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## MEMORANDUM

<b>DATE</b>	July 6, 2022
<b>TO</b>	Licensure Committee Members
<b>FROM</b>	Evan Gage Special Projects Analyst
<b>SUBJECT</b>	<b>Agenda Item 4</b> Approval of the Licensure Committee Meeting Minutes: January 7, 2022

**Background:**

Attached are the draft minutes for the January 7, 2022 Licensure Committee Meeting.

**Attachment:**

Draft minutes of the January 7, 2022 Licensure Committee Meeting.

**Action Requested:**

Approve the attached minutes for the January 7, 2022 Licensure Committee Meeting.

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**LICENSURE COMMITTEE MEETING WEBEX**

NOTE: Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-08-21, dated June 11, 2021, neither Board member locations nor a public meeting location were provided.

**Friday, January 7, 2022**

**Members Present**

Mary Harb Sheets, PhD, Chairperson  
Julie Nystrom

**Member(s) Absent**

Lea Tate, PsyD

**Legal Counsel**

Rebecca Bon, Board Counsel  
Heather Hoganson, Regulatory Counsel

**Board Staff Present**

Antonette Sorrick, Executive Officer  
Jonathan Burke, Assistant Executive Officer  
Stephanie Cheung, Licensing Manager  
Jason Glasspiegel, Central Services Manager  
Sandra Monterrubio, Enforcement Manager  
Liezal McCockran, Continuing Education and Renewals Coordinator  
Suzy Costa, Legislative and Regulatory Analyst  
Evan Gage, Special Projects Analyst

Friday, January 7, 2022

**Agenda Item #1: Call to Order/Roll Call/Establishment of a Quorum**

Quorum was established and open session commenced at 10:00 am.

Lea Tate, PsyD was absent.

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**Agenda Item #2: Public Comment(s) for Items not on the Agenda.**

Dr. Harb Sheets opened up the discussion for public comment.

Public comment was received regarding whether the implementation of testing for the EPPP2 will be changing and whether this will be discussed at forthcoming meetings.

Ms. Sorrick replied that this matter was discussed at a previous Board meeting and that no further action is planned until after the ASPPB Board of Directors convenes to discuss whether the EPPP2 will be made mandatory.

**Agenda Item #3: Chairperson's Welcome and Opening Remarks**

This item was included as part of Agenda Item #1.

**Agenda Item #4: Approval of the Licensure Committee Meeting Minutes: July 16, 2021**

Dr. Harb Sheets introduced this item and asked for a motion to approve.

It was M(Harb Sheets)/S(Nystrom)/C to adopt the minutes as drafted.

There was no public or Committee comment offered.

Vote: 2 Ayes (Harb Sheets, Nystrom), 0 Noes

**Agenda Item #5: Staff Reports**

a) Licensing Report

This item was introduced by Ms. Cheung.

Ms. Cheung commented that staff has been reaching out to current Registered Psychologists to notify them that this license type was to be phased out effective December 31, 2021, and that to practice beyond that date would be considered unlicensed practice. She added that the alternate pathway would be to apply for Registered Psychological Associate.

No public comment and no further Committee comment was offered.

b) Continuing Education and Renewals Report

This item was introduced by Ms. McCockran.

Public comment was made regarding Continuing Professional Development, which item would be discussed further down the agenda under item 6(a)(3).

No further public or Committee comment was offered.

### **Agenda Item #6: Regulations, California Code of Regulations, Title 16**

#### a) Update, Review, and Consideration of Additional Changes

Mr. Glasspiegel introduced this item.

Mr. Glasspiegel commented that the Continuing Professional Development (CPD) regulatory package was currently at the Office of Administrative Law.

Discussion ensued as to whether licensees could continue to report Continuing Education (CE) hours while the CPD regulatory package was under review.

Dr. Harb Sheets opened up the discussion for public comment.

Public commenters inquired about how different scenarios might affect licensees' options in transitioning from CE to CPD.

Dr. Harb Sheet asked for an update on retired license status.

Mr. Glasspiegel commented that the language for the retired license status would be reviewed for approval by the full Board at the February meeting, after which staff would work on the informative digest and the final statement of reasons, then submit the package to Department of Consumer Affairs for final review.

No further public comment or Committee discussion offered.

#### b) Review, consider, and discuss proposed regulatory changes related to Pathways to Licensure – California Code of Regulations, Title 16, Division 13.1

Miss Cheung introduced this item.

Miss Cheung commented that based on amendments suggested by board staff in 2014, multiple reviews have been completed, which included stakeholder input, and in 2018 the language was approved by the Board. These statutory amendments were included in SB 801. The next step will be to review the regulatory language.

Discussion ensued regarding definitions and the various settings in which terms such as 'counseling' or 'psychologist' might be implemented and construed by the public.

Discussion continued regarding various aspects of supervision, such as what would qualify as Supervised Professional Experience, clarifying the definition of the terms 'trainee' and 'real time', and other requirements.

Dr. Harb Sheets opened the discussion for public comment.

One public comment received suggested inserting the term 'audio visual' into the HIPAA-compliant technology language.

Further public comment pointed out that 'licensee' should be defined to mean 'psychologist' as distinguished from 'registrant'.

Public comment was offered on Verification of Experience (VOE), namely to clarify who may submit the VOE, and further to clarify the acknowledgement of supervision where the Supervision Agreement would no longer be required.

Dr. Harb Sheets made a motion.

It was M(Harb Sheets)/S(Nystrom)/C to (1) clarify the term "real time", (2) to define "licensee" to mean a psychologist or registered psychological associate pursuant to Business and Professions Code Section 23.7, and specify the meaning of the word "registrant" while also providing possible clarifying alternatives, (3) to eliminate the specifications of general applied psychologist and health psychologist, (4) to globally remove from regulations the Acknowledgement of Supervision Agreement on the Verification of Experience (VOE) form, (5) to amend the instructions on the VOE form to indicate that either the trainee or the supervisor can submit the form, and (6) to delegate the wording changes to board and regulatory staff.

Vote: 2 Ayes (Harb Sheets, Nystrom), 0 Noes

The approved language is as follows:

### **§ 1380.3. Definitions.**

The following general definitions shall apply whenever the terms are used throughout Division 13.1, except where specifically noted otherwise. For the purpose of the regulations contained in this chapter, the term

(a) "bBoard" means the Board of Psychology, ~~and the term~~

(b) “eCode” means the Business and Professions Code.

(c) “Client” means a client or patient of the licensee.

(d) “Licensed” or “licensed psychologist” means a psychologist licensed by the Board.

(ed) “Licensee” means a psychologist or registered psychological associate registrant licensed by the Board pursuant to BPC Section 23.7.

(fe) “Trainee” means a psychology trainee working under supervision as specified in section 1387.

(g) “General Applied Psychologist” means a licensed psychologist whose training is in forensic, consulting, industrial/organizational, or applied developmental psychology, or applied psychological research.

(h) “Health Service Psychologist” means a licensed psychologist whose training is in clinical, counseling, or school psychology.

Note: Authority and reference cited: Section 2930, Business and Professions Code.

### § 1381. Applications.

All applications shall be accompanied by such evidence, statements or documents as therein required to establish that the applicant meets all of the requirements for licensing licensure or registration as set forth in the eCode.

(a) An application to take the Examination for Professional Practice in Psychology (EPPP) shall include the following:

- (1) Application to take the EPPP (Rev. XX/XX), hereby incorporated by reference
- (2) Verification of Experience (Rev. XX/XX), hereby incorporated by reference
- (3) Official Transcript

(b) An application to take the California Psychology Law and Ethics Exam (CPLÉE) shall include the following:

- (1) Application to take the CPLÉE (Rev. XX/XX), hereby incorporated by reference
- (2) Additional Verification of Experience (Rev. XX/XX), hereby incorporated by reference, if applicable
- (3) Any application or examination fees pursuant to section 1392

(c) An application for licensure shall include the following:

- (1) Application for licensure (Rev. XX/XX), hereby incorporated by reference
- (2) Any application fees as listed in section 1392
- (3) Evidence of prelicensure coursework pursuant to BPC section 2915.5 or sections 1382, 1382.3, 1382.4, 1382.5

(4) Evidence of fingerprint submission and related fees as prescribed by XXXX

(d) Applicants who, obtained eligibility from another jurisdiction outside of California, have taken and passed the EPPP but are not licensed, or are currently licensed at the doctoral level in another state, Canadian province, or U.S. territory and have taken and passed the EPPP, shall submit the Out-of-State Applicants: Application to take the CPLEE (Rev. XX/XX), hereby incorporated by reference and as described in subdivision (c).

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2940 and 2941, Business and Professions Code.

### **§ 1381.1. AbandonmentWithdrawal of Applications.**

An application shall be deemed withdrawn after thirty-six (36) months denied without prejudice when, in the discretion of the board, an applicant does not exercise due diligence in the completion of his or her application, in furnishing additional information or documents documentation or fees as required by the Psychology Act and regulations, requested or in the payment of any required fees. An applicant who subsequently decides to reapply shall be required to file a new application and pay the current application fee.

If an applicant does not supply documents or fees as required by these Psychology Regulations or the Code, after thirty-six (36) months of having been notified by the Board that documents or fees are required, the applicant's application shall be deemed abandoned. Thereafter, the applicant meeting all current licensure requirements may submit a new application with applicable fees without prejudice. Such applicant shall be required to take and pass the California Psychology Laws and Ethics Examination (CPLEE).

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2940, Business and Professions Code.

### **§ 1381.2. Petition for Hearing.**

An applicant for examination or licensure whose credentials indicate ineligibility shall be notified of the deficiency. The applicant may correct the deficiency indicated or in the alternative file a request for hearing before the appropriate committee.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2940, Business and Professions Code.

### **§ 1381.4. Failure to Appear for Examination—Withdrawal of Application.**

The application shall be deemed withdrawn, for aAny applicant approved to take or retake a bBoard licensing examination who fails to appear for such examination in any twelve-month period shall be deemed have his or her application withdrawn. An

applicant who subsequently decides to take the examination shall be required to file a new application and pay the current application and examination fees.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2914, 2931, 2940, 2941, and 2942, Business and Professions Code.

### **§ 1381.5. Failure to Pay Initial License Fee.**

An application shall be deemed to have been abandoned ~~withdrawn~~ if an applicant fails to pay the initial license fee within three year ~~thirty-six (36) months~~ after notification by the Board that the fee for licensure is due. An applicant whose application has been deemed ~~withdrawn~~ abandoned may again be eligible for licensure upon the filing of a new application and meeting all current licensing ~~licensure~~ requirements, including payment of any fees. Such applicant shall not be required to take the Examination for Professional Practice in Psychology (EPPP) but shall take and pass the California Psychology Supplemental ~~Laws and Ethics Examination (CPSLEE)~~.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2940 and 2983, Business and Professions Code.

### **§ 1382. Human Sexuality Training.**

(a) An applicant for licensure as a psychologist shall complete as a condition of licensure a minimum of six (6) hours of coursework or applied experience in human sexuality, which includes the study of physiological, psychological and sociocultural variables associated with sexual identity, sexual behavior or sexual disorders, major treatment approaches and the specific ethical and legal issues related to practice in this area.

(b) This requirement shall be met in one of the following ways:

(1) Obtained as part of the applicant's qualifying graduate degree program. To satisfy this requirement, the applicant shall submit to the Board a written certification from the registrar or training director of the educational institution or program from which the applicant graduated stating that the coursework required by this section is included within the institution's curriculum required for graduation at the time the applicant graduated, or within the coursework that was completed by the applicant.

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



(3) By taking a continuing education course that meets the requirements of subdivision (de) or (ef) of section 2915 and that qualifies as a continuing education learning activity category specified in paragraph (2) or (3) of subdivision (c) of section 2915. To satisfy this requirement, the applicant shall submit to the board a certification of completion.

~~Unless otherwise exempted, all persons applying for a license as a psychologist shall, in addition to all other requirements for licensure, have completed coursework or training in human sexuality which meets the requirements of this section. Such training shall:~~

~~(a) Be completed after January 1, 1970.~~

~~(b) Be obtained~~

~~(1) In an accredited or approved educational institution, as defined in section 2901 of the Code, including extension courses offered by such institutions, or~~

~~(2) In an educational institution approved by the Department of Education pursuant to section 94310 of the Education Code, or~~

~~(3) From a continuing education provider approved by a professional association, or~~

~~(4) In a course sponsored or offered by a professional association, or~~

~~(5) In a course sponsored, offered or approved by a local, county or state department of health or mental health or by health agencies of the Federal Government.~~

~~(c) Have a minimum length of ten (10) contact hours.~~

~~(d) Include the study of physiological psychological and social-cultural variables associated with sexual identity, sexual behavior or sexual disorders.~~

~~All applicants shall provide the board with documentation of completion of the required human sexuality training. It is the intent of the board that all persons licensed to practice psychology have minimal training in human sexuality. It is not intended that by complying with the requirements of this section only, a practitioner is fully trained in the subject of sex therapy.~~

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 25, Business and Professions Code.

### **§ 1382.3. Training in Alcoholism/Chemical Dependency Detection and Treatment.**

(a) An applicant for licensure as a psychologist shall complete as a condition of licensure a minimum of six (6) hours of coursework or applied experience in

alcoholism/chemical dependency detection and treatment. Such coursework or training shall include assessment and intervention of chemical dependency and alcoholism, the study of physiological, psychological and sociocultural variables associated with chemical dependency and alcoholism, prevailing treatment models, and the specific ethical and legal issues related to practice in this area.

(b) This requirement shall be met in one of the following ways:

(1) Obtained as part of the applicant's qualifying graduate degree program. To satisfy this requirement, the applicant shall submit to the Board a written certification from the registrar or training director of the educational institution or program from which the applicant graduated stating that the coursework required by this section is included within the institution's curriculum required for graduation at the time the applicant graduated, or within the coursework that was completed by the applicant.

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

(3) By taking a continuing education course that meets the requirements of subdivision (de) or (ef) of section 2915 and that qualifies as a continuing education learning activity category specified in paragraph (2) or (3) of subdivision (c) of Section 2915. To satisfy this requirement, the applicant shall submit to the board a certification of completion.

