

**NOTICE OF LICENSURE COMMITTEE  
TELECONFERENCE MEETING AND AGENDA**

Friday, January 13, 2023  
10:00 a.m. – 4:00 p.m. or until completion of business

If Joining by Computer:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=md72eeb72f85fa775aabf3f346a4c1791>

Event number: 2488 036 7102  
Event password: BOP01132023

If Joining by Phone:

+1-415-655-0001 US Toll  
Access code: 248 803 67102  
Passcode: 26701132

The Committee will hold the Committee Meeting via WebEx as noted above. In accordance with Government Code section 11133, this meeting will be held by teleconference with no physical public location.

To avoid potential technical difficulties, please consider submitting any written comments by January 6, 2023, to [bopmail@dca.ca.gov](mailto:bopmail@dca.ca.gov).

**Action may be taken on any item on the agenda.**

**Committee Members**

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

**Board Staff**

Antonette Sorrick, Executive Officer  
Jonathan Burke, Assistant Executive Officer  
Stephanie Cheung, Licensing Manager  
Jason Glasspiegel, Central Services Manager  
Sandra Monterrubio, Enforcement Program Manager  
Mai Xiong, Licensing/BreEZe Coordinator  
Liesel McCockran, CE/Renewals Coordinator  
Lavinia Snyder, Examination Coordinator  
Evan Gage, Special Project Analyst  
Brittany Ng, Board Counsel

**Friday, January 13, 2023**

## **10:00 a.m. – OPEN SESSION**

1. Call to Order/Roll Call/Establishment of a Quorum
2. Public Comment(s) for Items not on the Agenda.  
Note: The Committee may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code Sections 11125 and 11125.7(a)]
3. Chairperson’s Welcome and Opening Remarks
4. Approval of the Licensure Committee Meeting Minutes: July 22, 2022
5. Staff Reports
  - a. Licensing Report (M. Xiong)
  - b. Continuing Education and Renewals Report (L. McCockran)
  - c. Examination Report (L. Snyder)
6. Board Response to Psychologist Applications – Correspondence Review (S. Cheung)
7. Examination for Professional Practice in Psychology (EPPP) 2 Status
8. Recommendations for Agenda Items for Future Licensure Committee Meetings.

## **CLOSED SESSION**

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

## **RETURN TO OPEN SESSION**

### **ADJOURNMENT**

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

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

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

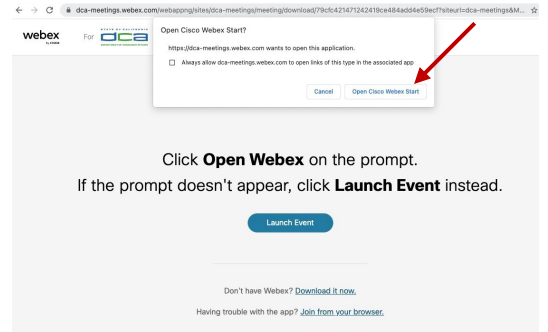
You may access this agenda and the meeting materials at [www.psychology.ca.gov](http://www.psychology.ca.gov). The meeting may be canceled without notice. To confirm a specific meeting, please contact the Board.

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

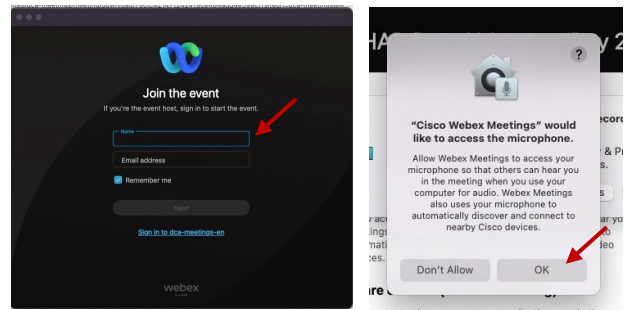
*The goal of this committee is to create and maintain a clear and efficient framework for licensure, examination processes, and continuing professional development through the Board's statutes and regulations to ensure licensees meet the qualifications necessary to practice safely and ethically. The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

## If joining using the meeting link

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



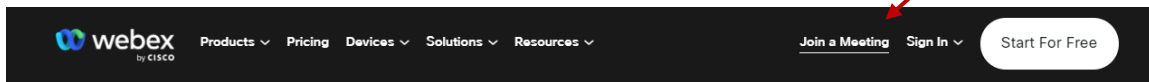
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



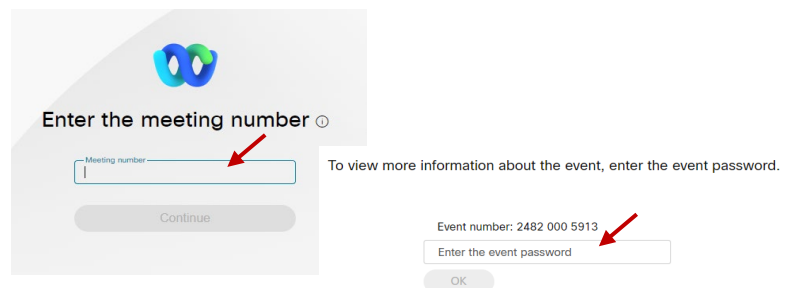
OR

## If joining from Webex.com

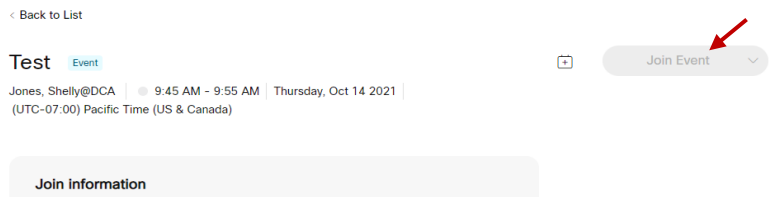
- 1 Click on "Join a Meeting" at the top of the Webex window.



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



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



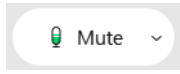
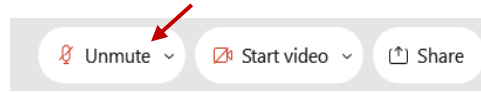
OR

## Connect via telephone\*:

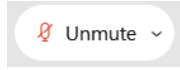
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

### Microphone

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

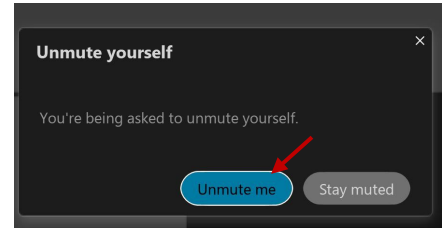


Green microphone = Unmuted: People in the meeting can hear you.



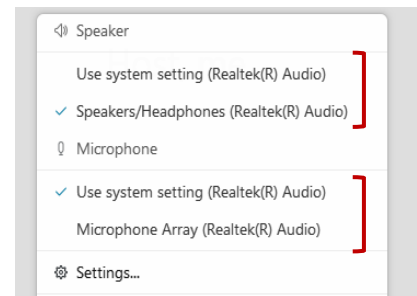
Red microphone = Muted: No one in the meeting can hear you.

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



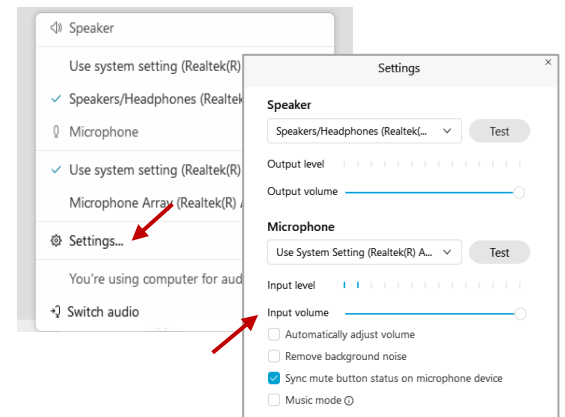
### If you cannot hear or be heard

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



### If your microphone volume is too low or too high

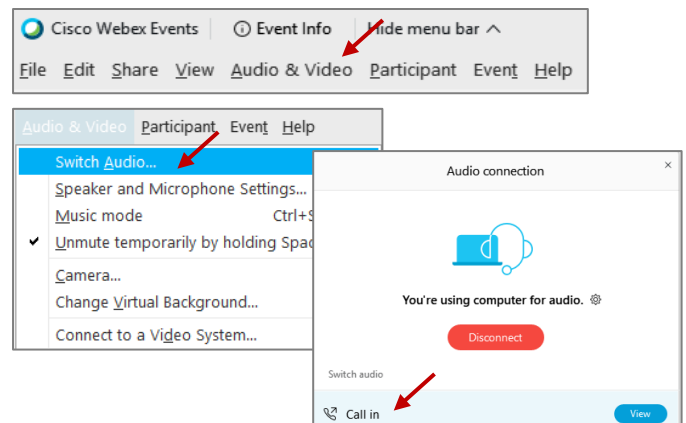
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



### Audio Connectivity Issues

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

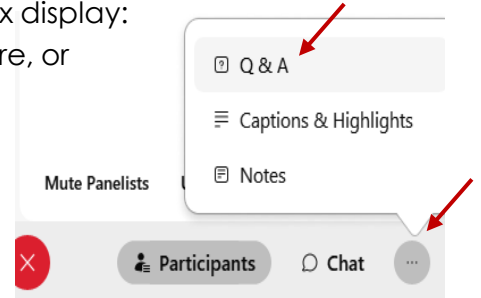
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



The question-and-answer feature (Q&A) is utilized for questions or comments. Upon direction of the meeting facilitator, the moderator will open the Q&A panel for meeting participants to submit questions or comments. *NOTE: This feature is not accessible to those joining the meeting via telephone.*

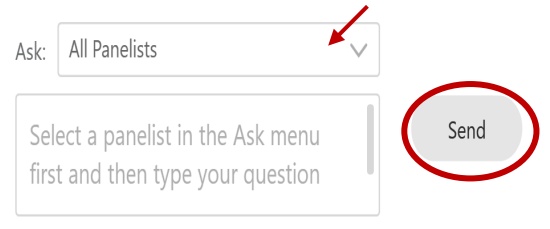
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



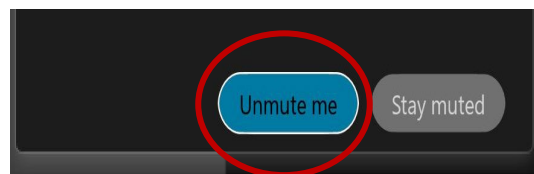
OR

If connected via telephone:

- Utilize the raise hand feature by pressing \*6 to raise your hand.
- Repeat this process to lower your hand.

