant does not have coursework pursuant to this section, the applicant
14 may obtain evidence of compliance as part of their applied experience in a practicum,
15 internship, or formal postdoctoral placement that meets the requirement of Section
16 2911, or other qualifying supervised professional experience.

17
18 (2) To satisfy the applied experience requirement of this section, the applicant shall
19 submit to the board a written certification from the director of training for the program
20 or primary supervisor where the qualifying experience occurred stating that the
21 training required by this section is included within the applied experience.

22
23 (d) If an applicant does not meet the curriculum or coursework requirement pursuant to
24 this section, the applicant may obtain evidence of compliance by taking a continuing
25 education course that meets the requirements of subdivision (d) or (e) of Section 2915
26 and that qualifies as a learning activity category specified in paragraph (2) or (3) of
27 subdivision (c) of Section 2915. To satisfy this requirement, the applicant shall submit to
28 the board a certification of completion.

29
30 (e) A written certification made or submitted pursuant to this section shall be done under
31 penalty of perjury.

32
33 *(Amended by Stats. 2021, Ch. 647, Sec. 10. (SB 801) Effective January 1, 2022.)*