~~The requirements set forth in Section 2914 (e) of the code shall be satisfied by completion of a graduate level course which meets the following criteria:~~

~~(a) The course shall be devoted solely to the topic of alcoholism and chemical dependency detection and treatment and shall not be less than a semester or a quarter term in length.~~

~~(b) The course must be obtained at an educational institution, or in an extension course offered by an institution, which is either credited under Education Code Section 94310.1, or approved under Education Code Section 94310.2, by the State Department of Education.~~

~~(c) An original transcript indicating successful completion of the course shall be deemed sufficient evidence for purposes of satisfying this requirement.~~

(d) ~~The course shall include training in each of the following subjects as they relate to alcoholism and chemical dependency:~~

~~(1) The definition of alcoholism and other chemical dependency, and the evaluation of the user.~~

~~(2) Current theories of, and research on, the etiology of substance abuse.~~

~~(3) Physiological and medical aspects and effects of alcoholism and other chemical dependency.~~

~~(4) Psychopharmacology and the interaction of various classes of drugs, including alcohol.~~

~~(5) Diagnosing and differentiating alcoholism and substance abuse in patients referred for other clinical symptoms, such as depression, anxiety, psychosis, and impotence.~~

~~(6) Populations at risk with regard to substance abuse.~~

~~(7) Cultural and ethnic considerations.~~

~~(8) Prenatal effects.~~

~~(9) Adolescent substance abuse.~~

~~(10) Implications for the geriatric population.~~

~~(11) Iatrogenic dependency.~~

~~(12) Major treatment approaches to alcoholism and chemical dependency, including research and application.~~

~~(13) The role of persons and systems which support or compound abuse.~~

~~(14) Family issues which include treatment approaches with families of alcoholics and/or substance abusers.~~

~~(15) The process of referring affected persons.~~

~~(16) Community resources offering assessment, treatment and follow up for the abuser and family.~~

~~(17) Ethical and Legal issues for clinical practice.~~

~~(18) Prevention of substance abuse.~~

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914(e), Business and Professions Code.

**§ 1382.4. Child Abuse Assessment, Detection, Intervention, and Reporting Training Requirements.**

(a) An applicant for licensure as a psychologist who began graduate study on or after January 1, 1983, shall complete as a condition of licensure a minimum of seven (7) hours of coursework or applied experience in child abuse and neglect assessment, detection, intervention, and reporting. Such coursework or training shall include assessment, detection, intervention, and reporting of child abuse and neglect, the study of physiological, psychological, and sociocultural variables associated with child abuse and neglect, prevailing treatment models, and the specific ethical and legal issues related to practice in this area.

(b) This requirement shall be met in one of the following ways:

(1) Obtained as part of the applicant's qualifying graduate degree program. To satisfy this requirement, the applicant shall submit to the Board a written certification from the registrar or training director of the educational institution or program from which the applicant graduated stating that the coursework required by this section is included within the institution's curriculum required for graduation at the time the applicant graduated, or within the coursework that was completed by the applicant.

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

(3) By taking a continuing education course that meets the requirements of subdivision (de) or (ef) of section 2915 and that qualifies as a continuing education learning activity category specified in paragraph (2) or (3) of subdivision (c) of Section 2915. To satisfy this requirement, the applicant shall submit to the board a certification of completion.

~~All persons applying for a license or renewal of a license as a psychologist shall in addition to all other requirements for licensure, have completed coursework or training in child abuse assessment and reporting and shall submit documentation thereof to the board. The coursework or training in child abuse assessment and reporting shall consist~~

of not less than 7 instructional hours and shall include training in each of the subject areas described in section 28 of the Code. The coursework or training shall be:

~~(a) Obtained at an educational institution, or in an extension course offered by an institution which is accredited by the Western Association of Schools and Colleges, the Northwest Association of Secondary and Higher Schools, or an essentially equivalent accrediting agency as determined by the board or approved by the State Department of Education pursuant to section 94310.2 of the Education Code; or~~

~~(b) Obtained from a statewide professional association representing the professions of psychology, social work, or marriage, family and child counseling; or~~

~~(c) Obtained from or sponsored by a local county, state or federal governmental entity.~~

~~(d) Completed after January 1, 1983.~~

Note: Authority cited: Sections 28 and 2930, Business and Professions Code.

Reference: Section 28, Business and Professions Code.

### **§ 1382.5. Spousal or Partner Abuse Assessment, Detection, and Intervention Strategies Training Requirements.**

(a) An applicant for licensure as a psychologist shall complete as a condition of licensure a minimum of six (6) hours of coursework or applied experience in spousal or partner abuse assessment, detection, and intervention strategies. Such coursework or training shall include assessment, detection, and intervention of spousal abuse, the study of physiological, psychological, and sociocultural variables associated with spousal abuse, prevailing treatment models, and the specific ethical and legal issues related to practice in this area.

(b) This requirement shall be met in one of the following ways:

(1) Obtained as part of the applicant's qualifying graduate degree program. To satisfy this requirement, the applicant shall submit to the Board a written certification from the registrar or training director of the educational institution or program from which the applicant graduated stating that the coursework required by this section is included within the institution's curriculum required for graduation at the time the applicant graduated, or within the coursework that was completed by the applicant.

(2) Obtained as part of the applicant's applied experience. Applied experience can be met in any of the following settings: practicum, internship, or formal postdoctoral placement that meets the requirement of section 2911, or other qualifying supervised professional experience. To satisfy this requirement, the applicant shall

submit to the board a written certification from the director of training for the program or primary supervisor where the qualifying experience has occurred stating that the training required by this section is included within the applied experience.

(3) By taking a continuing education course that meets the requirements of subdivision (de) or (ef) of section 2915 and that qualifies as a continuing education learning activity category specified in paragraph (2) or (3) of subdivision (c) of section 2915. To satisfy this requirement, the applicant shall submit to the board a certification of completion.

~~All persons applying for a license as a psychologist who began their graduate training on or after January 1, 1995 shall, in addition to all other requirements for licensure, have completed coursework in spousal or partner abuse assessment, detection, and intervention strategies and shall submit documentation thereof to the board. The coursework in spousal or partner abuse assessment, detection, and intervention strategies shall consist of not less than a combined total of two (2) hours focused on this topic. All persons applying for a license as a psychologist who began their graduate training on or after January 1, 2004 shall also meet the above requirement, however, such course shall consist of at least fifteen (15) contact hours.~~

~~The coursework shall be:~~

~~(a) taken in fulfillment of other educational requirements in the applicant's graduate and/or doctoral training, or~~

~~(b) taken in a separate course approved by the board's recognized continuing education accrediting agency, or~~

~~(c) taken in a separate course provided by a sponsor approved by the American Psychological Association.~~

~~(d) completed after January 1, 1995.~~

~~An applicant may request an exemption from this requirement if he or she intends to practice in an area that does not include the direct provision of mental health services.~~

Note: Authority cited: Sections 2914(f) and 2930, Business and Professions Code.  
Reference: Section 2914(f), Business and Professions Code.

### **§ 1386. Revised Criteria for Evaluation of Education.**

(a) Only those doctorate degrees ~~which~~that are designated as being earned in a department or school of psychology, ~~educational psychology or education with the psychology with the field of specialization in clinical, counseling, school, consulting, forensic or industrial/organizational psychology,~~ or in education with the field of

~~specialization in counseling psychology, or educational psychology, or school psychology field of specialization in counseling psychology or educational psychology shall be accepted as an earned doctorate degree as specified in section 2914, subdivisions (b) and (c)(1) through (3), of the Code. If compliance with section 2914 of the Code is not evident on the official transcript, the Board may require that any doctorate degree earned in education with the field of specialization in counseling psychology or educational psychology be certified by the registrar as such a degree.~~

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914, Business and Professions Code.

### **§ 1387. Supervised Professional Experience (SPE).**

~~This section applies to all trainees, pre- or post-doctoral, who intend accruing for hours of supervised professional experience (SPE) to count toward meeting the licensing licensure requirements stated in section 2914(ed) of the Business and Professions Code. This section also applies to all These trainees accruing hours of SPE supervised experience in areas of general applied psychology that do not include direct mental health services should refer to section 1387.3 for information on establishing an alternate plan for SPE.~~

~~(a) SPE is defined as an organized program that consists of a planned, structured and administered sequence of professionally supervised, comprehensive, clinical training experiences. SPE shall have a logical training sequence that builds upon the skills and competencies of trainees to prepare them for the independent practice of psychology once they become licensed. SPE shall include:~~

~~SPE shall include (1) socialization into the profession of psychology and shall be augmented by integrated modalities including mentoring, didactic exposure, role-modeling, enactment, observational/vicarious learning, and consultative guidance.~~

~~SPE shall include (2) activities which that address the integration of psychological concepts and current and evolving competencies, scientific knowledge, principles, and theories to the professional delivery of psychological services to the consumer-public.~~

~~SPE shall include (3) only the time spent by the trainee engaged in psychological activities that directly serve to prepare the trainee for the independent practice of psychology once licensed. SPE shall not include custodial tasks such as filing, transcribing or other clerical duties.~~

~~The term "trainee" as used in these regulations means a psychology trainee working under one of the conditions listed in subsections (a)(1) and (a)(2) of this section.~~

~~(ab) Pursuant to section 2914(ed) of the eCode, two years of qualifying SPE shall be completed and documented prior to licensure. One year of SPE shall be defined as 1500 hours. At least one year of SPE shall be completed post-doctorally. Each year of~~

SPE shall be completed within a thirty (30) consecutive months period. If both years of SPE (3000 hours) are completed post-doctorally, they shall be completed within a sixty (60) consecutive months period. Upon showing of good cause as determined by the Board, these specified time limitations may be reasonably modified.

(1) Pre-doctoral SPE: Up to 1500 hours of SPE may be accrued pre-doctorally but only after completion of 48 semester/trimester or 72 quarter units of graduate coursework in psychology, not including thesis, internship or dissertation. Pre-doctoral SPE shall may be accrued only as follows:

(A) In a formal an internship placement pursuant to section 2911 of the Code, which is accredited by the American Psychological Association (APA), or which is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) or the California Psychology Internship Council (CAPIC) and Registration with the Board is not required. A formal internship placement that actually began prior to January 1, 2007 that meets the membership requirements of, but is not a member of, APPIC or CAPIC will satisfy the requirements of this section; however, verification of the internship (e.g., proof of internship enrollment on transcript, a copy of the official internship placement with the start and end date) shall be provided to the Board; or

(B) As an employee of an exempt setting pursuant to section 2910 of the Code and Registration with the Board is not required; or

(C) As a registered psychological associate pursuant to section 2913 of the Code and Registration with the Board prior to commencing work is required; or

(D) Pursuant to a Department of Mental Health Waiver granted under section (5751.2(d) of the Welfare and Institutions Code) for which registration with the board is not required; however, evidence of an approved waiver shall be provided to the Board.

(2) Post-doctoral SPE: At least 1500 hours of SPE shall be accrued post-doctorally. "Post-doctorally" means after the date certified as "meeting all the requirements for the doctoral degree" by the Registrar or Dean of the educational institution, or by the Director of Training of the doctoral program. Post-doctoral SPE shall may be accrued only as follows:

(A) For postdoctoral SPE accrued on or after January 1, 2006, in In a formal post-doctoral training placement program pursuant to section 2911 of the Code, which is accredited by the American Psychological Association (APA), or which is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) or the California Psychology Internship Council (CAPIC) and Registration with the Board is not required; however, verification of formal post-doctoral



training placement (e.g., a copy of the placement contract with the start and end date) shall be provided to the Board; or

~~(B) As a registered psychologist pursuant to section 2909(d) of the Code and registration with the board prior to commencing work is required; or~~

~~(C) As an employee of an exempt setting pursuant to section 2910 of the Code, and registration with the board is not required; or~~

~~(D) As a registered psychological associate pursuant to section 2913 of the Code, and registration with the board prior to commencing work is required; or~~

(E) Pursuant to a Department of Mental Health Waiver granted under section (5751.2(d) of the Welfare and Institutions Code) for which registration with the board is not required; however, evidence of an approved waiver shall be provided to the Board.

~~(b)~~ Supervision Requirements:

(1) All SPE must be overseen by a primary supervisor.

(A) All primary supervisors must be licensed psychologists who meet the requirements of section 1387.1(a), except for SPE accrued in areas of general applied psychology, including but not limited to applied psychological research, industrial/organizational psychology, applied developmental psychology or consulting psychology, in which case the primary supervisor may be unlicensed.

If the primary supervisor is unlicensed, the trainee must obtain a co-supervisor who is a licensed psychologist that meets the requirements of section 1387.1(c).

(B) The primary supervisor may delegate supervision to other licensed mental health professionals who meet the requirements of section 1387.1(b).

~~Primary supervisors shall meet the requirements set forth in section 1387.1.~~

~~(2) Delegated supervisors shall meet the requirements set forth in section 1387.2.~~

~~(3) Trainees shall have no proprietary interest in the business of the primary or delegated supervisor(s) and shall not serve in any capacity which that would hold influence over the primary or delegated supervisor(s)' judgment in providing supervision.~~

~~(34) Trainees shall be provided with supervision for 10% of the total time. A maximum of 40 hours per week can be credited toward SPE. Time spent in supervision can be counted toward the trainee's SPE, worked each week. At least one (1) hour per week shall be face-to-face, must be in real-time, direct, individual~~

supervision with the primary supervisor. Additional supervision can be provided by the primary, delegated, or co-supervisor(s). See table below for supervision requirements.