3 The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

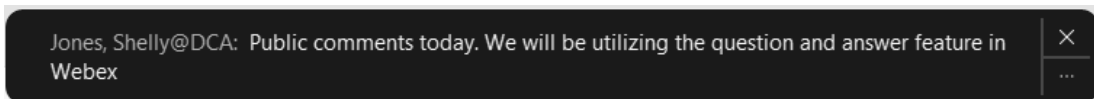


OR

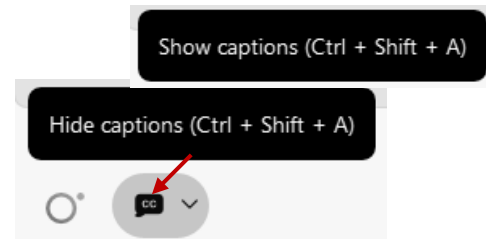
If connected via telephone:

- Press \*3 to unmute your microphone.

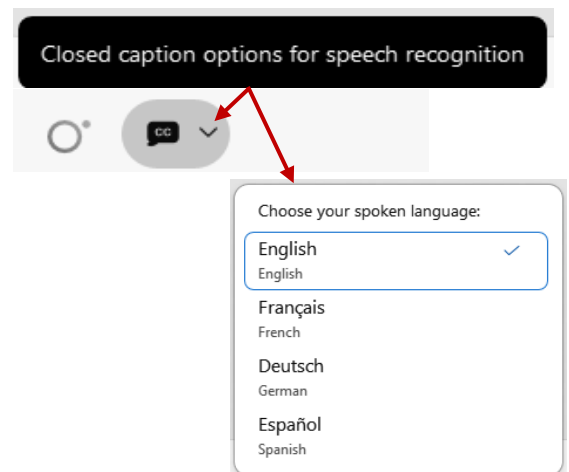
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



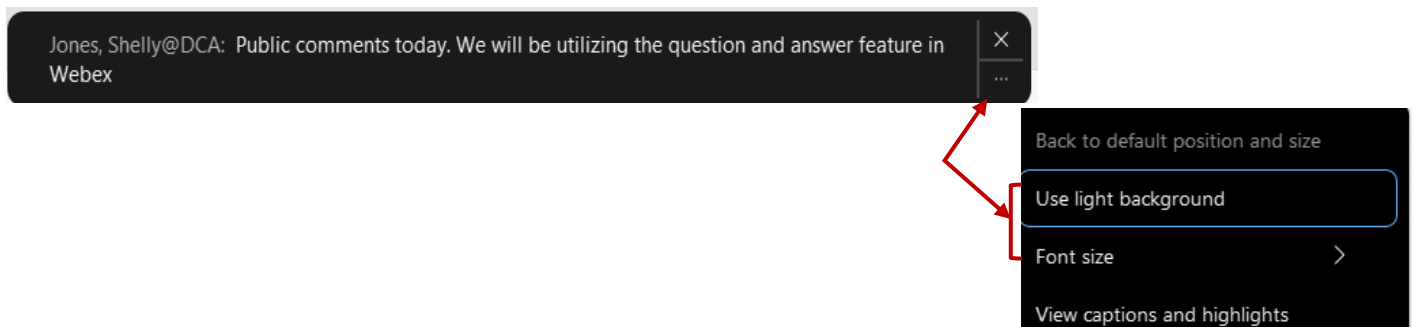
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



---

## MEMORANDUM

<b>DATE</b>	December 13, 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: July 22, 2022

**Background:**

Attached are the draft minutes for the July 22, 2022 Licensure Committee Meeting.

**Attachment:**

Draft minutes of the July 22, 2022 Licensure Committee Meeting.

**Action Requested:**

Approve the attached minutes for the July 22, 2022 Licensure Committee Meeting.



## LICENSURE COMMITTEE MEETING WEBEX

NOTE: Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-29-20, dated March 17, 2020, neither Board member locations nor a public meeting location were provided.

**Friday, July 22, 2022**

### **Members Present**

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

### **Legal Counsel**

Sabina Knight  
Brittany Ng  
Heather Hoganson

### **Board Staff Present**

Antonette Sorrick, Executive Officer  
Jonathan Burke, Assistant Executive Officer  
Stephanie Cheung, Licensing Manager  
Jason Glasspiegel, Central Services Manager  
Mai Xiong, Licensing/BreEZe Coordinator  
Liezal McCockran, Continuing Education and Renewals Coordinator

Friday, July 22, 2022

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

Mary Harb Sheets, PhD, Chairperson, called the open session meeting to order at 10:00 a.m. A quorum was present and due notice had been sent to all interested parties.

### **Agenda Item #2: Public Comment for Items Not on the Agenda. Note: The Board May Not Discuss or Take Action on Any Matter Raised During this Public Comment Section, Except to Decide Whether to Place the Matter on the Agenda of a Future Meeting [Government Code sections 11125 and 11125.7(a)].**

Dr. Harb Sheets called for public comment.

No public comment offered.

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

Dr. Harb Sheets offered opening remarks.

**Agenda Item #4: Approval of Licensure Committee Meeting Minutes: January 7, 2022**

It was (M)Tate(S)Nystrom(C) to adopt the January 7, 2022 Licensure Committee meeting minutes.

Votes: 3 ayes (Harb Sheets, Nystrom, Tate), 0 noes

Motion passes.

**Agenda Item #5: Staff Reports**

a) Licensing Report

Ms. Cheung provided the update on this item.

Ms. Cheung commented that to address the lengthened processing times for applications, staff and management came up with various long-term permanent and short-term temporary solutions, which includes streamlining the application process via Pathways to Licensure regulations, seeking additional resources via Budget Change Proposal, redirecting an Office Technician position to the Licensing unit to assist with administrative duties, hiring and extending the temporary help provided by the Retired Annuitant to assist with the processing of applications, and having the Special Projects Coordinator to assist with licensing workload. The implementation of these solutions has successfully shortened the processing times in May and June.

Dr. Harb Sheets opened the discussion to public comment.

Public comment was offered as to whether there were mechanisms in place or a number to call to expedite Psychological Associate applications. Ms. Cheung commented that applications can only be expedited when they meet specific statutory requirements, otherwise, all applications are processed in the order as they are received for fairness.

b) Continuing Education and Renewals Report

Ms. McCockran provided the update on this item.

Ms. McCockran commented that among recent audits, Board Members Drs. Tate, Casuga, Harb Sheets, and Rodgers had all passed their own 2021 audits.

Dr. Harb Sheets opened the discussion to public comment.

No public comment or further committee discussion offered.

c) Examination Report and Multiple Test Takers Statistics

Ms. Snyder provided the update on this item.

Discussion ensued as to possible causes for a lower pass rate for the EPPP since 2017.

Ms. Snyder commented that California's pass rate was lower than the pass rate of the rest of the country, and that could be the result of having more test-takers in California who graduated from non-APA-accredited programs than in other states.

Discussion continued as to whether the pass rate was higher for test-takers whose doctoral programs were APA-accredited, but there was no data to support this at the time of the meeting.

Dr. Harb Sheets opened the discussion for public comment.

No public comment and no further Committee offered.

**Agenda Item #6: Board Response to Psychologist Applications – Correspondence Review**

Ms. Cheung presented this item.

Discussion ensued as to the content of the correspondence sent out to applicants to address deficiencies in their application materials, and to provide information.

Dr. Tate commented that the application acknowledgement letter should provide a timeline as to when an applicant might hear from their assigned Licensing Analyst if they needed information.

Dr. Harb Sheets commented that it could be useful for the letter to provide information on current processing times.

Ms. Nystrom asked how applicants are notified when there has been a change in which Licensing Analyst is assigned to their application.

Ms. Cheung commented that the only time an application is reassigned is if the assigned Analyst leaves employment with the board.

Dr. Harb Sheets opened the discussion to public comment.

No public comment and no further Committee discussion offered.

**Agenda Item #7: Legislation: Acceptable Verification of Pre-Licensure Coursework Requirements, Business and Professions Code sections 2915.4 and 2915.5**

Ms. Cheung presented this item. To address the issue of application processing timeframes, staff suggested an additional verification method for qualified psychologist license applicants to demonstrate that they have completed the prelicensure coursework on suicide risk assessment and intervention, and on aging and long-term care.

Discussion ensued regarding the options for applicants when it came to demonstrating compliance with prelicensure coursework requirements.

Ms. Cheung described the three ways applicants may currently demonstrate compliance with this educational requirement: 1) obtain it as part of their graduate degree program, 2) obtain it as part of their applied experience, or 3) take a continuing education course as specified in this Statute.

Staff suggested to expand the options by 1) allowing verification through transcripts if they clearly indicate completion of the specified coursework with the course title shown, and 2) allowing the Department Chair to be an additional entity who qualifies to provide the written certification as specified in statute attesting to the completion of the prelicensure coursework by the applicant.

Dr. Harb Sheets opened the discussion for public comment.

No public comment offered.

It was (M)Tate/(S)Nystrom/(C) to propose to the full Board to make the changes to Statute that would allow transcripts to be acceptable for the purpose of verification of educational prerequisites and to allow Department Chairs to provide a written letter of verification where necessary to verify that coursework satisfied the prelicensure coursework requirements for licensure.

Dr. Harb Sheets opened the discussion for public comment.

No public comment offered.

Votes: 3 ayes (Harb Sheets, Nystrom, Tate), 0 noes

The motion passes.

Text as approved:

**2915.4.**

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

- (1) Obtained as part of ~~his or her~~ the applicant's qualifying graduate degree program. To satisfy this requirement, the applicant shall submit to the board a transcript indicating completion of this coursework. In absence of this coursework title in the transcript, the applicant shall submit a written certification from the registrar, department chair, 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 ~~his or her~~ 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 (e) or (f) 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.