Hours Worked	Within the Hours Worked, Time Spent in Supervision
0-10	1
11-20	2
21-30	3
31-40	4
Total Countable SPE	40

~~(5) A maximum of forty four (44) hours per week will be credited toward meeting the SPE requirement. This shall include the required 10% supervision.~~

~~(6) The primary supervisor shall be employed by the same work setting as the trainee and be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in person, by telephone, by pager or by other appropriate technology.~~

~~(7) Primary supervisors shall ensure that a plan is in place to protect the patient/client in the event a patient/client crisis or emergency occurs during any time the supervisor is not physically present at the established site at which the trainee is working. The primary supervisor shall ensure that the trainee thoroughly understands the plan in the event of a crisis/emergency.~~

~~(48) SPE shall not be obtained from supervisors who have received payment, monetary or otherwise, from the trainee for the purpose of providing such supervision. No supervisor shall request, receive, or facilitate the receipt of payment, monetary or otherwise, from the trainee as a condition for the accrual of SPE.~~

~~(59) SPE Experience gained while the trainee is functioning under another mental health license shall not be credited toward meeting the SPE requirements for licensure. the psychologist's license.~~

~~(10) Prior to the start of the experience, the primary supervisor and the supervisee shall together prepare an agreement that outlines the structure and sequence of the planned program of supervision to accomplish the goals and objectives of the experience. Hours accrued prior to preparing such an agreement results in those hours not counting toward the licensure requirements. The original agreement shall accompany the application for registration, if any, and identify at least the following:~~

- ~~• Name, license number and signature of primary supervisor;~~

- ~~Name and signature of supervisee;~~
- ~~Statutory authority under which the supervisee will function;~~
- ~~Start date of the experience and the anticipated completion date;~~
- ~~Duties to be performed in a sequential structured plan as defined in this section;~~
- ~~Address of the locations at which the duties will be performed;~~
- ~~Goals and objectives of the plan for SPE, including how socialization into the profession will be achieved; and~~
- ~~How and when the supervisor will provide periodic assessments and feedback to the traineesupervisee as to whether or not he or she is performing as expected.~~

~~Additionally, the agreement shall reflect that both supervisor and supervisee have discussed and understand each term of SPE as required by the California Code of Regulations.~~

~~(614) Once the SPE outlined in the agreement has been completed, the primary supervisor shall sign and date submit to the traineesupervisee both the agreement, unless previously submitted to the Board pursuant to Section 1387(b)(10), and a verification of experience form VOE (Rev. XX/XX), which is hereby incorporated by reference, signed by the primary supervisor under penalty of perjury, in a sealed envelope, signed across the seal by the primary supervisor, for submission to the Board by the traineesupervisee along with his or herthe trainee's application for licensure. The verification shall certify to completion of the hours consistent with the terms of the agreement and contain the following information:~~

- ~~Name and contact information of the trainee~~
- ~~Name, license number and contact information of the supervisor~~
- ~~Start and end date of the experience~~
- ~~Total number of hours per week worked by the trainee~~
- ~~Total number of supervised hours per week~~
- ~~Total number of hours being verified~~

~~The supervisor must indicate, in his or herthe supervisor's best professional judgment, whether the traineesupervisee demonstrated an overall performance at or above the level of competence expected for the trainee'ssupervisee's level of education, training and experience. When SPE is accrued in a formal pre-doctoral internship or post-doctoral training program, the program's training director shall be authorized to perform the verification and rating duties of the primary supervisor provided that the internship training director is a licensed psychologist who possesses a valid, active license free of any disciplinary action.~~

~~If the SPE is not consistent with the terms of the agreement, or if the traineesupervisee did not demonstrate an overall performance at or above the level of competence expected for the trainee'ssupervisee's level of education,~~

training and experience, then the SPE hours accrued shall will not count towards the licensure requirements.

(7) The trainee shall maintain a written weekly log of all hours of SPE earned toward licensure, in accordance with section 1387.5.

(8) Failure to comply with the requirements of this section shall be considered unprofessional conduct and may subject the supervisor to disciplinary action.

(c) Delegated Supervision Requirements:

~~(1) Except as provided in section 1391.5, which regulates the supervision of registered psychological associates, primary supervisors may delegate supervision to other qualified psychologists or to other qualified mental health professionals including licensed marriage and family therapists, licensed educational psychologists, licensed clinical social workers and board certified psychiatrists.~~

~~(2) The primary supervisor remains responsible for providing the minimum one hour per week of direct, individual face-to-face supervision.~~

~~(3) The primary supervisor remains responsible for ensuring compliance with this section.~~

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2911 and 2914, Business and Professions Code.

**§ 1387.10 Supervision Requirements for Trainees who have Accrued Hours**

This section applies to trainees who have completed 3000 hours of supervised professional experience. If an individual has completed all required hours of SPE, they must still comply with the requirements as set forth in Section 1387(c).

Notwithstanding completion of all required hours of supervised professional experience, all trainees must comply with the requirements of 1387(c).

**§ 1387.1. Qualifications and Responsibilities of Primary Supervisors.**

~~All primary supervisors shall be licensed psychologists.~~

(a) Primary supervisors shall comply with all of the following requirements:

(1) Prior to functioning as a primary supervisor and every two (2) years thereafter while acting as a primary supervisor, the supervisor shall complete six (6) hours of approved continuing professional development in supervision that meets the requirements in section 1397.61(c)(2).

(A) Primary supervisors shall certify under penalty of perjury to completion of the six (6) hour course, as required by this section, each time the supervisor completes a verification of the experience as referenced in section 1387(c)(7).

(B) Documentation of the course shall be maintained for six (6) years from the date of completion. Evidence of completion of the course shall be submitted to the Board upon request.

~~(2) Primary supervisors shall possess and maintain a valid, active license free of any current formal disciplinary action that disqualifies the supervisor from providing supervision, and shall immediately notify the traineesupervisee of any disciplinary action, including revocation, surrender, suspension, probation terms, or changes in licensure status including inactive license, delinquent license or any other license status change that affects the primary supervisor's ability or qualifications to supervise.~~

~~(b) Primary supervisors who are licensed by the Board shall complete a minimum of six (6) hours of supervision coursework every two years.~~

~~(1) Primary supervisors shall certify under penalty of perjury to completion of this coursework requirement each time the supervisor completes a verification form as referenced in section 1387(b)(10).~~

~~(3e) Primary supervisors shall be in compliance~~Ensure that all supervisors and trainees complyat all times with the provisions of the Psychology Licensing Law and regulations ~~the Medical Practice Act, whichever is applicable, and the regulations adopted pursuant to these laws.~~

~~(d) Primary supervisors shall be responsible for ensuring compliance at all times by the trainee with the provisions of the Psychology Licensing Law and the regulations adopted pursuant to these laws.~~

~~(4e) Primary supervisors shall be~~Be responsible for ensuring that all SPE including record keeping is conducted in compliance with the Ethical Principles of Psychologists and Code of Conduct ~~of~~published by the American Psychological Association.

~~(5f) Primary supervisors shall be~~Be responsible for monitoring the welfare of the trainee's clients who receive psychological services rendered by the trainees.

~~(6g) Primary supervisors shall e~~Ensure that each client or patient is informed, prior to the rendering of services by the trainee ~~(4)~~that:

~~(A) The trainee is unlicensed and is functioning under the direction and supervision of the supervisor;~~ ~~(2) that~~

~~(B) The primary supervisor shall have full access to the client treatment records; in order to perform supervision responsibilities and~~ ~~(3) that~~

~~(C) Any fees associated with services provided by the trainee paid for the services of the trainee must~~ shall be paid directly to the primary supervisor or employer.

~~(7h) Primary supervisors shall be~~ Be responsible for monitoring the performance and professional development of the trainee, ~~and including~~ how and when the supervisor will provide periodic assessments and feedback to the ~~trainees~~ supervisee as to whether or not ~~the trainee~~ he or she is performing as expected.

~~(i) Primary supervisors shall ensure that they have the education, training, and experience in the area(s) of psychological practice they will supervise.~~

~~(8j) Primary supervisors shall have no current or former financial, personal, or familial, intimate, business relationship with the trainee, or other relationship with the trainee which would~~ that could compromise the supervisor's effectiveness, ~~and/or which would~~ that violates the Ethical Principles of Psychologists and Code of Conduct ~~of published by~~ the American Psychological Association.

~~(k) Primary supervisors shall not supervise a trainee who is now or has ever been a psychotherapy client of the supervisor.~~

~~(l) Primary supervisors shall not exploit trainees or engage in sexual relationships or any other sexual contact with trainees.~~

~~(9m) Primary supervisors shall require~~ Provide the trainees to review with the pamphlet "Professional Therapy Never Includes Sex Sexual Behavior."

~~(10n) Primary supervisors shall monitor the supervision performance of~~ all provided by delegated supervisors.

(11) Be employed or contracted by the same organization as the trainee and be available 100% of the time SPE is being accrued. This availability may be in-person, by telephone, or by other appropriate technology.

(12) Ensure that a crisis plan is in place to protect the client in the event a crisis or emergency occurs during any time the supervisor is not physically present at the location the trainee is working. The primary supervisor shall ensure that the trainee thoroughly understands the crisis plan.

(13) Have the education, training and experience in the areas of psychological practice for which they will supervise, and shall be responsible for supervising the psychological functions performed by the trainee and ensure compliance with the provisions of the Code, the Board's regulations, and the Ethical Principles of Psychologists and Code of Conduct published by ethical standards established by the American Psychological Association pursuant to BPC section 2936.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914, Business and Professions Code.

**§ 1387.2. Qualifications and Responsibilities of Delegated Supervisors.**

(b) A primary supervisor who is a licensed psychologist may delegate supervision to another psychologist, licensed marriage and family therapist, licensed educational psychologist, licensed clinical social worker, licensed professional clinical counselor or board certified psychiatrist. Upon such delegation, the primary supervisor shall maintain responsibility for providing the minimum one (1) hour per week of real-time, direct, individual supervision to the trainee, and ensuring compliance with this section. Supervision may be provided by HIPAA compliant technology. For purposes of this Division 13.1, "real-time" requires the ability to see and hear synchronously, either in physical proximity or remotely in compliance with federal and state laws relating to confidentiality of patient health information.

A Delegated supervisors shall be qualified psychologists or those other qualified mental health professionals listed in section 1387(c). comply with all of the following requirements:

(1) The delegated supervisor(s) shall be employed or contracted by in the same entity work setting as the trainee.

(2a) Delegated supervisors shall have Possess and shall maintain a valid, active license free of any current formal disciplinary action that disqualifies the supervisor from providing supervision, and shall immediately notify the trainee and the primary supervisor of any disciplinary action initiated by the Board from which they receive their license, including revocation, surrender, suspension, probation terms, or changes in licensure status including inactive license, or any other license status change that affects the supervisor's ability or qualifications to supervise.

(3b) Delegated supervisors shall be in compliance at all times with the provisions of the Psychology Licensing Law, and other applicable State licensing laws and the regulations adopted pursuant to these laws.

(4) Ensure that they have education, training, and experience in the areas of psychological practice for which they will supervise.

~~(5e) Delegated supervisors shall be responsible for ensuring compliance by the trainee with the provisions of the Psychology Licensing Law and the regulations adopted pursuant to these laws.~~

~~(6d) Delegated supervisors shall be responsible for ensuring that all SPE and record-keeping performed under their supervision delegated to them is conducted in compliance with the Ethical Principles of Psychologists and Code of Conduct of published by the American Psychological Association.~~

~~(7e) Delegated supervisors shall be responsible for monitoring the welfare of the trainees-clients who receive psychological services rendered by the trainee while under their delegated supervision.~~

~~(8f) Delegated supervisors shall be responsible for monitoring and report to the primary supervisor the performance and professional development of the trainee and for reporting this performance and development to the primary supervisor.~~

~~(g) Delegated supervisors shall ensure that they have the education, training, and experience in the area(s) of psychological practice to be supervised.~~

~~(9h) Delegated supervisors shall have no current or former financial, personal, or familial, intimate, business relationship with the trainee, or other relationship with the trainee which would that could compromise the supervisor's effectiveness, and/or which would that violates the Ethical Principles of Psychologists and Code of Conduct of published by the American Psychological Association.~~

~~(i) Delegated supervisors shall not supervise a trainee who is now or has ever been a psychotherapy client of the supervisor.~~

~~(j) Delegated supervisors shall not exploit trainees or engage in sexual relationships, or any other sexual contact with trainees~~

(c) If SPE is obtained in areas of general applied psychology, a licensed co-supervisor is required if a primary supervisor is not licensed. The co-supervisor shall comply with all of the following requirements:

(1) Possess and maintain a valid, active license issued by the Board free of any formal disciplinary action that disqualifies the supervisor from providing supervision during the period of supervision;

(2) Notify the trainee of any current disciplinary action that disqualifies the co-supervisor from providing supervision;



(3) Prior to functioning as a co-supervisor and every two (2) years thereafter, the co-supervisor shall complete six (6) hours of approved continuing education in supervision that meets the requirements in section 1397.61(c)(1);

(A) Co-supervisors shall certify under penalty of perjury to completion of the six (6) hour course, as required by this section, each time the co-supervisor completes a verification of the experience as referenced in section 1387(c)(7); and

(B) Documentation of the course shall be maintained for six (6) years from the date of completion. Evidence of completion of the course shall be submitted to the Board upon request.

(4) Monitor the performance and professional development of the trainee and report this to the primary supervisor;

(5) Have no current or former financial, personal, or familial relationship with the trainee, or other relationship that could compromise the co-supervisor's effectiveness, or that violates the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association;

(6) Supervise no more than five (5) trainees at any given time; and

(7) Ensure that all supervisors and trainees comply with the provisions of the Psychology Licensing Law and regulations.

(d) Interim supervision by a person other than the primary supervisor may be provided by a person who meets the requirements of section 1387.1(a) for a period not to exceed thirty (30) consecutive calendar days in the event the primary supervisor is unavailable for reasons including, but not limited to, illness, injury or vacation. For psychological associates, interim supervision that is expected to continue for more than thirty (30) consecutive calendar days requires the psychological associate to add or change the primary supervisor at that location.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914, Business and Professions Code.