(b) Effective January 1, 2020, as a one-time requirement, a licensee prior to the time of ~~his or her~~ the applicant's first renewal after the operative date of this section, or an applicant for reactivation or reinstatement to an active license status, shall have completed a minimum of six hours of coursework or applied experience under supervision in suicide risk assessment and intervention, as specified in subdivision (a). Proof of compliance with this section shall be certified under penalty of perjury that ~~he or~~

she the applicant is in compliance with this section and shall be retained for submission to the board upon request.

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

**2915.5.**

(a) Any applicant for licensure as a psychologist as a condition of licensure, a minimum of six contact hours of coursework or applied experience in aging and long-term care, which may include, but need not be limited to, the biological, social, and psychological aspects of aging. This coursework shall include instruction on the assessment and reporting of, as well as treatment related to, elder and dependent adult abuse and neglect.

(b) In order to satisfy the coursework requirement of this section, the applicant shall submit to the board a transcript indicating completion of this coursework. In absence of this coursework title in the transcript, the applicant shall submit a written certification from the registrar, department chair, 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 required curriculum for graduation at the time the applicant graduated, or within the coursework, that was completed by the applicant.

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

(2) To satisfy the applied experience requirement of this section, 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 occurred stating that the training required by this section is included within the applied experience.

(d) If an applicant does not meet the curriculum or coursework requirement pursuant to this section, the applicant may obtain evidence of compliance by taking a continuing education course that meets the requirements of subdivision (d) or (e) of Section 2915 and that qualifies as a 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.

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

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

---

**Agenda Item #8: Recommendations for Agenda Items for Future Licensure Committee Meetings**

Dr. Harb Sheets opened the discussion for Committee recommendations and commented that it would be useful to provide an update on the EPPP.

Dr. Harb Sheets opened the discussion for public comment.

Public comment was offered that called for solicitation of further input from applicants about how to expedite the application process further.

No further public comment nor Committee discussion offered.

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

The Committee entered closed session at 11:00 a.m.

**RETURN TO OPEN SESSION**

No further Committee business was taken up prior to adjournment.

**ADJOURNMENT**

The meeting adjourned at 11:56 a.m.

## MEMORANDUM

<b>DATE</b>	December 23, 2022
<b>TO</b>	Licensure Committee Members
<b>FROM</b>	Mai Xiong Licensing/BreEZe Coordinator
<b>SUBJECT</b>	<b>Agenda Item 5a</b> Licensing Unit Report

### **BreEZe Update:**

We have been working with the BreEZe Team to create the new online Application for Psychologist Requesting Retired Status, which will be effective in BreEZe in early January 2023. The new application will allow licensees, who hold a “Current” or “Inactive” license status, to apply to place their license in “Retired” status with an online payment option for the application fee. Also, requests to make conforming changes relating to Continuing Professional Development regarding psychologist renewal are in place, which will become effective in BreEZe in January 2023 as well.

### **License/Registration Data by Fiscal Year:**

License & Registration	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23**
<b>Psychologist*</b>	***	20,575	20,227	20,024	20,580	21,116	22,005	22,218	22,289	22,519
<b>Psychological Associate</b>	***	1,701	1,580	1,446	1,446	1,361	1,344	1,348	1,450	1,717

\*Includes licensees who are in Current and Inactive status

\*\*As of December 23, 2022

\*\*\*Statistics unavailable

As of December 23, 2022, there are 22,519 licensed psychologists and 1,717 registered psychological associates that are overseen by the Board. This includes 20,005 licensed psychologists who are in the “current” status and 2,514 licensed psychologists who are in the “inactive” status, which is provided in the Licensing Population Report (Attachment A). This report in Attachment A also provides a snapshot of the number of psychologists and psychological associates (formerly known as psychological assistants) in each status at the time it was generated.

### **Application Workload Reports:**

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



## Psychologist Application Workload Report

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

“Exam Eligible for CPLEE” (California Psychology Law and Ethics Examination) is the second step towards licensure. In this step, the applicant has successfully passed the EPPP and has applied to take the CPLEE. An application with an “open” status means it is deficient or pending review.

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

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

## Psychological Associate Application Workload Report

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

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

## **Applications and Notifications Received**

Attachment C provides the number of new applications and notifications received in the last 12-month period. In comparison to the same 12-month period in 2020/2021, there is an increase of 74 psychologist applications, 233 psychological associate applications and 224 notifications.

## **Average Application Processing Timeframes**

Attachment D (Average Application Processing Timeframes) provides a 6-month overview of average application processing timeframes in business days. The processing timeframes are collected and posted on the Board’s website approximately

every two weeks. The monthly average application processing timeframes provided on Attachment D are based on the first set of data collected for that month.

The average processing timeframes show a decrease trend for the six months timeframe provided in Attachment D for both psychologist and psychological associate applications and requests. The Board believes that with the implementation of the short-term and the beginning stage of the long-term solutions previously presented at the August and November 2022 Board meeting has contributed to the reduced average processing timeframes.

**Attachments:**

- A. Licensing Population Report as of December 23, 2022
- B. Application Workload Reports June 2022 – November 2022 as of December 23, 2022
- C. Applications and Notifications Received December 2021 – November 2022 as of December 23, 2022
- D. Average Application Processing Timeframes – June 2022 to November 2022 as of December 23, 2022