### **~~§ 1387.3. Alternate Plan for Supervised Professional Experience in Non-Mental Health Services.~~**

~~This section pertains only to those trainees who are preparing for practice, once licensed, in the non-mental health areas of the profession of psychology.~~

~~Due to lack of training sites and qualified supervisors, typically in the area of applied psychological research, industrial-organizational psychology, media and social-experimental psychology, but not including those involving direct mental health services,~~

~~trainees in these areas of psychology shall submit a plan for supervised professional experience to the board for approval on a case-by-case basis as provided for in section 2914(c) of the code. In all such cases, the proposed plan must be submitted by the supervisee and approved by the board prior to commencement of supervision. Supervised professional experience (SPE) which is accrued prior to the approval of the plan will not count towards licensure.~~

~~(a) Supervision Plan Required~~

~~The proposed supervision plan ("plan") submitted by the trainee for approval shall be signed by all participants involved. It shall describe the qualifications and responsibilities of the supervisor (and co-supervisor, if appropriate) for supervision. The plan shall be developed for and shall demonstrate appropriate preparation of the trainee to practice effectively in non-mental health services, and within the specific non-mental health setting. The plan shall address how the quality of work done by the trainee working in a non-mental health role will be monitored and assure protection of the client. As used in this section, "trainee" means a psychology trainee working under the provisions of this section.~~

~~(b) Hours and Setting Requirements~~

~~(1) Pursuant to section 2914(c) of the code, two years of qualifying SPE shall be completed and documented prior to licensure. One year of SPE shall be defined as 1500 hours. At least one year of SPE shall be completed postdoctorally. Each year of SPE shall be completed within a thirty (30) consecutive month period. If both years of SPE (3000 hours) are completed postdoctorally, they shall be completed within a sixty (60) month period. Upon showing of good cause as determined by the board, these specified time limitations may be reasonably modified.~~

~~(2) Predoctoral SPE under this section may be accrued only as follows:~~

~~(A) In a formal internship placement pursuant to section 2911 of the code and registration with the board is not required; or~~

~~(B) As an employee of an exempt setting pursuant to section 2910 of the code and registration with the board is not required; or~~

~~(C) As a registered psychological associate pursuant to section 2913 of the code and registration with the board prior to commencing work is required.~~

~~(3) Postdoctoral SPE may be accrued only as follows:~~

~~(A) As a registered psychological associate pursuant to section 2913 of the code and registration with the board prior to commencing work is required; or~~

~~(B) Repealed.~~

~~(C) As an employee of an exempt setting pursuant to section 2910 of the code and registration with the board is not required.~~

~~(c) Supervision Requirements~~

~~(1) The trainee shall be provided with supervision for 10% of the total time worked each month. At least four hours per month shall be face-to-face, direct, individual supervision with the primary supervisor. The plan shall address how the supervision will be provided. The remainder of the 10% may be provided by the delegated supervisor or co-supervisor and may include supervision via electronic means.~~

~~(2) A maximum of forty four (44) hours per week, including the required 10% supervision, may be credited toward meeting the supervised professional experience requirement.~~

~~(3) The trainee shall have no proprietary interest in the business of the primary, delegated or co-supervisor and shall not serve in any capacity that would hold influence over the primary, delegated or co-supervisor's judgment in providing supervision.~~

~~(4) Neither the primary supervisor nor any delegated or co-supervisor shall receive payment, monetary or otherwise, from the trainee for the purpose of providing supervision.~~

~~(5) The trainee will not function under any other license with the same client or in the same setting during the supervised experience accrued pursuant to the plan.~~

~~(6) A clear and accurate record of the trainee's supervision shall be maintained. The trainee shall maintain this record in an SPE log pursuant to section 1387.5 but shall also include information relevant to the co-supervisor;~~

~~(7) Except as provided in section 1391.5(c), a primary supervisor who is a licensed psychologist may delegate supervision pursuant to section 1387.2.~~

~~(8) If the primary supervisor is unlicensed, the trainee shall also obtain a co-supervisor who meets the requirements of subsection (f).~~

~~(d) Qualifications and Responsibilities of Primary Supervisors~~  
The primary supervisor shall:

~~(1) possess a degree that meets the requirements of section 2914(b) of the code;~~

- ~~(2) meet the requirements of section 2913 of the code if supervising a registered psychological associate;~~
- ~~(3) if licensed, possess and maintain a valid, active license issued by the board free of any formal disciplinary action during the period of supervision covered by the plan. The primary supervisor shall notify the trainee of any disciplinary action that disqualifies him or her from providing supervision. If not licensed, the primary supervisor shall never have been denied, or possessed a professional license for providing psychological or other mental health services issued by any jurisdiction that was subject to discipline, or surrendered with charges pending;~~
- ~~(4) be employed or contracted by the same organization as the trainee;~~
- ~~(5) be available to the trainee 100% of the time the trainee is accruing SPE pursuant to the plan. This availability may be in person, through telephone, pager or other appropriate technology(ies);~~
- ~~(6) if licensed, complete a minimum of six hours of supervision coursework every two years as described in section 1387.1(b);~~
- ~~(7) ensure that all parties work together throughout the training experience to ensure that the trainee will be engaged in duties that are considered doctoral level;~~
- ~~(8) maintain ongoing communication between all parties regarding supervisory needs and experiences;~~
- ~~(9) ensure that all parties to the plan comply at all times with the provisions of the Psychology Licensing Law or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws;~~
- ~~(10) ensure that all SPE accrued under the plan complies with the Ethical Principles and Code of Conduct of the American Psychological Association;~~
- ~~(11) monitor the welfare of the trainee's clients;~~
- ~~(12) ensure that each client of the trainee is informed prior to rendering of services by the trainee that the trainee is unlicensed and is functioning under the direction and supervision of the primary supervisor;~~
- ~~(13) monitor the performance and professional development of the trainee which shall include socialization into the practice of psychology;~~
- ~~(14) have the education, training, and experience in the area(s) of psychological practice for which they are providing supervision;~~

~~(15) have or have had no familial, intimate, sexual, social, or professional relationship with the trainee which could compromise the supervisor's effectiveness, or would violate the Ethical Principles and Code of Conduct of the American Psychological Association;~~

~~(16) not supervise a trainee who is a current or former client of psychological services provided by the supervisor; and~~

~~(17) monitor the supervision performance of all delegated supervisors and co-supervisors.~~

~~(e) Qualifications and Responsibilities of Delegated Supervisors~~

~~Except as provided in section 1391.5, which regulates the supervision of registered psychological associates, primary supervisors may delegate supervision to other qualified psychologists or to other qualified mental health professionals including licensed marriage and family therapists, licensed educational psychologists, licensed clinical social workers, and board certified psychiatrists.~~

The delegated supervisor shall:

~~(1) possess and maintain a valid, active license free of any formal disciplinary action during the period covered by the plan. The supervisor shall notify the trainee of any disciplinary action that disqualifies him or her from providing supervision;~~

~~(2) be employed or contracted by the same organization as the trainee;~~

~~(3) be responsible for ensuring compliance by the trainee with the provisions of the Psychology Licensing Law, the licensing laws of the Board of Behavioral Sciences, or the Medical Practice Act, whichever might apply, and the regulations adopted pursuant to these laws.~~

~~(4) ensure that all SPE accrued under the supervision delegated to them complies with the Ethical Principles and Code of Conduct of the American Psychological Association;~~

~~(5) monitor the welfare of the trainee's clients while under their delegated supervision;~~

~~(6) monitor the performance and professional development of the trainee and is responsible for reporting this performance and development to the primary supervisor;~~

~~(7) have the education, training, and experience in the area(s) of psychological practice to be supervised;~~

~~(8) have or have had no familial, intimate, social, sexual or professional relationship with the trainee which could compromise the supervisor's effectiveness, or would violate the Ethical Principles and Code of Conduct of the American Psychological Association; and~~

~~(9) not supervise a trainee who is now or has ever been a psychotherapy client of the supervisor.~~

~~(f) Qualifications and Responsibilities of the Co-Supervisor (This section only applies when the primary supervisor is not licensed)~~

~~The co-supervisor shall:~~

~~(1) possess and maintain a valid, active license issued by the board free of any formal disciplinary action during the period covered by the plan. The co-supervisor shall notify the trainee of any disciplinary action that disqualifies him or her from providing supervision;~~

~~(2) complete a minimum of six hours of supervision coursework every two years as described in section 1387.1(b);~~

~~(3) monitor the performance and professional development of the trainee and is responsible for reporting this performance and development to the primary supervisor;~~

~~(4) not supervise a trainee who is a current or former client of psychological services provided by the supervisor;~~

~~(5) have or have had no familial, intimate, social, sexual or professional relationship with the trainee which could compromise the supervisor's effectiveness, or would violate the Ethical Principles and Code of Conduct of the American Psychological Association;~~

~~(6) ensure that all parties work together throughout the training experience to ensure that the trainee will be engaged in duties that are considered doctoral level;~~

~~(7) maintain ongoing communication between all parties regarding supervisory needs and experiences; and~~

~~(8) not supervise more than five trainees under any section at any given time.~~

~~NOTE: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914, Business and Professions Code.~~

**§ 1387.4. Out-of-State Jurisdiction Experience Accrued Outside of California, or Within a Federal Agency.**

(a) Except as described in subsection (b), ~~a~~All out-of-state SPE must be:

- (1) supervised by a primary supervisor who is a psychologist licensed at the doctoral level in the state, U.S. United States territory, or Canadian province in which the SPE ~~is taking place~~ was accrued;
- (2) in compliance with all laws and regulations related to the practice of psychology inef the jurisdiction wherein ~~which~~ the experience was accrued, and
- (3) in ~~substantial~~ compliance with all the supervision requirements of section 1387.

Upon an applicant's showing of good cause as determined by the Board, these specified requirements may be modified.

(b) ~~Supervised professional experience~~ SPE can be accrued at a U.S. military installation within any federal agency, so long as provided the experience is supervised by a qualified psychologist licensed at the doctoral level in the U.S. United States or its territories ~~Canada~~.

~~(c) SPE can be accrued in countries outside the U.S. or Canada which regulate the profession of psychology pursuant to the same requirements as set forth in section 2914 of the code. SPE accrued in countries outside the U.S., its Territories or Canada must comply with all the supervision requirements of section 1387. The burden shall be upon the applicant to provide the necessary documentation and translation that the board may require to verify the qualification of the SPE.~~

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914, Business and Professions Code.

### **§ 1387.5. SPE Log.**

~~(a) The trainee shall maintain a~~ typed or legibly written weekly log of all hours of SPE earned toward licensure. The log shall be made available to the Board upon request and contain an weekly accounting of the following information and shall be made available to the board upon request:

- (1) The specific work setting in which the SPE took place.
- (2) The specific dates for which the log is being completed.
- (3) The number of hours worked during the week.
- (4) The number of hours of supervision received during the week.

(5) An indication of whether the supervision was direct, individual, **real-time face-to-face**, group, or other (specifically listing each activity).

~~(6) An indication of whether the SPE performed that week was satisfactory. A description of the psychological duties performed during the period of SPE.~~

~~(b) This log must also contain the following information:~~

~~(7) The trainee's legibly **printed** name, signature, and date signed.~~

~~(2) The primary supervisor's legibly printed name, signature, license type and number, and date signed.~~

~~(8) Any delegated supervisor's legibly **printed** name, license type and number.~~

~~(4) A description of the psychological duties performed during the period of supervised professional experience.~~

~~(5) A statement signed by the primary supervisor attesting to the accuracy of the information.~~

~~(9) The primary supervisor's **printed** name, signature, license type and number, and date signed.~~

~~(c) When SPE is accrued as part of a formal pre-doctoral internship or post-doctoral placement, the internship training director shall be authorized to provide all information required in this section 1387.5(b).~~

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2914, Business and Professions Code.

### ~~§ 1387.6. Registered Psychological Associates.~~

~~In order to accrue hours of SPE, a registered psychological associate shall at all times be in compliance with the supervision requirements of section 1387 and with the requirements for registered psychological associates set forth in Article 5.1 of this chapter. A registered psychological associate accruing SPE in a private setting shall submit a plan for SPE to the Board for approval as provided for in section 1387(b)(11). The proposed supervision plan submitted by the registered psychological associate for approval shall be signed by all participants involved. It shall describe the qualifications and responsibilities of the supervisor and/or the delegated supervisor. The plan shall be developed for, and shall demonstrate appropriate preparation of, the registered psychological associate to practice effectively, and within the specific private practice setting. The plan shall address how the quality of work done by the registered psychological associate will be monitored and assure protection of the client.~~



Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2913 and 2914, Business and Professions Code.

### § 1388. Examinations.

(a) The Board recognizes the expertise of the Department of Consumer Affairs' (DCA) Office of Professional Examination Services (OPES). The Board shall utilize the services of the OPES in licensing examination development and validation through an interagency agreement.

(b) An applicant shall successfully take and pass the licensing examinations prior to being licensed. The licensing examinations shall consist of the Association of State and Provincial Psychology Boards' (ASPPB) Examination for Professional Practice in Psychology (EPPP), and the California Psychology Laws and Ethics Examination (CPLÉE), except that the EPPP shall be waived for those applicants who meet the criteria in section 1388.6 of this chapter. Such applicants shall be required to take and pass the CPLÉE.

(c) An applicant is eligible to take the EPPP upon completion of a qualifying doctorate degree and 1500 hours of qualifying professional experience. An applicant shall pass the EPPP and complete all 3000 hours of supervised professional experience prior to being eligible for the CPLÉE, whichever is applicable, pursuant to section 1388.6.

(d) Upon application, the Board will notify applicants of their eligibility to take the EPPP. Applicants are responsible for completing any administrative requirements for taking the EPPP established by ASPPB or its agent, including paying any fees. This subsection applies to those re-taking the EPPP as well as to those taking it for the first time.

(e) For forms of the EPPP taken prior to September 1, 2001, the passing score is the score that was recognized by the Board at that time. For computer administered forms of the EPPP, the Board shall accept the passing score recommended by ~~apply a scaled score as recommended by~~ ASPPB.

(f) Qualified applicants desiring to take the CPLÉE shall submit to the Board the fee set forth in section 1392 of this chapter. Applicants shall comply with all instructions established by the DCA examination vendor for taking the CPLÉE.

(g) The passing score on the CPLÉE shall be determined for each form of the examination by a criterion referenced procedure performed by OPES.

(h) An applicant for whom English is ~~his or her~~ the applicant's second language may be eligible for additional time when taking the EPPP and/or the CPLÉE. The applicant must complete and submit a request for additional time that states under penalty of perjury that English is ~~his or her~~ the applicant's second language. The Test of English as a

Foreign Language (TOEFL) certification score of 85 or below must be sent by Educational Testing Service directly to the Board. The TOEFL must have been taken within the previous two years prior to application. The Board will only consider the highest score of any TOEFL taken within the previous two years. If approved, the applicant will be allotted time-and-a-half (1.5x) when taking the examination.