**Action:**

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



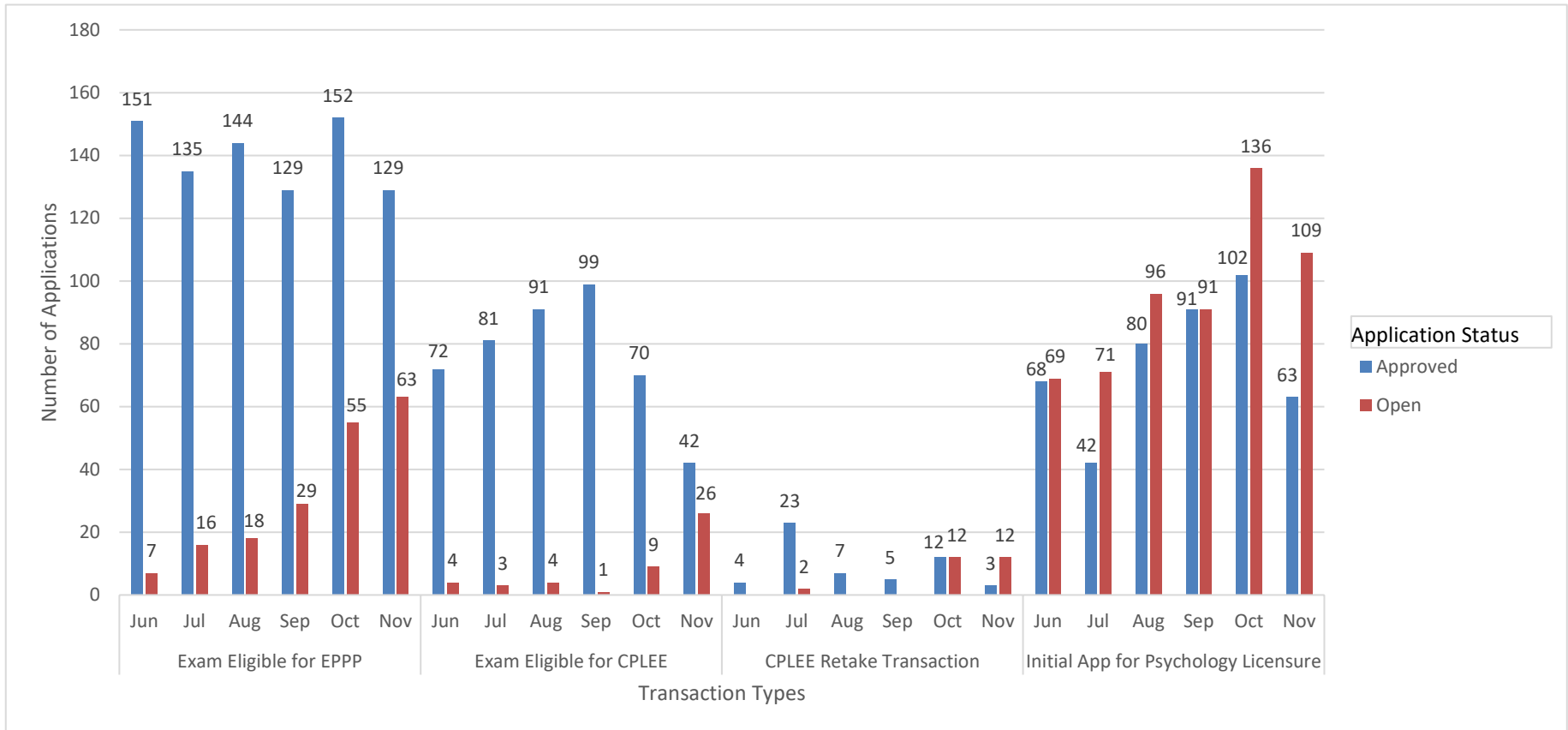
STATE DEPARTMENT OF CONSUMER AFFAIRS  
BREEZE SYSTEM



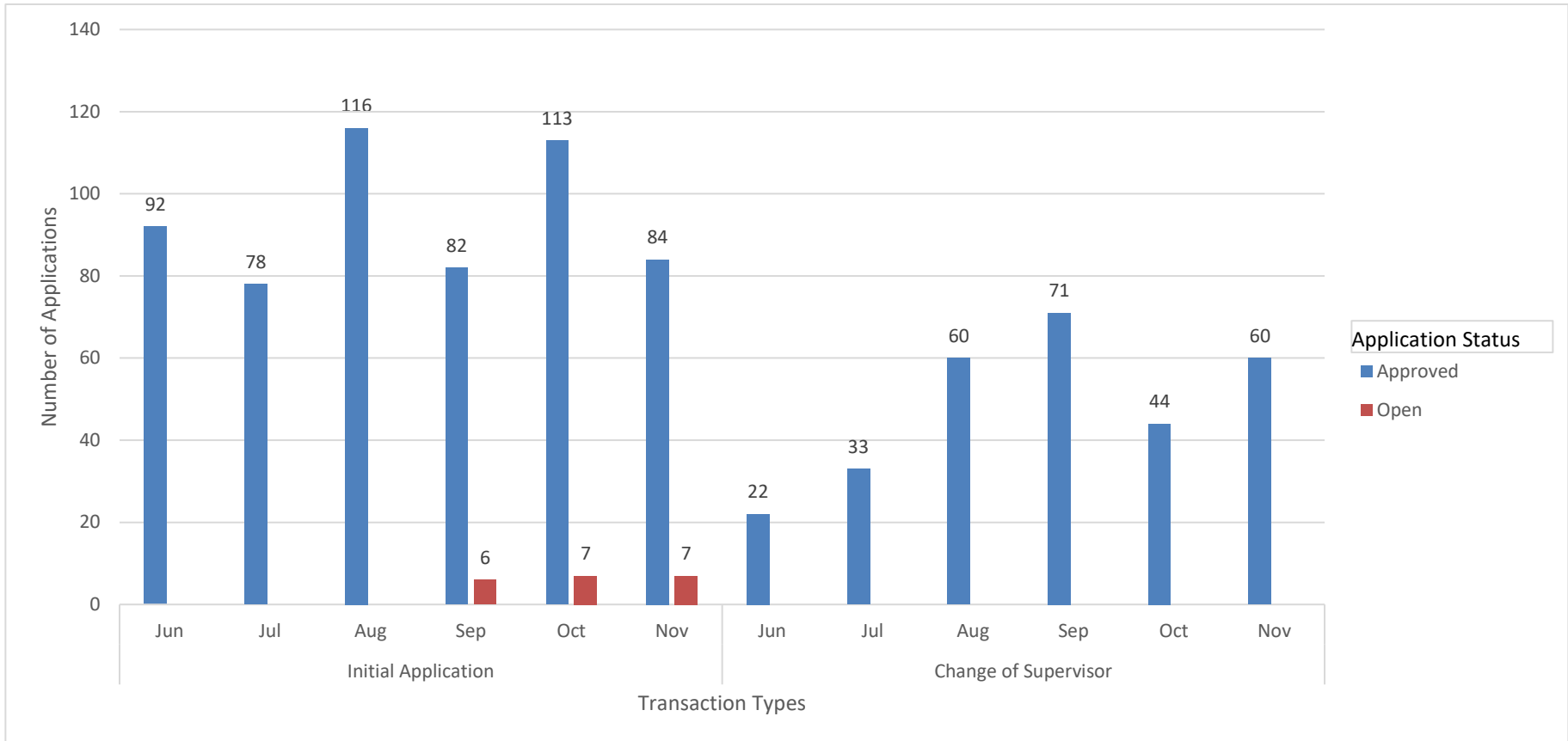
LICENSING POPULATION REPORT  
BOARD OF PSYCHOLOGY  
AS OF 12/23/2022

License Type	License Status								Total
	Licensing					Enforcement			
	Current	Inactive	Delinquent	Cancelled	Deceased	Surrendered	Revoked	Revoked, Stayed, Probation	
Psychologist	20,005	2,514	1,803	7,337	1,066	261	162	113	33,261
Psychological Associate	1,717	0	77	23,359	8	13	8	18	25,200
<b>Total</b>	<b>21,722</b>	<b>2,514</b>	<b>1,880</b>	<b>30,696</b>	<b>1,074</b>	<b>274</b>	<b>170</b>	<b>131</b>	<b>58,461</b>

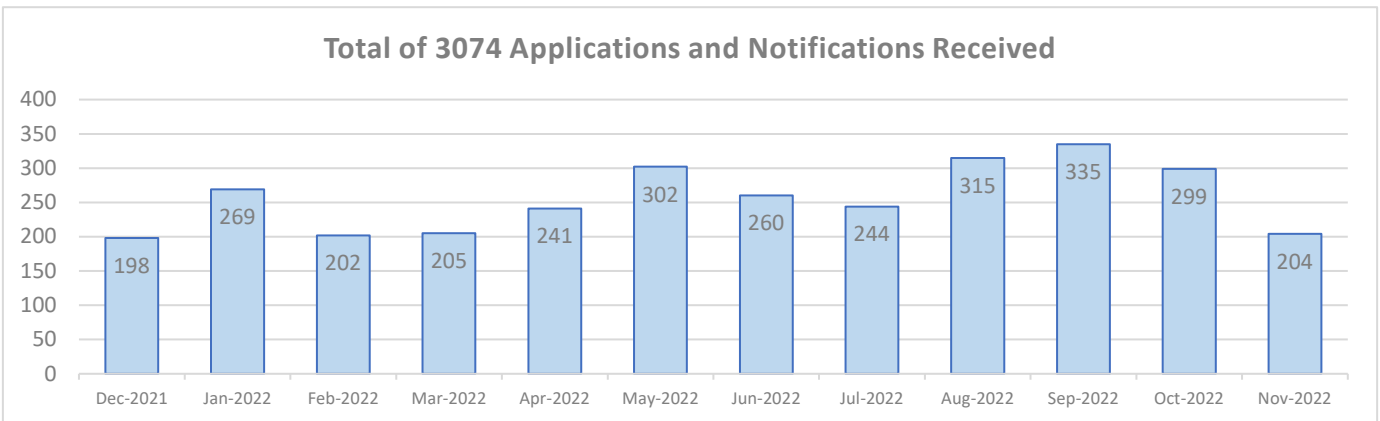
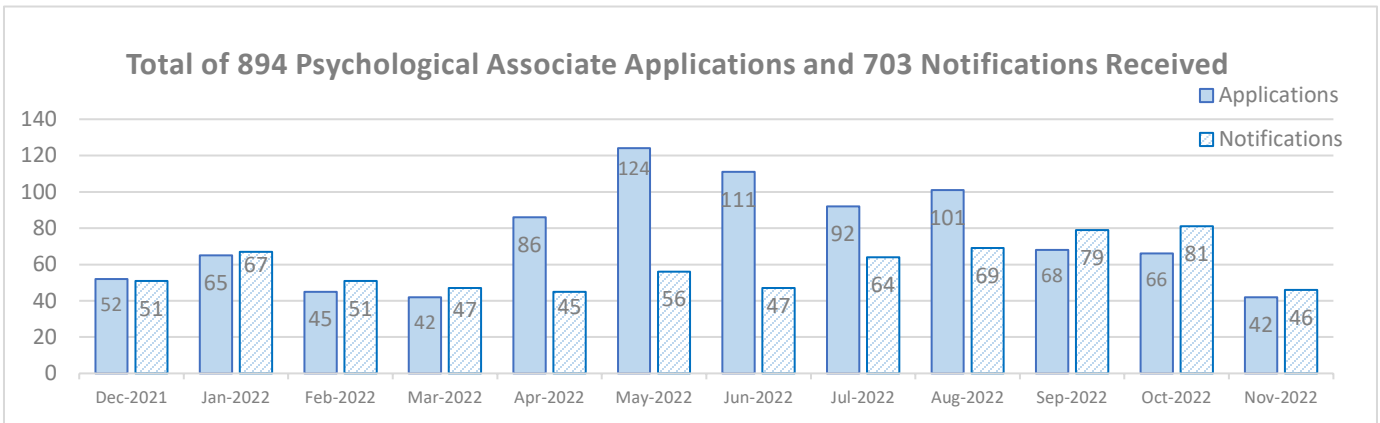
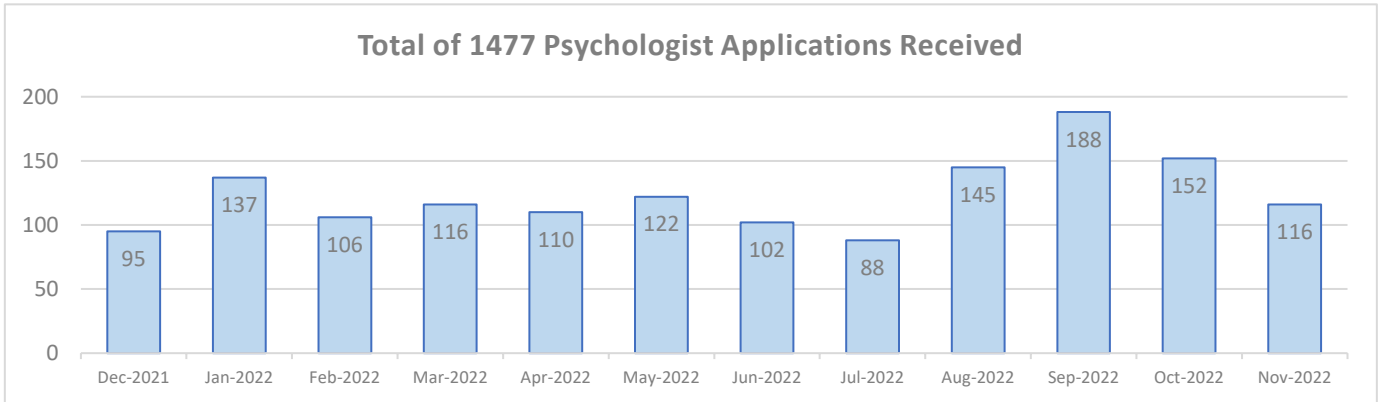
Psychologist Application Workload Report  
 June 1, 2022 to November 30, 2022  
 As of December 23, 2022



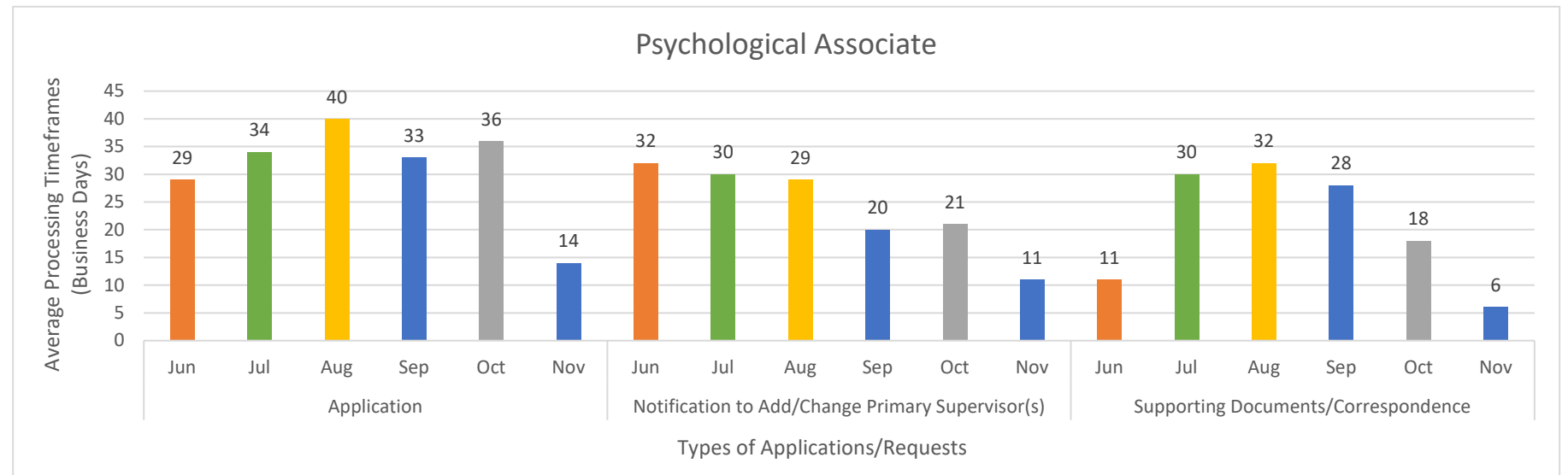
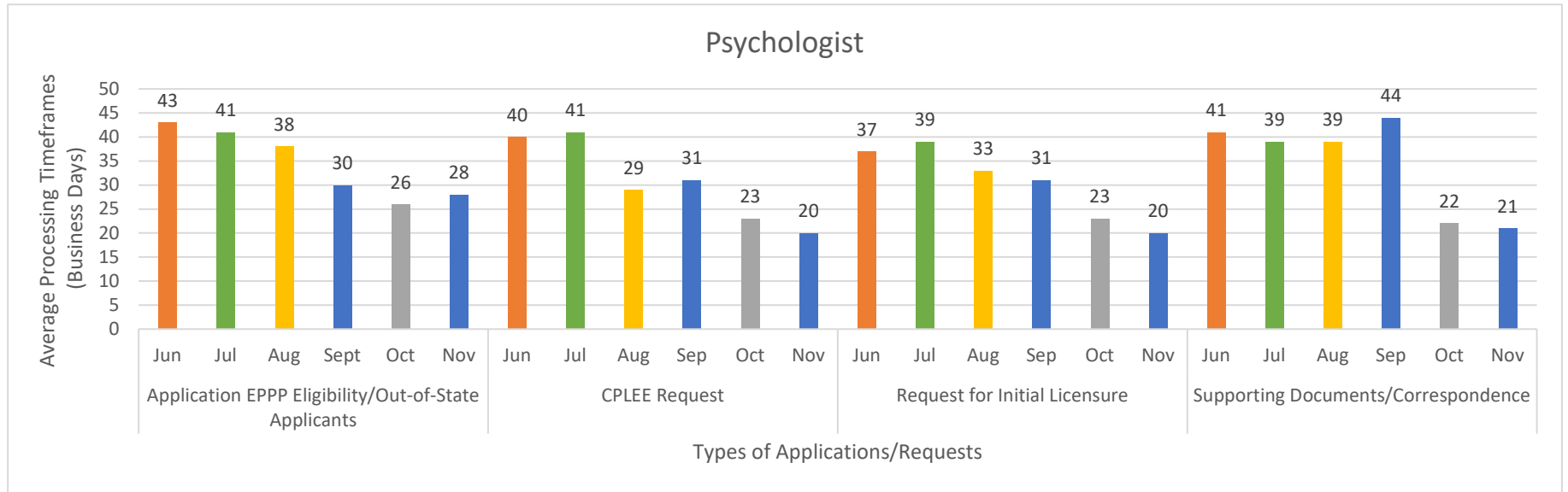
Psychological Associate Application Workload Report  
 June 1, 2022 to November 30, 2022  
 As of December 23, 2022



Applications and Notifications Received from December 2021 to November 2022  
As of December 23, 2022



Average Application Processing Timeframes from June 2022 to November 2022  
As of December 23, 2022



## MEMORANDUM

<b>DATE</b>	December 8, 2022
<b>TO</b>	Board of Psychology
<b>FROM</b>	Liezel McCockran Continuing Education and Renewals Coordinator
<b>SUBJECT</b>	Agenda Item #5(b) – Continuing Education and Renewals Report

The pass rate for January 2022 through June 2022 CE audits is 73 percent with 26 percent of psychologists failing the CE audit. The main reason cited for failing the audit was mostly related to concerns around the COVID-19 pandemic, such as office closures and inability to access or reproduce certificates, or an assumption that the live/live-interactive requirement was waived. The pass rate from 2017-2021 has been consistently over 80 percent. The pass rate for 2<sup>nd</sup> audits has been over 80 percent since 2017, with a 100 percent pass rate in 2021 and 2022.

For renewals, between January 2022 through July 2022, 84 percent of Psychologists renewed as Active. Approximately 91 percent of Psychologists and Psychological Associates renewed their license online using BreEZe per month.

### **Action Requested:**

These items are for information purposes only. No action requested

### **Attachments:**

Attachment A: CE Audits for 2022

Attachment B: Pass and Fail Rate for CE Audits January 2022 – June 2022

Attachment C: Reasons for Not Passing CE Audit

Attachment D: Pass and Fail Rate for 1<sup>st</sup> Audits 2017-2022

Attachment E: Pass and Fail Rates for 2<sup>nd</sup> Audits

Attachment F: Online vs. Mailed in Renewals Processed

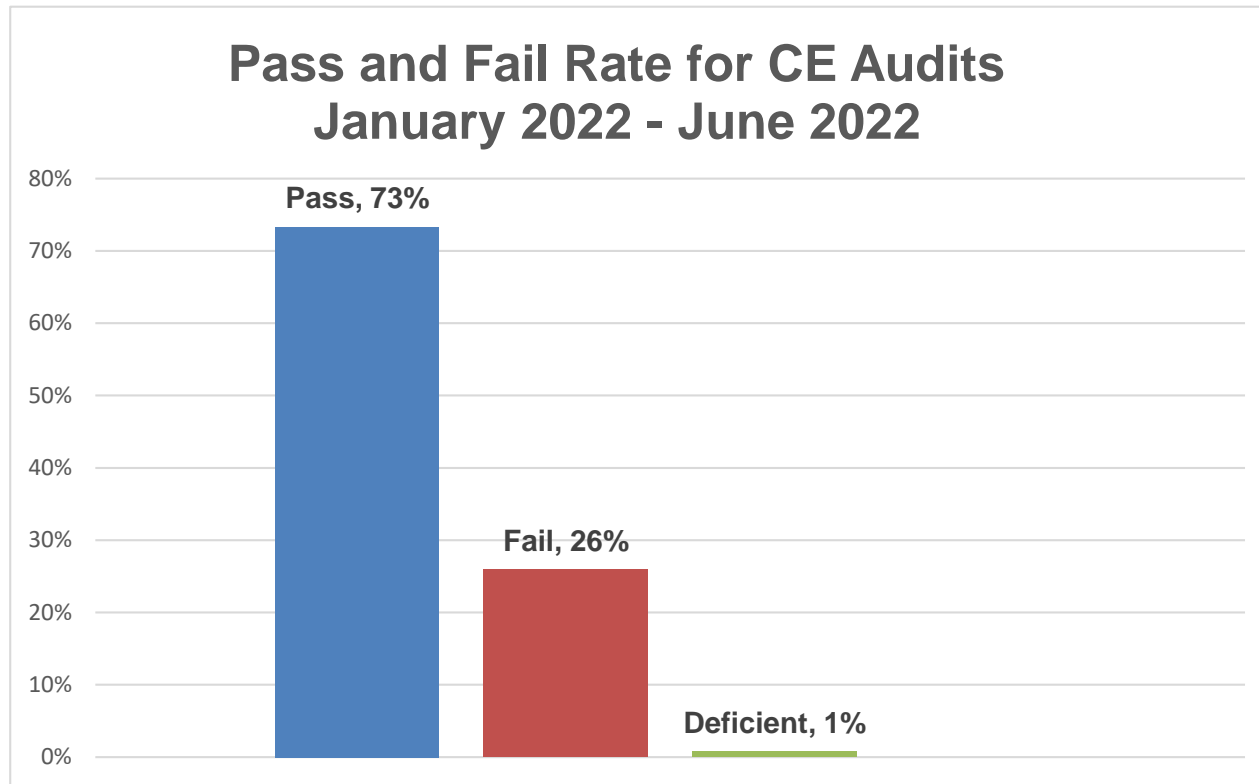
Attachment G: Psychologist and Psychological Associate Renewal Applications Processed:  
January 2022 – December 8, 2022