Note: Authority cited: Sections 2930 and 2942, Business and Professions Code.  
Reference: Sections 123, 496, 2941, 2942, 2943 and 2960, Business and Professions Code.

**§ 1388.6. License Requirements and Waiver of Examination Satisfaction of Licensure Requirements.**

~~(a) When a California licensed psychologist has been licensed for at least five years and has allowed his/her license to cancel by not renewing the license for at least three years, the psychologist shall not be required to take the EPPP.~~

If an applicant for licensure as a psychologist has taken and passed the EPPP for licensure at the doctoral level in another state, Canadian province, or US territory, the applicant is not required to retake the EPPP, but shall submit documentation of a passing score on the EPPP.

~~(ab) If an applicant for licensure as a psychologist has been is currently licensed at the doctoral level and has been so for at least two (2) years in another state, Canadian province, or U.S. territory, for at least two years the applicant shall not be required to take the EPPP submit documentation of a passing score on the EPPP.~~

~~(be) An applicant for licensure as a psychologist who holds a Certificate of Professional Qualification (CPQ) issued by the Association of State and Provincial Psychology Boards (ASPPB), shall not be required to take the EPPP submit documentation of a passing score on the EPPP.~~ Such an applicant shall be deemed to have met the educational and experience requirements of subdivisions (b), (c) and (ed) of Code section 2914.

~~(cd) An applicant for licensure as a psychologist who is credentialed as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPP) and has been who is currently licensed based on a doctoral degree at the doctoral level in another state, Canadian province, or U.S. territory for a minimum of two years shall not be required to take the EPPP submit documentation of a passing score on the EPPP.~~ Such an applicant shall be deemed to have met the educational and experience requirements of subdivisions (b), (c) and (ed) of Code section 2914.

~~(de) An applicant for licensure as a psychologist who is certified by the American Board of Professional Psychology (ABPP) and has been who is currently licensed based on a doctoral degree at the doctoral level in another state, Canadian province, or U.S.~~

territory for a minimum of two years shall ~~not be required to take the EPPP~~ submit documentation of a passing score on the EPPP. Such an applicant shall be deemed to have met the educational and experience requirements of subdivisions (b), (c) and (e) of Code section 2914.

~~(e)~~ Although ~~the EPPP is~~ some requirements are deemed to have been met ~~waived~~ under this section, an applicant must file a complete application and meet all current ~~licensing~~ licensure requirements not addressed above, including payment of any fees, take and pass the California Psychology Law and Ethics Examination (CPLEE), and not been subject to discipline.

Note: Authority cited: Sections 2930 and 2946, Business and Professions Code.  
Reference: Section 2946, Business and Professions Code.

### **§ 1389. Reconsideration of Examinations.**

~~(a)~~ There shall be no reconsideration of the grade score received on the EPPP or on the CPLEE.

~~(b)~~ Nothing in this section shall be construed to deprive an applicant of his or her rights of appeal as afforded by other provisions of law.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2942 and 2944, Business and Professions Code.

#### **§ 1389.1. Inspection of Examinations.**

~~(a)~~ All examination materials, ~~except those owned by an examination service,~~ shall be retained by the board at the board's office in Sacramento for a period of two (2) years after the date of the examination.

~~(b)~~ No inspection is allowed of the written examination administered by the board

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Sections 2942 and 2944, Business and Professions Code; and Section 12944, Government Code.

### **§ 1391. Citation.**

This article may be cited and referred to as the "Registered Psychological Associate Regulations."

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2913, Business and Professions Code.

#### **§ 1391.1. Registration; Limitation of Registration Period.**

(a) Any person who meets the requirements of section 2913 of the Code desiring to supervise may apply for registration as a registered psychological associate by submitting shall submit an application, on a form PSB 100, entitled "Application For Registration As A Psychological Associate" (New 2021), which is hereby incorporated by reference provided by the Board. If applying for a registration with more than one supervisor, the applicant shall also submit form PSB 101, entitled "Notification To Add Or Change Supervisor Or Service Location For A Psychological Associate" (New 2021), which is hereby incorporated by reference, for each additional supervisor.

(b) Registration as a registered psychological associate shall be limited to a cumulative total of six five years (6072 months). Each A registration shall be subject to annual renewal pursuant to section 1391.12.

(c) For any registered psychological associate registered prior to the effective date of this subdivision October 23, 2011, subsequent renewals or registrations shall be limited to a cumulative total of six five years (6072 months) from the date of the registered psychological associate's next registration or renewal, whichever occurs first.

(d) Upon showing of good cause as determined by the Board, these specified time limitations may be reasonably modified extended.

Note: Authority cited: Sections 2913 and 2930, Business and Professions Code.

**Reference:** Sections 27, 30, 114.5, 115.4, 144, 651, 2913, and 17500, Business and Professions Code.

### **§ 1391.3. Required Training.**

Any person who possesses a doctorate degree which will qualify for licensure as a psychologist pursuant to Section 2914 of the code, shall be deemed to have completed "one fully matriculated year of graduate training in psychology" and will be eligible for registration as a registered psychological associate upon compliance with other provisions of Section 2913 of the code.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2913, Business and Professions Code.

### **§ 1391.4. Limited Psychological Functions.**

As used in Section 2913 of the code, the phrase "limited psychological functions" means those functions which are performed under the direction and supervision of the qualified supervisor pursuant to the American Psychological Association's (APA) January 1, 1997 version of the Guidelines and Principles for Accreditation of Programs in Professional Psychology and the APA Code of Conduct and Ethical Principles.

Note: Authority cited: Section 2930, Business and Professions Code. Reference: Section 2913, Business and Professions Code.

### § 1391.5. Statement of Purpose; Supervision Required.

(a) A registered psychological associate shall be under the direction and supervision of an individual licensed psychologist who is employed licensed to practice psychology pursuant to Division 2 of the Code. The supervisor must be employed by or contracted within the same setting in which the registered psychological associate is employed performs psychological functions. A licensed psychologist Primary supervisors who are supervising registered psychological associates must comply with the supervision course requirements set forth in section 1387.1.

(b) A psychological associate may receive delegated supervision pursuant to sections 1387.1(b) or (d) and must comply with the requirements set forth in section 1387.2.

(c) ~~The supervisor shall provide~~ registered psychological associate shall receive a minimum of one (1) hour per week of real-time, direct individual face-to-face supervision from the primary supervisor to the registered psychological associate, unless additional more such supervision is required pursuant under Section 1387 and 1387.10 or by the nature of the psychological functions performed by the psychological assistant associate.

(d) Requirements for interim supervision are defined in 1387.1(d).

(e) ~~A registered psychological associate employed by one of the organizations specified in section 2913 of the code may receive delegated supervision pursuant to section 1387(c) a qualified psychologist other than the supervisor to whom they are registered if the delegated supervisor is also employed within the same organization. Otherwise, supervision may not be delegated under a registered psychological associate registration.~~

Note: Authority cited: Sections 2913 and 2930, Business and Professions Code. Reference: Section 2913, Business and Professions Code.

### § 1391.6. Supervisor's Responsibility.

(a) Every supervisor of a registered psychological associate shall ~~have~~ be responsible for supervising the ~~psychological functions performed by the registered psychological associate and ensuring that the~~ education, training and experience in the areas of psychological practice for which they will supervise, and shall be responsible for supervising the psychological functions performed by the psychological associate ~~extent, kind and quality of the psychological functions performed by the associate are consistent with the supervisor's training and experience, and ensure that the~~ psychological associate complies with the provisions of the code, the Bboard's

regulations, and the Ethical Principles of Psychologists and Code of Conduct published ethical standards established by the American Psychological Association pursuant to BPC section 2936.

(b) The supervisor shall ~~inform~~ ensure that each client or patient ~~is informed~~, prior to the rendering of services ~~by the registered psychological associate~~, that the registered psychological associate is unlicensed and is under the direction and supervision of the supervisor, ~~as an employee~~ Each client shall also be informed and that the supervisor shall have access to the client's/patient's chart in fulfilling their supervisory ~~or~~ duties.

(c) The supervisor shall be available to the registered psychological associate 100% of the time the psychological associate is performing psychological functions. The availability can be in-person, by telephone, ~~by pager~~ or by other appropriate technology.

(d) The supervisor shall ensure that a plan is in place to protect the ~~patient or client~~ in the event a ~~patient/client~~ crisis or emergency occurs during any time the supervisor is not physically present at the established site at which the supervisee/trainee is working. The supervisor shall ensure that the supervisee/trainee thoroughly understands the plan in the event a client/patient crisis or emergency occurs.

(e) The supervisor shall supervise no more than three (3) psychological associates at any given time.

Note: Authority cited: Sections 2913 and 2930, Business and Professions Code.  
Reference: Section 2913, Business and Professions Code.

### **§ 1391.8. Employer/Supervisor-Employee/Psychological Associate Business Relationship.**

(a) No supervisor or employer shall have any familial, intimate, business or other relationship with the psychological associate which would compromise the employer's or supervisor's effectiveness, and/or which would violate the Ethical Principles and Code of Conduct of the American Psychological Association.

~~(b)~~ (a) No supervisor or employer of a registered psychological associate may charge a psychological associate a fee or otherwise require monetary payment in consideration for the employment or supervision provided of a registered psychological associate.

(c) The supervisor or employer shall supply all provisions necessary to function as a registered psychological associate.

~~(d)~~ (b) The registered psychological associate shall have no proprietary interest in the business of the supervisor or the employer.

(ee) The registered psychological associate shall not rent, lease, sublease, or lease-purchase office space from any entity for purposes of functioning as a registered psychological associate.

Note: Authority cited: Sections 2913 and 2930, Business and Professions Code.  
Reference: Section 2913, Business and Professions Code.

### **§ 1391.11. Notification of Termination- Change of Primary Supervisor or Location**

(a) A psychological associate shall notify the Board in writing, a request for any change or addition of a primary supervisor, on form PSB 101 (New 2021), entitled "Notification To Add Or Change Supervisor Or Service Location For A Psychological Associate", incorporated by reference in 1391.1. Board approval of the request is required prior to rendering psychological services under the supervision of the new primary supervisor.

(b) Within thirty (30) days after the termination of the supervision between a primary supervisor and the employment of a psychological associate, or any change or addition of the location where services are being rendered by a psychological associate with the same primary supervisor, the employer psychological associate shall notify the Board in writing of such termination or change, on form PSB 101 (New 2021) setting forth the date thereof.

Note: Authority cited: Sections 2913 and 2930, Business and Professions Code.  
Reference: Sections 27, 30, 114.5, 115.4, 135.4, 144, 651, 2913, and 17500, Business and Professions Code.

### **§ 1391.12. Registered Psychological Associate Renewals.**

(a) A new registration shall expire annually, beginning one year after issuance. The registration of a registered psychological associate shall be renewed by the employer annually, on or before its expiration-, and the following information shall be provided:

(1) Name and registration number of the psychological associate, registration expiration date, and renewal amount;

(2) Disclosure of whether the psychological associate has been convicted or has had a license or registration disciplined since the associate's last renewal;

(3) Disclosure of whether the psychological associate has complied with the fingerprint requirements and submitted a full set of electronic fingerprints to the Department of Justice;

(4) Telephone number and electronic mail address (if any) of the psychological associate; and

(5) A signed declaration under penalty of perjury that the information provided is true and correct.

(b) The annual renewal fee required in section 1392.1 must be submitted to renew the registration. ~~A registration renewed 30 days after its expiration must be accompanied by the delinquency fee required in section 1392.1 in order to be renewed.~~

(c) A registered psychological associate who has been registered with the Board but whose registration has expired and has not been renewed ~~by the employer~~ shall not function as a registered psychological associate.

~~(d) A registered psychological associate employed and registered by more than one employer shall have their registration renewed by each employer.~~

~~(de) A registration not renewed by the psychological associate within 60 days after its expiration shall become void be cancelled and shall not be reinstated and a new application for registration shall be submitted by the employer.~~ A new registration must be obtained to perform psychological functions as a registered psychological associate.

Note: Authority cited: Sections 2913 and 2930, Business and Professions Code.  
Reference: Section 2913, Business and Professions Code.



**APPLICATION TO TAKE EPPP FORM INSTRUCTIONS****Read these instructions carefully prior to completing the form.**

- Obtaining eligibility to take and pass the Examination for Professional Practice in Psychology (EPPP) is the first step towards licensure.
- Step 1: Complete the application form if you are applying to take the EPPP. All fields on the form are required unless otherwise indicated.
- Step 2: Submit fee: \$40. Mail completed application with all necessary documents and a check for \$40 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
- Step 3: Provide verification that you have met the education and experience requirements pursuant to the Psychology Licensing Law and regulations.
  - **Official Transcript:** Submit official transcript for a qualifying doctoral degree with the degree awarded date. The official transcript can be submitted to the board 1) electronically by the educational institutions to [boplicensing@dca.ca.gov](mailto:boplicensing@dca.ca.gov), 2) by mail from the educational institution, or 3) in an envelope that has been sealed and signed by the educational institution along with the application by mail.

*Note:* If the educational institution is outside the United States or Canada, request an evaluation of the degree by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), or by the National Register of Health Services Psychologists (NRHSP), and provide any other documentation the board deems necessary. Refer to the [Business and Professions Code Section 2914\(b\)\(5\)](#) for details.
  - **Verification of Experience (VOE):** A minimum of 1,500 hours of supervised professional experience (SPE) is necessary to qualify for the EPPP. This experience must be verified by a qualified primary supervisor. See Verification of Experience Form Instructions.

**Application Tips:**

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.

**Read these instructions carefully prior to completing the form.**

- After passing the Examination for Professional Practice of Psychology (EPPP), obtaining eligibility to take and pass the California Psychology Law and Ethics Examination (CPLEE) is the second step towards licensure.
- Step 1: Complete the application form if you have already taken and passed the EPPP and are applying to take or retake the CPLEE. All fields on the form are required unless otherwise indicated.
- Step 2: Submit fee: \$129. Mail completed application with all necessary documents and a check for \$129 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
- Step 3: Provide verification that you have met the experience requirements pursuant to the Psychology Licensing Law and regulations.
  - Verification of Experience (VOE): A total of 3,000 hours of supervised professional experience (SPE) is necessary to qualify for the CPLEE. This experience must be verified by a qualified primary supervisor. See Verification of Experience Form Instructions.