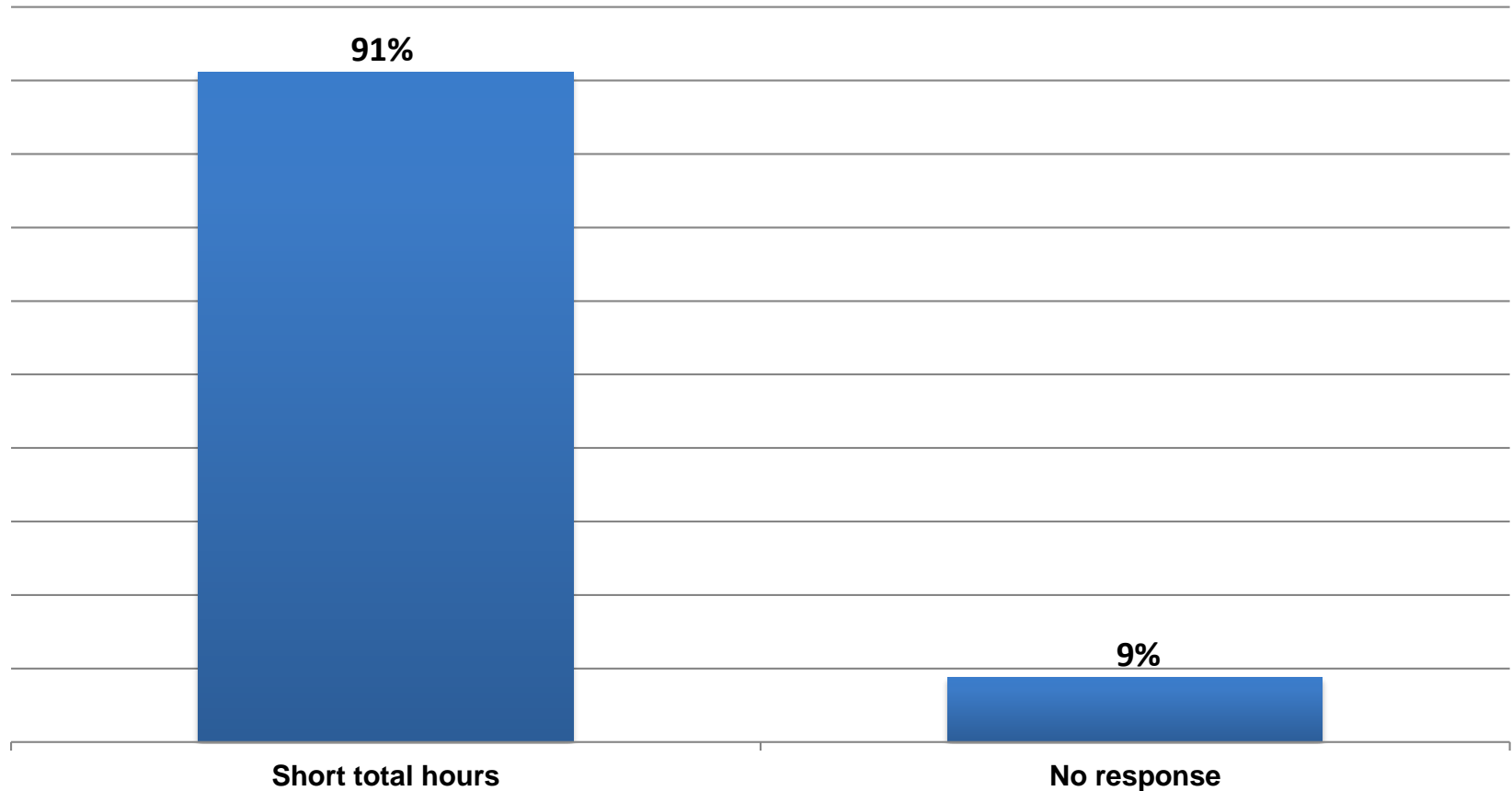
## Continuing Education Audits January 2022 - June 2022

Month	Total # of Licensees Selected for Audit:	% Passed:	% Deficient	% Not Yet Received:	% Failed:
January	24	83%	0%	0%	17%
February	18	67%	0%	0%	33%
March	24	88%	0%	0%	13%
April	22	59%	0%	0%	41%
May	22	64%	0%	0%	36%
June	21	76%	5%	0%	19%
<b>Totals:</b>	<b>131</b>	<b>73%</b>	<b>1%</b>	<b>0%</b>	<b>26%</b>

A total of 131 audits have been sent out in 2022. The pass rate is 73%. Failures account for 26% of audits.



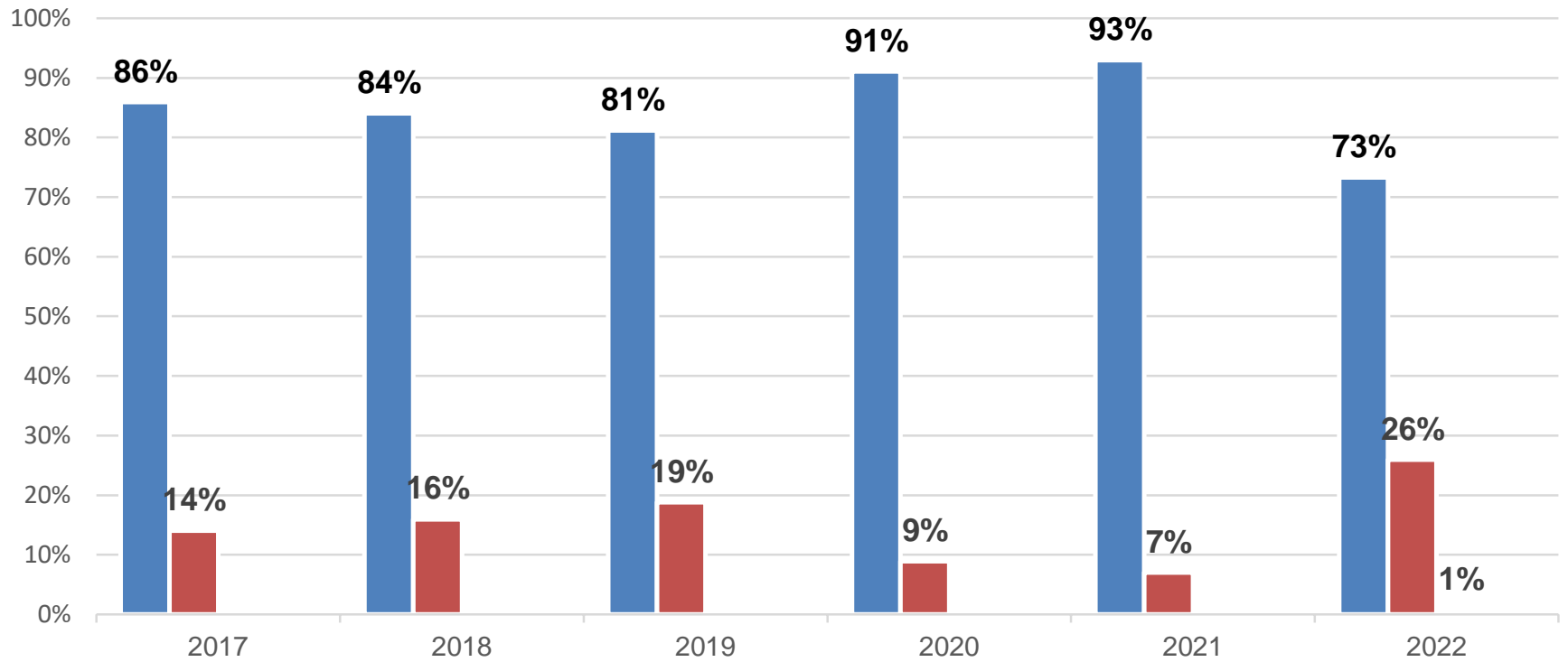
## Reasons for Not Passing CE Audit January 2022 - June 2022



Out of the 131 audits sent, 34 licensees failed. 90% of of the 34 licensees failed because they did not have the required 36 hours. 10% of licensees failed because they did not respond to the audit before the deadline. Licensees are given 60 days to respond to the audit.

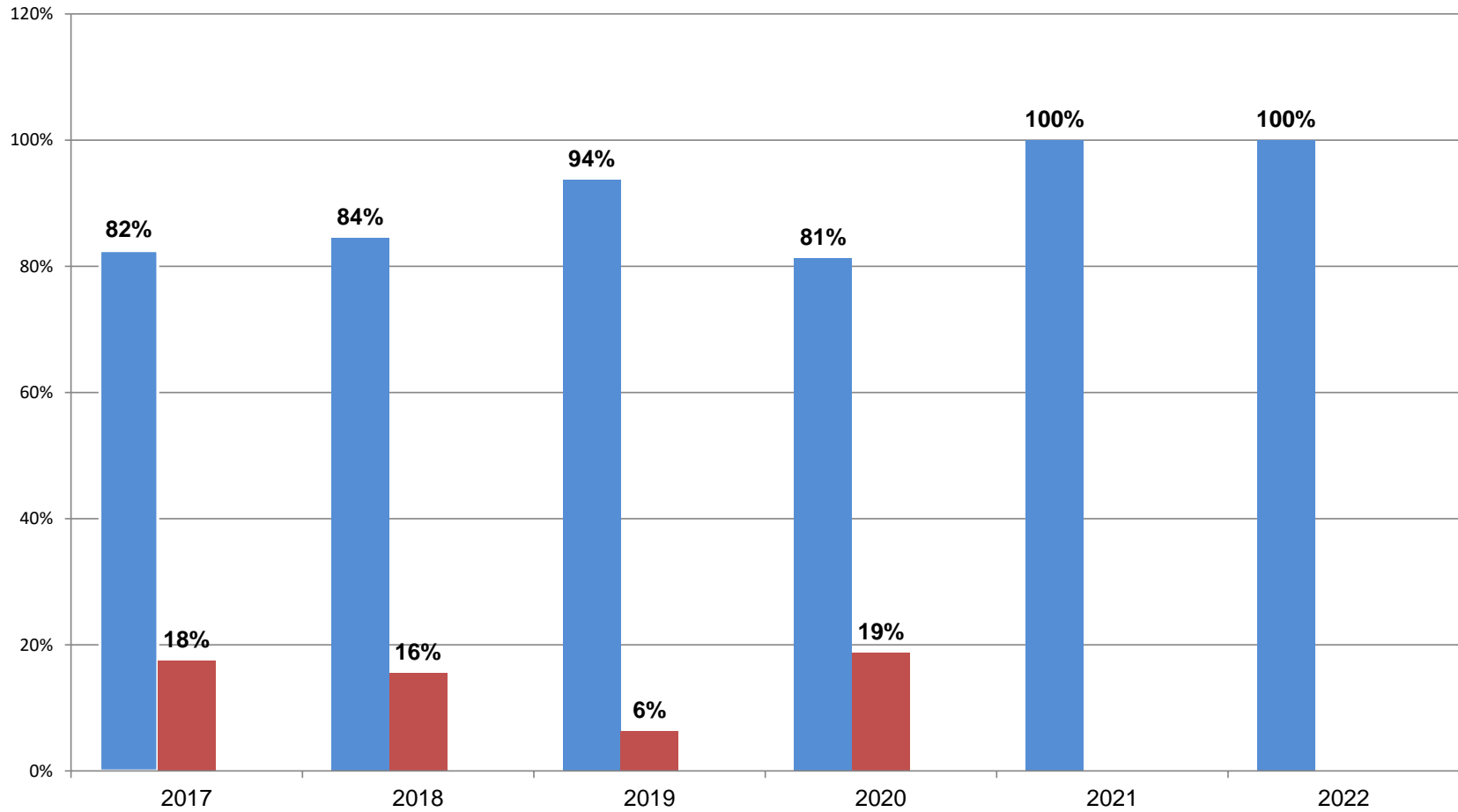
## Audit Pass and Fail Rates 2017 - 2022

■ Pass ■ Fail ■ Deficient ■ Not Yet Received



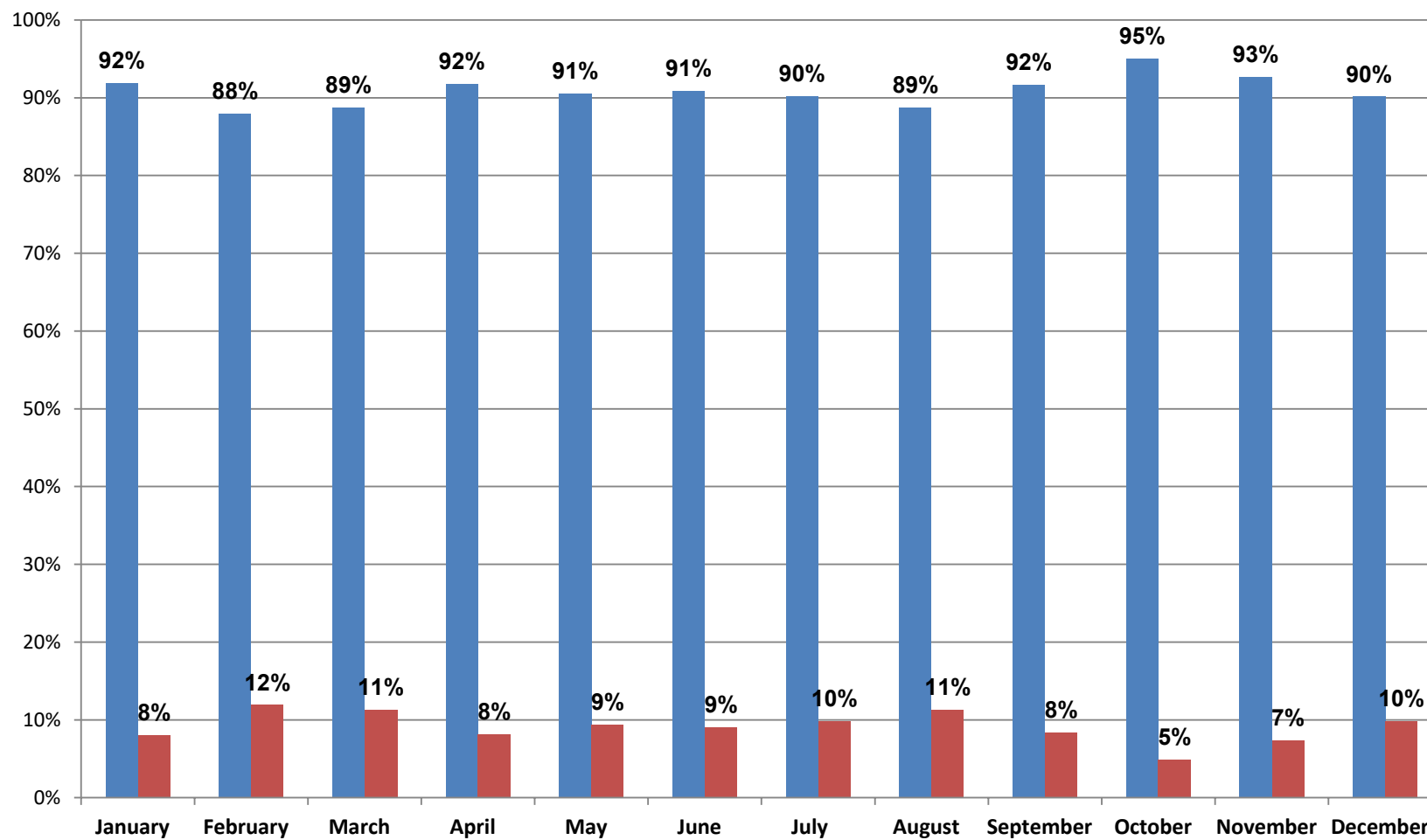
## 2nd Audit Pass and Fail Rates for 2017 - 2022

■ Pass ■ Fail ■ Pending



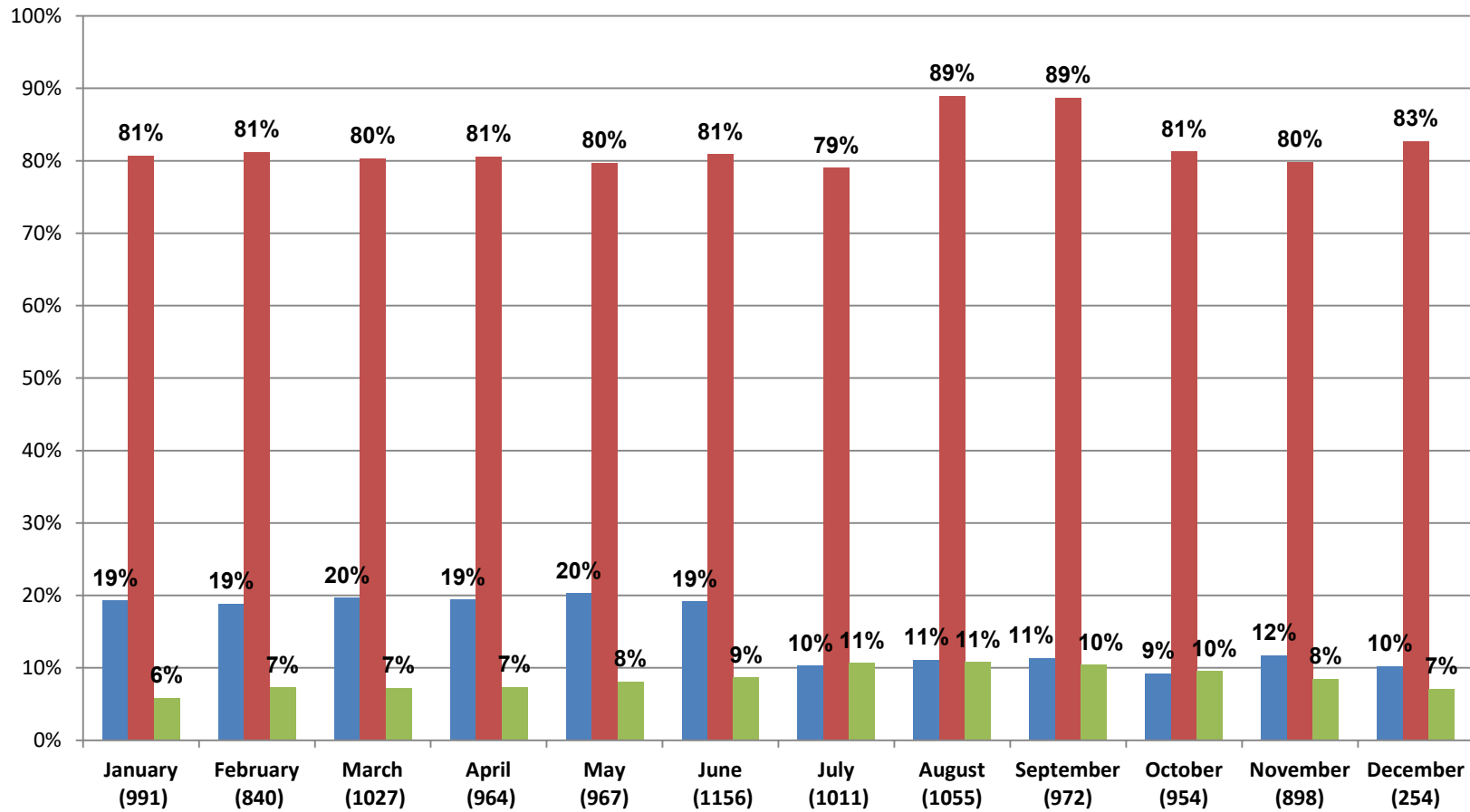
## Online vs. Mailed In Renewals January 2022 - December 8, 2022

■ Online ■ Mailed In



## Renewal Applications Processed January 2022 - December 8, 2022

■ Inactive ■ Active ■ Psych Associates



Every month, on average, 82% of Psychologists renew as Active, and 15% of Psychologists renew as Inactive. Additionally, an average of 8% of renewal applications submitted every month are from Psychological Associates.gx

## MEMORANDUM

<b>DATE</b>	12/20/2022
<b>TO</b>	Licensure Committee
<b>FROM</b>	Lavinia Snyder Examination Coordinator
<b>SUBJECT</b>	Agenda Item 5(c): Examination Report