*Note: If you have submitted all 3,000 hours of SPE to the Board when you applied to take the EPPP, and the hours were credited towards licensure upon notification by the Board, you have met the supervised professional experience requirements for licensure. Duplicate submission of VOE is not necessary.*

**Application Tips:**

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.
- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

**OUT-OF-STATE APPLICANTS: APPLICATION TO TAKE CPLEE FORM  
INSTRUCTIONS**

**Read these instructions carefully prior to completing the form.**

- Use this form if any of the following describes you:
    - Have already taken and passed the Examination for Professional Practice of Psychology (EPPP) in another state, Canadian province, or U.S. territory but do not currently hold an active license;
    - Credentialed as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPP) and currently licensed as a psychologist in another state, Canadian province, or U.S. territory at the doctoral level for at least two years; or
    - Certified by the American Board of Professional Psychology (ABPP) and currently licensed as a psychologist in another state, Canadian province, or U.S. territory at the doctoral level for at least two years
    - Hold a current Certificate of Professional Qualification (CPQ) issued by the Association of State and Provincial Psychology Boards (ASPPB);
  - Step 1: Complete the application form. All fields on the form are required unless otherwise indicated.
  - Step 2: Submit fees: \$40 application fee and \$129 CPLEE fee. Mail completed application with all necessary documents and a check for \$169 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
  - Step 3: Provide verification that you have successfully passed the EPPP, met the education and experience requirements pursuant to the Psychology Licensing Law and regulations, and a license verification from your licensing Board.
    - EPPP Score Transfer: Request a verification of EPPP score from the Association of State and Provincial Psychology Boards ([ASPPB](#)) to be submitted electronically to the Board.
    - Official Transcript: Submit official transcript for a qualifying doctoral degree with the degree awarded date. The official transcript can be submitted to the board 1) electronically by the educational institutions to [booplicensing@dca.ca.gov](mailto:booplicensing@dca.ca.gov), 2) by mail from the educational institution, or 3) in an envelope that has been sealed and signed by the educational institution along with the application by mail.
    - Verification of Experience (VOE): A total of 3,000 hours of supervised professional experience (SPE) is necessary to qualify for the CPLEE. This experience must be verified by a qualified primary supervisor. See Verification of Experience Form Instructions.
- Note: If you possess one of the following, have the credential or certificate submitted by the issuing entity in lieu of submitting the VOE form(s) to the Board:*
- Credentialed as a Health Service Provider in Psychology by the [National Register of Health Service Providers in Psychology \(NRHSPP\)](#);
  - Certified by the [American Board of Professional Psychology \(ABPP\)](#); or
  - [Certificate of Professional Qualification \(CPQ\)](#) issued by the Association of State and Provincial Psychology Board (ASPPB).
-

**APPLICATION FOR LICENSURE FORM INSTRUCTIONS****Read these instructions carefully prior to completing the form.**

- After passing the California Psychology Law and Ethics Examination (CPLEE), applying for licensure is the last step in the licensure process.
- Step 1: Complete the application form if you have already taken and passed the CPLEE and are applying for a psychologist license. All fields on the form are required unless otherwise indicated.
- Step 2: Submit fee: \$400. Mail completed application with all necessary documents and a check for \$400 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
- You must provide evidence of prelicensure coursework and evidence of fingerprint submission pursuant to the Psychology Licensing Law and regulations for the Application for Licensure.
  - **Prelicensure Coursework:** Provide supplemental documents that clearly indicate that training meets the requirements pursuant to the Psychology Licensing Law and regulations.
  - **Fingerprint Submission:** Complete the Request for Live Scan Services form and take it to a Live Scan site to submit fingerprints to Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). After submitting your fingerprints, send a copy of the Request for Live Scan Services to the Board along with your Application for Licensure.

**Application Tips:**

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.
- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

**Read these instructions carefully prior to completing the form.**

**PRIMARY SUPERVISOR:**

- Step 1: Complete and sign a verification of experience (VOE) form upon completion of supervised professional experience.
  - If the experience was accrued in California, complete page 1 of this form.
  - If the experience was accrued outside of California, complete pages 1 and 2 of this form.
  - Complete a separate VOE form for pre-doctoral and post-doctoral experience.
  - Training Director: If you are a training director of a formal internship or formal postdoctoral training placement that is overseen by the APA, APPIC, or CAPIC, check the box next to "Yes" on the form under Primary Supervisor Data.
- Step 2: Submit the VOE form directly to the Board once an Application for the trainee is on file or provide the completed form to your trainee to be submitted to the Board along with their application.

**Application Tips:**

- Make a copy of the completed form for your records.
- Review to ensure the VOE form is accurate and complete. Any omission could cause a delay in the application process.

**TRAINEE:**

- Step 1: Submit the VOE form(s) provided to you by your primary supervisor(s) along with an Application to take the EPPP and/or an Application to take the CPLEE; unless an active application was already on file, VOE form(s) received without an application on file with the Board will be returned to the sender. You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)).
  - If you have an active application already on file with the Board, your primary supervisor(s) can submit the VOE form(s) to the Board directly.
- Step 2: Review to ensure all necessary documents are furnished to the Board. Any omission could cause a delay in the application process.

**Application Tips:**

- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, Notification, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.

**Agenda Item #7: Recommendations for Agenda Items for Future Licensure Committee Meetings**

Dr. Harb Sheets opened the floor for public comment.

No public comment was offered.

**CLOSED SESSION**

**Agenda Item #8: 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.**

The Committee entered Closed Session at 1:42 pm.

Adjournment immediately followed Closed Session.

**Read these instructions carefully prior to completing the form.**

- Obtaining eligibility to take and pass the Examination for Professional Practice in Psychology (EPPP) is the first step towards licensure.
- Step 1: Complete the application form if you are applying to take the EPPP. All fields on the form are required unless otherwise indicated.
- Step 2: Submit fee: \$40. Mail completed application with all necessary documents and a check for \$40 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
- Step 3: Provide verification that you have met the education and experience requirements pursuant to the Psychology Licensing Law and regulations.
  - Official Transcript: Submit official transcript for a qualifying doctoral degree with the degree awarded date. The official transcript can be submitted to the board 1) electronically by the educational institutions to [boplicensing@dca.ca.gov](mailto:boplicensing@dca.ca.gov), 2) by mail from the educational institution, or 3) in an envelope that has been sealed and signed by the educational institution along with the application by mail.

*Note:* If the educational institution is outside the United States or Canada, request an evaluation of the degree by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), or by the National Register of Health Services Psychologists (NRHSP), and provide any other documentation the board deems necessary. Refer to the [Business and Professions Code Section 2914\(b\)\(5\)](#) for details.
  - Verification of Experience (VOE): A minimum of 1,500 hours of supervised professional experience (SPE) is necessary to qualify for the EPPP. This experience must be verified by a qualified primary supervisor. See Verification of Experience Form Instructions.

Application Tips:

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.

- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

DRAFT



**Application Fee:** \$40 (Nonrefundable)

**File #:** \_\_\_\_\_ (Board use only)

**SECTION I: PERSONAL DATA**

Last\* \_\_\_\_\_ First\* \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr., Sr., I, II \_\_\_\_\_  
\*You must use your legal name.

**ALIASES** List all other names by which you have been known. (If more than two, use additional paper.):

\_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr., Sr., I, II \_\_\_\_\_  
 \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr., Sr., I, II \_\_\_\_\_

**RESIDENCE ADDRESS**

\_\_\_\_\_  
 Number and Street \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 \_\_\_\_\_  
 Sex: Male  Female  Email Address, if any \_\_\_\_\_  
 \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_  
 \_\_\_\_\_ / / \_\_\_\_\_  
 Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)<sup>1</sup> \_\_\_\_\_ Date of Birth \_\_\_\_\_

**THIS APPLICATION IS BASED UPON** (check one response only):

- A doctorate degree in psychology, educational psychology, or in education with a field of specialization in counseling psychology or educational psychology earned at an accredited or approved educational institution pursuant to section 2914 of the Business and Professions Code.
- A doctoral degree that has been earned at an educational institution outside of the United States or Canada.
- Possession of Certificate of Professional Qualification (CPQ).
- Possession of a credential as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPP) and licensed in another state, Canadian province, or U.S. territory for a minimum of two years.
- Possession of a certificate by the American Board of Professional Psychology (ABPP).

<sup>1</sup>Disclosure of your SSN or ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 United States Code Annotated 405 (c)(2)(C)) authorizes collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity that utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

[www.psychology.ca.gov](http://www.psychology.ca.gov)

P (916) 574-7720 / F (916) 574-8672

1625 North Market Blvd. N-215, Sacramento, CA 95834



GAVIN NEWSOM, GOVERNOR  
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY



20-244 (Revised XX/XX)

DRAFT

## SECTION II: PROFESSIONAL DATA

YES NO

Are you now registered, or have you ever applied to become registered as a psychological associate in California?  
*If yes, when?*

Have you ever applied to become a registered psychologist in California?  
*If yes, when?*

Prior to this application, have you ever submitted an application to take the EPPP, the CPLEE, or for licensure in California?  
*If yes, when?*

## SECTION III: EDUCATIONAL DATA

### DOCTORAL DEGREE

Granting Institution

Dates Attended

Major Field of Degree

Degree Awarded

Date Awarded/Met Requirements

## SECTION IV: MILITARY AND MILITARY SPOUSES

YES NO

Are you currently serving in or have you previously served in the military?

*You will be eligible for the expedited review of your application pursuant to Business and Professions Code section 115.5 if you answer "yes" to the following questions:*

Are you married to or in a domestic partnership or other legal union with an active duty member of the armed forces of the United States who is assigned to a duty station in California under active duty military orders? If yes, please attach a copy of the marriage certificate or certified declaration/registration of domestic partnership AND copies of current leave and earnings statements or military order establishing duty station in California.

Do you hold a current license in another state, district, or territory of the United States in the profession or vocation for which you seek licensure from the Board? If yes, please attach a copy of the current license from the other state, district, or territory of the United States.

*You will be eligible for the expedited review of your application pursuant to Business and Professions Code section 115.4 if you answer "yes" to the following question:*

Have you served as an active duty member of the United States armed forces and were honorably discharged? If yes, please provide satisfactory evidence (e.g., DD 214 "Certificate of Release of Discharge from Active Duty") along with your application.

## SECTION V: REFUGEE, ASYLEE, OR SPECIAL IMMIGRANT VISA HOLDER

Business and Professions Code section 135.4 provides that the Board of Psychology must expedite, and may assist, the initial licensure process for certain applicants described below.

Do any of the following statements apply to you:

YES NO

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;  |
| <input type="checkbox"/> | <input type="checkbox"/> | You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,  |
| <input type="checkbox"/> | <input type="checkbox"/> | You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/ interpreters or those who worked for or on behalf of the United States government. |

*If you selected YES to any of the questions above, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.*

## SECTION VI: EXAMINATION DATA

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you taken and passed the Association of State and Provincial Psychology Boards (ASPPB) Examination for Professional Practice in Psychology (EPPP)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, did you take the EPPP outside of California?<br><b>If yes, stop here and use the Out-of-State Applicants: Application to Take CPLEE form</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you requesting a waiver of the EPPP? <i>If yes, indicate below the basis for the waiver.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Previously licensed in California.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Licensure in another state, Canadian province, or U.S. territory for at least two years.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Professional Qualification (CPQ).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Credentialed as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPP) and licensed in another state, Canadian province, or U.S. territory for a minimum of two years.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified by the American Board of Professional Psychology (ABPP) and licensed in another state, Canadian province, or U.S. territory for a minimum of two years.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Abandoned a previous application for licensure as a psychologist pursuant to section 1381.1 of the California Code of Regulations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pursuant to section 1798.61 of the Civil Code, an applicant's name and address are available to anyone for the purpose of providing those persons with informational materials relating to available professional educational materials and courses. Pursuant to the Information Practices Act of 1977, you can choose to have your name and address withheld from the list.<br><i>Do you wish to have your name and address withheld?</i> |

## SECTION VII: SUPERVISED PROFESSIONAL EXPERIENCE

List below the names of every **primary** supervisor who you are asking to verify a portion of the required 3,000 hours of supervised professional experience:

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If the date you started your post-doctoral supervised professional experience is prior to the ceremonial awarding of your doctoral degree, indicate below how you will document that you met all requirements prior to the date the doctoral degree was actually awarded.

- The date is posted on my doctoral transcript.
- A separate document confirming the date will be sent by the registrar, director of training, or dean of the academic institution.

## SECTION VIII: FITNESS FOR PRACTICE

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently affected by any physical or mental condition that in any way impairs or limits your ability to practice psychology with safety to the public? <i>If yes, explain on a separate sheet of paper.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you use any chemical substance(s) that in any way impairs your ability to practice psychology with safety to the public? <i>If yes, please explain on a separate sheet of paper.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently engaged in the illegal use of controlled dangerous substances, or were you so engaged recently enough so that the use of drugs may have an ongoing impact on your ability to function as a psychologist? <i>If yes, please explain on a separate sheet of paper.</i> |

## SECTION IX: LICENSE DISCIPLINARY ACTION

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been denied a license, registration, certificate, or credential to practice psychology or any other profession or occupation in any state or country? <i>If yes, complete the License Disciplinary Action form.</i>            |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had a license, registration, certificate, or credential to practice psychology or any other profession or occupation subjected to discipline by any state or country? <i>If yes, complete the License Disciplinary Action form.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever voluntarily surrendered a license, registration, or credential to practice psychology or any other profession or occupation in any state or country? <i>If yes, complete the License Disciplinary Action form.</i>             |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been subject to review and/or action by the ethics committee of any professional organization in any state or country? <i>If yes, complete the License Disciplinary Action form.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you required to register as a sex offender pursuant to section 290 of the Penal Code? <i>If yes, complete the License Disciplinary Action form.</i>  |

## SECTION X: REQUIRED COURSEWORK AND TRAINING

### Part A. SUICIDE RISK ASSESSMENT AND INTERVENTION REQUIREMENT

YES NO

- Have you satisfied the requirement for coursework or applied experience under supervision in suicide risk assessment and intervention as described in section 2915.4 of the Business and Professions Code? (Effective January 1, 2020, applicants are required to complete and provide proof of compliance for a minimum of six hours of coursework or applied experience under supervision in suicide risk assessment and intervention as a one-time requirement.) *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution/ Applied Experience Settings / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate that training meets Board's requirements pursuant to section 2915.4 of the Business and Professions Code.**

### Part B. HUMAN SEXUALITY REQUIREMENT

YES NO

- Have you satisfied the requirement for training in human sexuality as described in section 25 of the Business and Professions Code and section 1382 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 25 of the Business and Professions Code and section 1382 of title 16 of the California Code of Regulations.**

### Part C. CHILD ABUSE ASSESSMENT AND REPORTING

YES NO

- Have you satisfied the requirement for training in child abuse assessment and reporting as described in section 28 of the Business and Professions Code and section 1382.4 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 28 of the Business and Professions Code and section 1382.4 of title 16 of the California Code of Regulations.**

**Part D. DETECTION AND TREATMENT OF ALCOHOL AND OTHER CHEMICAL SUBSTANCE DEPENDENCY REQUIREMENT**

YES NO

Have you satisfied the requirement for coursework in the detection and treatment of alcohol and other chemical substance dependency as described in section 2914(e) of the Business and Professions Code and section 1382.3 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

Name of Institution/Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 2914(e) of the Business and Professions Code and section 1382.3 of title 16 of the California Code of Regulations.**

**Part E. SPOUSAL OR PARTNER ABUSE ASSESSMENT, DETECTION, AND INTERVENTION TRAINING REQUIREMENTS**

YES NO N/A

Have you satisfied the requirement for the spousal or partner abuse assessment, detection, and intervention training required by section 2914(f) of the Business and Professions Code and section 1382.5 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 2914(f) of the Business and Professions Code and section 1382.5 of title 16 of the California Code of Regulations.**

**Part F. AGING AND LONG-TERM CARE TRAINING REQUIREMENTS**

YES NO

Have you satisfied the requirement for the aging and long-term care training required by section 2915.5 of the Business and Professions Code? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience Settings / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 2915.5 of the Business and Professions Code .**

**SECTION XI: STATEMENT OF APPLICANT**

*I, the undersigned, am the person making the foregoing application. I have read the foregoing application in its entirety and know the contents thereof. I hereby certify under penalty of perjury under the laws of the state of California that any statements made herein or attached hereto are true in every respect. I understand that any misstatements or omissions of material fact may be cause for denial, suspension, or revocation of a license.*

Signature of Applicant

Date

**Collection and Use of Personal Information**

The Department of Consumer Affairs and the California Board of Psychology collect the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act.

**Access to Your Information**

You may review the records maintained by the California Board of Psychology pertaining to you that contain your personal information, as permitted by the Information Practices Act. See contact information below.

**Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. However, we may need to share the information you give us with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act.
- To another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information**

For questions about this notice or access to your records, you may contact the California Board of Psychology at 1625 North Market Blvd., Suite N-215, Sacramento, CA 95834; by phone at (866) 503-3221; or by email at [boplicensing@dca.ca.gov](mailto:boplicensing@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Blvd., Sacramento, CA 95834; by phone at (800) 952-5210; or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).



**Read these instructions carefully prior to completing the form.**

- After passing the Examination for Professional Practice of Psychology (EPPP), obtaining eligibility to take and pass the California Psychology Law and Ethics Examination (CPLEE) is the second step towards licensure.
- Step 1: Complete the application form if you have already taken and passed the EPPP and are applying to take or retake the CPLEE. All fields on the form are required unless otherwise indicated.
- Step 2: Submit fee: \$129. Mail completed application with all necessary documents and a check for \$129 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
- Step 3: Provide verification that you have met the experience requirements pursuant to the Psychology Licensing Law and regulations.
  - Verification of Experience (VOE): A total of 3,000 hours of supervised professional experience (SPE) is necessary to qualify for the CPLEE. This experience must be verified by a qualified primary supervisor. See Verification of Experience Form Instructions.

*Note: If you have submitted all 3,000 hours of SPE to the Board when you applied to take the EPPP, and the hours were credited towards licensure upon notification by the Board, you have met the supervised professional experience requirements for licensure. Duplicate submission of VOE is not necessary.*

### Application Tips:

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.
- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

Check all box(es) below that apply:

- I have recently passed the EPPP and am applying to take the CPLEE.
- I have served, or I am currently serving in the military.
- I am married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under active duty military orders AND I hold a current psychology license in another state, district, or territory of the United States.
- I have a Certificate of Professional Qualification (CPQ) issued by the Association of State and Provincial Psychology Boards (ASPPB).
- I have a credential as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSP).
- I am certified by the American Board of Professional Psychology (ABPP).
- I'm requesting to take the CPLEE based on probationer status.

Have you previously taken the CPLEE?  Yes (Last date taken: \_\_\_\_\_)  No

Do you require reasonable accommodations?  Yes  No

Name (please print): \_\_\_\_\_

File ID #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Read these instructions carefully prior to completing the form.**

- Use this form if any of the following describes you:
    - Have already taken and passed the Examination for Professional Practice of Psychology (EPPP) in another state, Canadian province, or U.S. territory but do not currently hold an active license;
    - Credentialed as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPP) and currently licensed as a psychologist in another state, Canadian province, or U.S. territory at the doctoral level for at least two years; or
    - Certified by the American Board of Professional Psychology (ABPP) and currently licensed as a psychologist in another state, Canadian province, or U.S. territory at the doctoral level for at least two years
    - Hold a current Certificate of Professional Qualification (CPQ) issued by the Association of State and Provincial Psychology Boards (ASPPB);
  - Step 1: Complete the application form. All fields on the form are required unless otherwise indicated.
  - Step 2: Submit fees: \$40 application fee and \$129 CPLEE fee. Mail completed application with all necessary documents and a check for \$169 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
  - Step 3: Provide verification that you have successfully passed the EPPP, met the education and experience requirements pursuant to the Psychology Licensing Law and regulations, and a license verification from your licensing Board.
    - EPPP Score Transfer: Request a verification of EPPP score from the Association of State and Provincial Psychology Boards ([ASPPB](#)) to be submitted electronically to the Board.
    - Official Transcript: Submit official transcript for a qualifying doctoral degree with the degree awarded date. The official transcript can be submitted to the board 1) electronically by the educational institutions to [boplicensing@dca.ca.gov](mailto:boplicensing@dca.ca.gov), 2) by mail from the educational institution, or 3) in an envelope that has been sealed and signed by the educational institution along with the application by mail.
    - Verification of Experience (VOE): A total of 3,000 hours of supervised professional experience (SPE) is necessary to qualify for the CPLEE. This experience must be verified by a qualified primary supervisor. See Verification of Experience Form Instructions.
- Note: If you possess one of the following, have the credential or certificate submitted by the issuing entity **in lieu of submitting the VOE form(s)** to the Board:*
- Credentialed as a Health Service Provider in Psychology by the [National Register of Health Service Providers in Psychology \(NRHSPP\)](#);
  - Certified by the [American Board of Professional Psychology \(ABPP\)](#); or
  - [Certificate of Professional Qualification \(CPQ\)](#) issued by the Association of State and Provincial Psychology Board (ASPPB).

## Application Tips:

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies applicants upon receipt of their Out-of-State Applicant: Application to Take the CPLEE. The Board will automatically add the Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.
- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

**Application Fee:** \$40 and **CPLEE Fee:** \$129 (Nonrefundable)

**File #:** \_\_\_\_\_ (Board use only)

**SECTION I: PERSONAL DATA**

Last\* \_\_\_\_\_ First\* \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr., Sr., I, II \_\_\_\_\_

\*You must use your legal name.

**ALIASES** List all other names by which you have been known. (If more than two, use additional paper.):

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr., Sr., I, II \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Jr., Sr., I, II \_\_\_\_\_

**RESIDENCE ADDRESS**

Number and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Sex: Male  Female  Email Address, if any \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)<sup>1</sup> \_\_\_\_\_ / / \_\_\_\_\_  
Date of Birth

**THIS APPLICATION IS BASED UPON** (check one response only):

- A passing score on the EPPP taken at the doctoral level.
- Possession of Certificate of Professional Qualification (CPQ).
- Possession of a credential as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSP) and licensed in another state, Canadian province, or U.S. territory for a minimum of two years.
- Possession of a certificate by the American Board of Professional Psychology (ABPP).

<sup>1</sup>Disclosure of your SSN or ITIN is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 United States Code Annotated 405 (c)(2)(C)) authorizes collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity that utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

## SECTION II: PROFESSIONAL DATA

YES NO

Are you now registered, or have you ever applied to become registered as a psychological associate in California?  
*If yes, when?*

Have you ever applied to become a registered psychologist in California?  
*If yes, when?*

Prior to this application, have you ever submitted an application to take the EPPP, the CPLEE, or for licensure in California?  
*If yes, when?*

## SECTION III: EDUCATIONAL DATA

### DOCTORAL DEGREE

Granting Institution

Dates Attended

Major Field of Degree

Degree Awarded

Date Awarded/Met Requirements

Note: If the educational institution is outside the United States or Canada, request an evaluation of the degree by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), or by the National Register of Health Services Psychologists (NRHSP), and provide any other documentation the board deems necessary. Refer to the [Business and Professions Code Section 2914\(b\)\(5\)](#) for details.

## SECTION IV: MILITARY AND MILITARY SPOUSES

YES NO

Are you currently serving in or have you previously served in the military?

*You will be eligible for the expedited review of your application pursuant to Business and Professions Code section 115.5 if you answer "yes" to the following questions:*

Are you married to or in a domestic partnership or other legal union with an active duty member of the armed forces of the United States who is assigned to a duty station in California under active duty military orders? If yes, please attach a copy of the marriage certificate or certified declaration/registration of domestic partnership AND copies of current leave and earnings statements or military order establishing duty station in California.

Do you hold a current license in another state, district, or territory of the United States in the profession or vocation for which you seek licensure from the Board? If yes, please attach a copy of the current license from the other state, district, or territory of the United States.

*You will be eligible for the expedited review of your application pursuant to Business and Professions Code section 115.4 if you answer "yes" to the following question:*

Have you served as an active duty member of the United States armed forces and were honorably discharged? If yes, please provide satisfactory evidence (e.g., DD 214 "Certificate of Release of Discharge from Active Duty") along with your application.

## SECTION V: REFUGEE, ASYLEE, OR SPECIAL IMMIGRANT VISA HOLDER

Business and Professions Code section 135.4 provides that the Board of Psychology must expedite, and may assist, the initial licensure process for certain applicants described below.

Do any of the following statements apply to you:

YES NO

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;  |
| <input type="checkbox"/> | <input type="checkbox"/> | You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,  |
| <input type="checkbox"/> | <input type="checkbox"/> | You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/ interpreters or those who worked for or on behalf of the United States government. |

***If you selected YES to any of the questions above, you must attach evidence of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.***

## SECTION VI: EXAMINATION DATA

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you taken and passed the Association of State and Provincial Psychology Boards (ASPPB) Examination for Professional Practice in Psychology (EPPP)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, did you take the EPPP outside of California?<br><b><i>PLEASE NOTE: If you have taken and passed the EPPP outside of California, you must arrange to have your score reported to the Board by ASPPB at <a href="http://www.asppb.net/page/ScoreTransfer">www.asppb.net/page/ScoreTransfer</a>. If your score is documented and the score you received meets or exceeds the California pass point for that particular administration of the EPPP, you will not be required to retake the EPPP.</i></b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you requesting a waiver of the EPPP? <i>If yes, indicate below the basis for the waiver.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Previously taken and passed the EPPP, but not yet licensed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Licensure in another state, Canadian province, or U.S. territory.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Professional Qualification (CPQ).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Credentialed as a Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPP) and licensed in another state, Canadian province, or U.S. territory for a minimum of two years.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified by the American Board of Professional Psychology (ABPP) and licensed in another state, Canadian province, or U.S. territory for a minimum of two years.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Abandoned a previous application for licensure as a psychologist pursuant to section 1381.1 of the California Code of Regulations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pursuant to section 1798.61 of the Civil Code, an applicant's name and address are available to anyone for the purpose of providing those persons with informational materials relating to available professional educational materials and courses. Pursuant to the Information Practices Act of 1977, you can choose to have your name and address withheld from the list.   |

***Do you wish to have your name and address withheld?***

## SECTION VII: SUPERVISED PROFESSIONAL EXPERIENCE

List below the names of every **primary** supervisor who you are asking to verify a portion of the required 3,000 hours of supervised professional experience:

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If the date you started your post-doctoral supervised professional experience is prior to the ceremonial awarding of your doctoral degree, indicate below how you will document that you met all requirements prior to the date the doctoral degree was actually awarded.

- The date is posted on my doctoral transcript.
- A separate document confirming the date will be sent by the registrar, director of training, or dean of the academic institution.

## SECTION VIII: FITNESS FOR PRACTICE

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently affected by any physical or mental condition that in any way impairs or limits your ability to practice psychology with safety to the public? <i>If yes, explain on a separate sheet of paper.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you use any chemical substance(s) that in any way impairs your ability to practice psychology with safety to the public? <i>If yes, please explain on a separate sheet of paper.</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently engaged in the illegal use of controlled dangerous substances, or were you so engaged recently enough so that the use of drugs may have an ongoing impact on your ability to function as a psychologist? <i>If yes, please explain on a separate sheet of paper.</i> |

## SECTION IX: LICENSE DISCIPLINARY ACTION

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been denied a license, registration, certificate, or credential to practice psychology or any other profession or occupation in any state or country? <i>If yes, complete the License Disciplinary Action form.</i>            |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had a license, registration, certificate, or credential to practice psychology or any other profession or occupation subjected to discipline by any state or country? <i>If yes, complete the License Disciplinary Action form.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever voluntarily surrendered a license, registration, or credential to practice psychology or any other profession or occupation in any state or country? <i>If yes, complete the License Disciplinary Action form.</i>             |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been subject to review and/or action by the ethics committee of any professional organization in any state or country? <i>If yes, complete the License Disciplinary Action form.</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you required to register as a sex offender pursuant to section 290 of the Penal Code? <i>If yes, complete the License Disciplinary Action form.</i>  |



## SECTION X: REQUIRED COURSEWORK AND TRAINING

### Part A. SUICIDE RISK ASSESSMENT AND INTERVENTION REQUIREMENT

YES NO

Have you satisfied the requirement for coursework or applied experience under supervision in suicide risk assessment and intervention as described in section 2915.4 of the Business and Professions Code? (Effective January 1, 2020, applicants are required to complete and provide proof of compliance for a minimum of six hours of coursework or applied experience under supervision in suicide risk assessment and intervention as a one-time requirement.) *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution/ Applied Experience Settings / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate that training meets Board's requirements pursuant to section 2915.4 of the Business and Professions Code.**

### Part B. HUMAN SEXUALITY REQUIREMENT

YES NO

Have you satisfied the requirement for training in human sexuality as described in section 25 of the Business and Professions Code and section 1382 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 25 of the Business and Professions Code and section 1382 of title 16 of the California Code of Regulations.**

### Part C. CHILD ABUSE ASSESSMENT AND REPORTING

YES NO

Have you satisfied the requirement for training in child abuse assessment and reporting as described in section 28 of the Business and Professions Code and section 1382.4 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 28 of the Business and Professions Code and section 1382.4 of title 16 of the California Code of Regulations.**

**Part D. DETECTION AND TREATMENT OF ALCOHOL AND OTHER CHEMICAL SUBSTANCE DEPENDENCY REQUIREMENT**

YES NO

Have you satisfied the requirement for coursework in the detection and treatment of alcohol and other chemical substance dependency as described in section 2914(e) of the Business and Professions Code and section 1382.3 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

Name of Institution/Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 2914(e) of the Business and Professions Code and section 1382.3 of title 16 of the California Code of Regulations.**

**Part E. SPOUSAL OR PARTNER ABUSE ASSESSMENT, DETECTION, AND INTERVENTION TRAINING REQUIREMENTS**

YES NO N/A

Have you satisfied the requirement for the spousal or partner abuse assessment, detection, and intervention training required by section 2914(f) of the Business and Professions Code and section 1382.5 of title 16 of the California Code of Regulations? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 2914(f) of the Business and Professions Code and section 1382.5 of title 16 of the California Code of Regulations.**

**Part F. AGING AND LONG-TERM CARE TRAINING REQUIREMENTS**

YES NO

Have you satisfied the requirement for the aging and long-term care training required by section 2915.5 of the Business and Professions Code? *If yes, complete the information below. If no, this requirement must be satisfied and documented prior to licensure.*

How did you satisfy this requirement? (Check one)  Coursework  Applied Experience  Continuing Education

Name of Institution / Applied Experience Settings / Provider

Date(s) of Coursework / Applied Experience / Continuing Education

Name of Course (put N/A if not applicable)

Number of Hours (Coursework / Applied Experience / Continuing Education)

**Note: The supplemental documents must clearly indicate training meets Board's requirements pursuant to section 2915.5 of the Business and Professions Code .**

**SECTION XI: STATEMENT OF APPLICANT**

*I, the undersigned, am the person making the foregoing application. I have read the foregoing application in its entirety and know the contents thereof. I hereby certify under penalty of perjury under the laws of the state of California that any statements made herein or attached hereto are true in every respect. I understand that any misstatements or omissions of material fact may be cause for denial, suspension, or revocation of a license.*

Signature of Applicant

Date

**Collection and Use of Personal Information**

The Department of Consumer Affairs and the California Board of Psychology collect the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act.

**Access to Your Information**

You may review the records maintained by the California Board of Psychology pertaining to you that contain your personal information, as permitted by the Information Practices Act. See contact information below.

**Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. However, we may need to share the information you give us with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act.
- To another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

**Contact Information**

For questions about this notice or access to your records, you may contact the California Board of Psychology at 1625 North Market Blvd., Suite N-215, Sacramento, CA 95834; by phone at (866) 503-3221; or by email at [boplicensing@dca.ca.gov](mailto:boplicensing@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Blvd., Sacramento, CA 95834; by phone at (800) 952-5210; or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

## APPLICATION FOR LICENSURE FORM INSTRUCTIONS

**Read these instructions carefully prior to completing the form.**

- After passing the California Psychology Law and Ethics Examination (CPLEE), applying for licensure is the last step in the licensure process.
- Step 1: Complete the application form if you have already taken and passed the CPLEE and are applying for a psychologist license. All fields on the form are required unless otherwise indicated.
- Step 2: Submit fee: \$400. Mail completed application with all necessary documents and a check for \$400 payable to the Board of Psychology at 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834. Payment is nonrefundable.
- You must provide evidence of prelicensure coursework and evidence of fingerprint submission pursuant to the Psychology Licensing Law and regulations for the Application for Licensure.
  - Prelicensure Coursework: Provide supplemental documents that clearly indicate that training meets the requirements pursuant to the Psychology Licensing Law and regulations.
  - Fingerprint Submission: Complete the Request for Live Scan Services form and take it to a Live Scan site to submit fingerprints to Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). After submitting your fingerprints, send a copy of the Request for Live Scan Services to the Board along with your Application for Licensure.

### Application Tips:

- Make a copy of any completed form and supporting documentation for your records.
- Review to ensure all necessary documents and payment are furnished to the Board. Any omission could cause a delay in the application process.
- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.
- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.
- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

**APPLICATION FOR LICENSURE**

Print your name. \*You must use your legal name.

File #: \_\_\_\_\_

NAME\* \_\_\_\_\_ DEGREE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SSN \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**ADDRESS OF RECORD (AOR):** (This address will be available to the public and will be used to send your renewal notices and all other mailings from the Board.)

**CONFIDENTIAL ADDRESS (CA):** (If AOR is a post office box or mail drop location, you must provide a confidential address. The confidential address can be your physical business or residential address.)

**PRE-LICENSURE COURSE REQUIREMENT:**

**Human Sexuality Requirement:** (Check one)

- Documentation of compliance with this requirement has already been submitted to the Board of Psychology.
- Documentation of compliance with this requirement is attached.

**Child Abuse Detection Requirement:** (Check one)

- Documentation of compliance with this requirement has already been submitted to the Board of Psychology.
- Documentation of compliance with this requirement is attached.

**Training in the Detection and Treatment of Alcohol and Other Substance Dependency:** (Check one)

- Documentation of compliance with this requirement has already been submitted to the Board of Psychology.
- Documentation of compliance with this requirement is attached.

**Training in the Detection and Treatment of Spousal or Partner Abuse:** (Check one)

- Documentation of compliance with this requirement has already been submitted to the Board of Psychology.
- Documentation of compliance with this requirement is attached.

**Training in Aging and Long-Term Care:** (Check one)

- Documentation of compliance with this requirement has already been submitted to the Board of Psychology.
- Documentation of compliance with this requirement is attached.

**Suicide Risk Assessment and Intervention:** (Check one)

- Documentation of compliance with this requirement has already been submitted to the Board of Psychology.
- Documentation of compliance with this requirement is attached.

I, the undersigned, declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Read these instructions carefully prior to completing the form.**

## **PRIMARY SUPERVISOR:**

- Step 1: Complete and sign a verification of experience (VOE) form upon completion of supervised professional experience.
  - If the experience was accrued in California, complete page 1 of this form.
  - If the experience was accrued outside of California, complete pages 1 and 2 of this form.
  - Complete a separate VOE form for pre-doctoral and post-doctoral experience.
  - Training Director: If you are a training director of a formal internship or formal postdoctoral training placement that is overseen by the APA, APPIC, or CAPIC, check the box next to “Yes” on the form under Primary Supervisor Data.
- Step 2: Submit the VOE form directly to the Board once an Application for the trainee is on file **or** provide the completed form to your trainee to be submitted to the Board along with their application.

## **Application Tips:**

- Make a copy of the completed form for your records.
- Review to ensure the VOE form is accurate and complete. Any omission could cause a delay in the application process.

## **TRAINEE:**

- Step 1: Submit the VOE form(s) provided to you by your primary supervisor(s) along with an Application to take the EPPP and/or an Application to take the CPLEE; unless an active application was already on file, VOE form(s) received without an application on file with the Board will be returned to the sender. You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)).
  - If you have an active application already on file with the Board, your primary supervisor(s) can submit the VOE form(s) to the Board directly.
- Step 2: Review to ensure all necessary documents are furnished to the Board. Any omission could cause a delay in the application process.

## **Application Tips:**

- The Board notifies all applicants upon receipt of their Application to Take the EPPP. The Board will automatically add the Application to Take the CPLEE, Application for Licensure, Notification, and any subsequent documents to the processing queue, and it will notify applicants of the status of their application when the review is complete.
- If you would like confirmation of the Board's receipt of your application and documents, consider using a mail tracking service.
- All applications and supporting documents are reviewed and processed according to the date received. If your application is deficient or missing documents, the Board will review and process the requested documents according to the date received. Unless, it is required to be expedited pursuant to the Business and Professions Codes 115 et. Seq.

- Application processing times vary, if you would like to check the current processing times, visit the Board's website at <https://www.psychology.ca.gov/applicants/licupdates.shtml>.
- You can check the status of your application by logging into BreEZe ([www.BreEZe.ca.gov](http://www.BreEZe.ca.gov)). Application will show a pending status when it is in queue for review.

DRAFT

# VERIFICATION OF EXPERIENCE FORM

## TRAINEE AND PRIMARY SUPERVISOR DATA

TRAINEE		PRIMARY SUPERVISOR	
Last Name:		Last Name:	
First Name:		First Name:	
Middle Initial:		Email Address:	
Date of Birth:		Phone Number:	
Email Address:		License Type and Number:	
Phone Number:		Jurisdiction (State of Province):	
		License Issue Date:	
		Training Director:	<input type="checkbox"/> Yes

## VERIFICATION OF EXPERIENCE

Start Date (e.g., 10/3/2016)	Completion Date (e.g., 10/2/2017)	Average number of hours worked <b>per week</b> (exclude supervision) (e.g., 36)	Number of hours of direct, face-to-face supervision <b>per week</b> (e.g., 4)	Total number of hours of verified experience including supervision received

## ORGANIZATION WHERE SERVICES WERE PROVIDED:

Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## TRAINEE CATEGORY (check one):

<input type="checkbox"/> Predoctoral Internship	Was this an official placement that is overseen by the APA, APPIC, or CAPIC? <input type="checkbox"/> Yes or <input type="checkbox"/> No	<input type="checkbox"/> APA Program/Department Name: _____ <input type="checkbox"/> APPIC Member Number: _____ <input type="checkbox"/> CAPIC Program Name: _____
<input type="checkbox"/> Postdoctoral Training Program	<i>If "yes", provide additional information of the placement to the right and attach proof of enrollment and/or a copy of official placement contract. If "no", check "Other" and provide the requested information.</i>	<input type="checkbox"/> OTHER (Please explain, state the statutory and/or regulatory reference that allows the trainee to provide psychological services): _____ _____
<input type="checkbox"/> Registered Psychological Associate	Registration Number: _____ Issue date: _____	
<input type="checkbox"/> Waiver	Attach a copy of approved Waiver pursuant to the Welfare and Institutions Code section 5751.2(d); Start Date: _____ End Date: _____	
<input type="checkbox"/> Exempt Settings	<input type="checkbox"/> Accredited/Approved Academic Institutions <input type="checkbox"/> Public Schools <input type="checkbox"/> Governmental Agencies	

The trainee demonstrated overall performance at or above the level of competence expected for their current level of training. Yes  No

**NOTE: If the answer to either of the above questions is "no," please thoroughly explain on a separate sheet and attach it to this form as an addendum.**

*I declare under penalty of perjury under the laws of the State of California that all the foregoing is true, complete, and correct.*

Name (Print or Type) \_\_\_\_\_

Original Signature \_\_\_\_\_ Date \_\_\_\_\_



**COMPLETE THIS PAGE ONLY IF THE VERIFIED EXPERIENCE WAS ACCRUED OUTSIDE OF CALIFORNIA**

<b>PLEASE ANSWER THE FOLLOWING QUESTIONS RELATING TO THIS SUPERVISED EXPERIENCE</b>		Yes	No
1.	Did you provide at least 1 hour of real time, direct, individual supervision every week?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did the trainee receive supervision for at least 10% of the time worked each week?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Did you and any delegated supervisors possess and maintain a valid, active license during the entire supervision period?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Was your supervision in compliance with APA Ethical Principles and Code of Conduct as well as licensing laws and regulations of the state in which the hours were accrued?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you ensure that the trainee was at all times in compliance with all applicable licensing laws and regulations of the state in which the hours were accrued?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Did you and any delegated supervisor have adequate education, training, and experience to supervise this trainee's areas of practice?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Did you monitor the supervision performance of any delegated supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Did the trainee have the appropriate education and training to practice in their areas of practice?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Did you and/or any delegated supervisors receive payment, monetary or otherwise, from the trainee for the purpose of providing supervision?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Was the trainee functioning in this same work setting under any other license or any other professional capacity with the same client(s) during the period of supervision?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Was your license and/or any delegated supervisor's license to practice psychology or any other profession subject to discipline by any state or country during the period of supervision? <i>If yes, explain on a separate sheet of paper.</i>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Prior to or during the period of supervision, did you and/or any delegated supervisor have familial, intimate, business other relationship with the trainee?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Was the trainee a psychotherapy client of yours and/or any delegated supervisor's prior to or during the period of supervision?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Were you employed at the same work setting where the trainee was providing psychological services?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Were you available to the trainee 100% of the time the trainee was working?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Did you inform each client or patient prior to the rendering of services by the trainee, that the trainee is unlicensed and is functioning under the direction and supervision of yourself and that any fees paid for services of the trainee must be paid directly to you or the employer?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Did the trainee have a proprietary interest in your business and/or the business of any delegated supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Did the trainee serve in any capacity that would influence your judgement and/or the judgement of any delegated supervisor in providing supervision?	<input type="checkbox"/>	<input type="checkbox"/>

**DUTIES: DESCRIBE BELOW, IN DETAIL, THE PSYCHOLOGICAL DUTIES INCLUDED IN THE SUPERVISED PROFESSIONAL EXPERIENCE BEING VERIFIED ON THIS FORM:**

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