### 2022 Examination Statistics

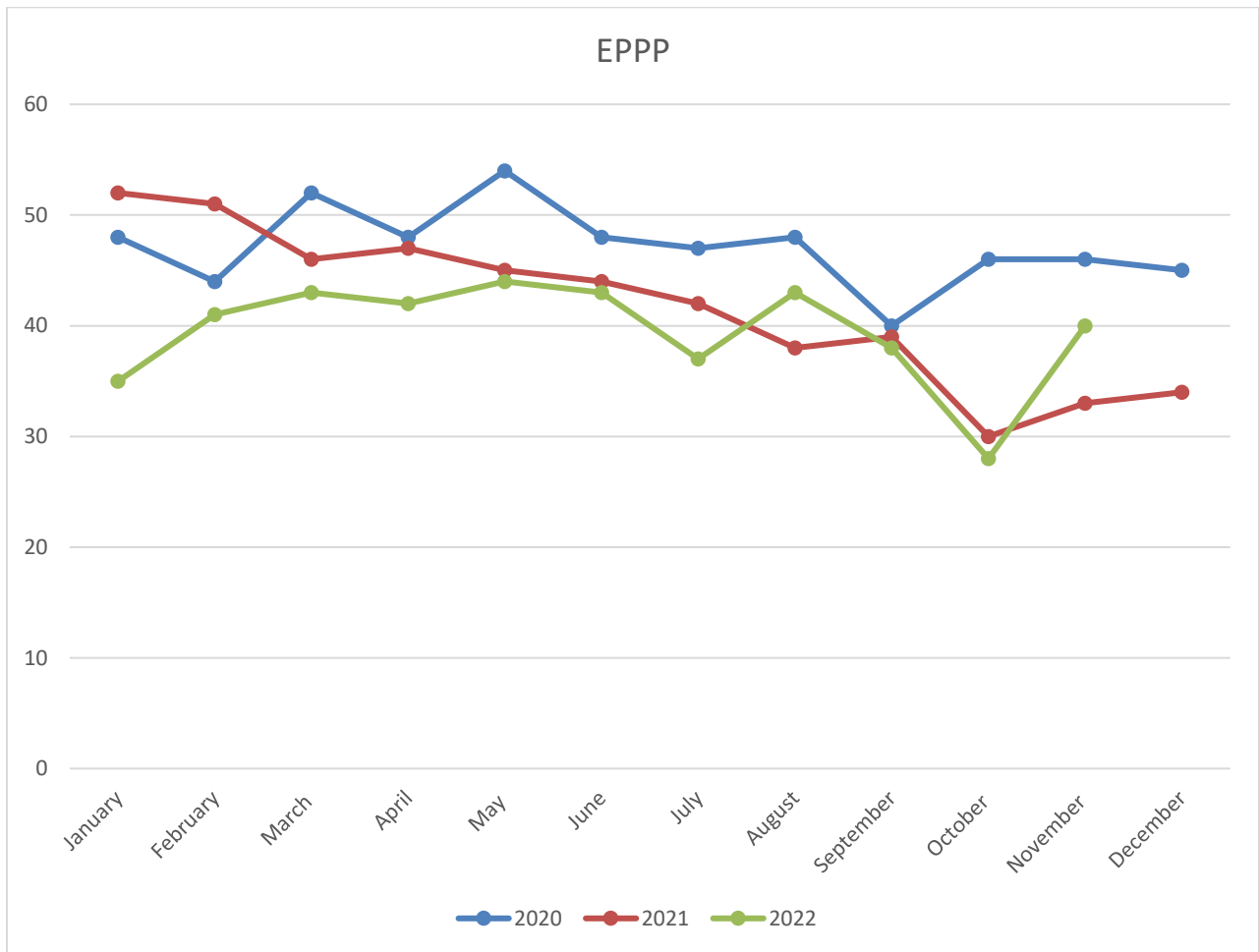
#### EPPP Monthly Examination Statistics for January to November 2022

The Examination from Professional Practice in Psychology (EPPP) is the national exam developed by the Association for Provincial and Psychology Boards (ASPPB) and administered by Pearson Vue. The exam tests candidates' general knowledge in psychology. EPPP is one of the required exams for licensure in CA. Below are the monthly statistics for the EPPP. The overall pass rate is 40% and the overall first time pass rate is 62%. First time pass rates tend to be higher than overall pass rates.

Monthly EPPP Examination Statistics						
Month	# of Candidates	# Passed	% Passed	Total First Timers	First Time Passed	% First Time Passed
January	100	35	35.00%	49	28	57.14%
February	131	54	41.22%	57	41	71.93%
March	145	62	42.76%	82	48	58.54%
April	133	56	42.11%	59	40	67.80%
May	128	56	43.75%	58	38	65.52%
June	128	55	42.97%	63	45	71.43%
July	144	53	36.81%	64	35	54.69%
August	138	59	42.75%	66	41	62.12%
September	121	46	38.02%	52	31	59.62%
October	127	36	28.35%	58	27	46.55%
November	123	49	39.84%	52	37	71.15%
<b>EPPP - Total</b>	<b>1,418</b>	<b>561</b>	<b>39.56%</b>	<b>660</b>	<b>411</b>	<b>62.27%</b>



The chart depicts pass rate statistics of the EPPP for the past three years (2020, 2021 and 2022). At the beginning of 2022 we show a downward trend of pass rates compared to the past years. Candidates did slightly better in August and November of 2022 compared to August and November of 2021.

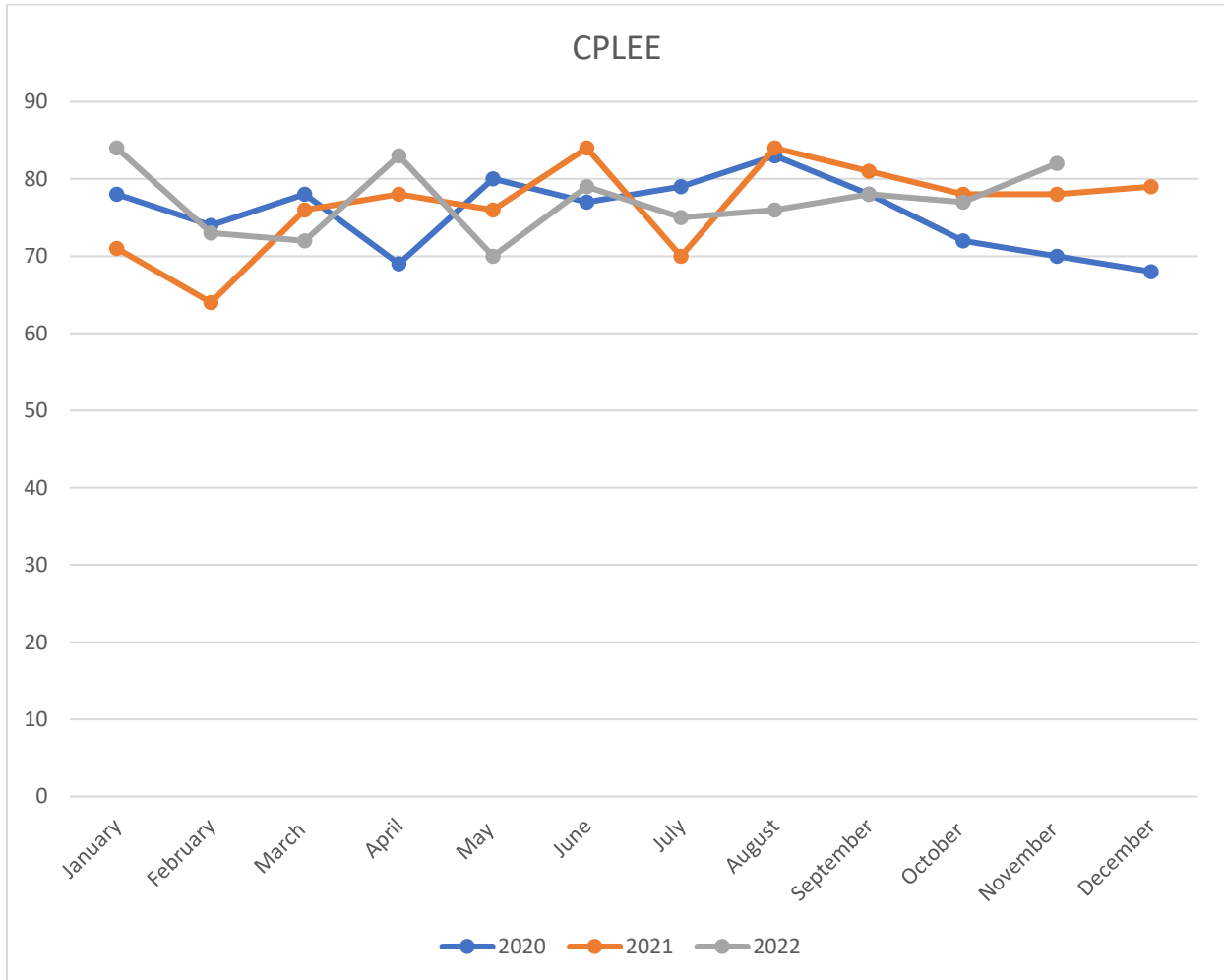


### CPLEE Monthly examination statistics for January to November 2022

The California Psychology Laws and Ethics Exam (CPLEE) is a state-owned exam developed by the Department of Consumer Affairs, Office of Professional Examination Services (OPES) and administered by PSI, Inc. The exam tests candidates on their knowledge of APA Code of Conduct and the Board's laws and regulations. Below are the monthly pass rates and first-time pass rates for the year 2022. The overall pass rate is 77% and the overall first-time pass rate is at 78%.

Monthly CPLEE Examination Statistics						
Month	# of Candidates	# Passed	% Passed	Total First Timers	First Time Passed	% First Time
January	55	46	83.64%	43	37	86.05%
February	62	45	72.58%	39	29	74.36%
March	90	65	72.22%	68	51	75.00%
April	58	48	82.76%	38	33	86.84%
May	63	44	69.84%	44	33	75.00%
June	92	73	79.35%	81	64	79.01%
July	65	49	75.38%	46	36	78.26%
August	106	81	76.42%	88	66	75.00%
September	120	94	78.33%	104	81	77.88%
October	95	73	76.84%	75	58	77.33%
November	84	69	82.14%	63	52	82.54%
<b>CPLEE - Total</b>	<b>890</b>	<b>687</b>	<b>77.19%</b>	<b>689</b>	<b>540</b>	<b>78.37%</b>

The chart provides the monthly pass rate statistics of the CPLEE for the past three years (2020, 2021 and 2022). CPLEE pass rate seem to be consistent over the past three years with no noticeable deviation.



Note: December 2022 statistics were not available at the time the report was created.

## MEMORANDUM

<b>DATE</b>	December 12, 2022
<b>TO</b>	Committee Members
<b>FROM</b>	Stephanie Cheung Licensing Manager
<b>SUBJECT</b>	<b>Agenda Item 6</b> Board Response to Psychologist Applications – Correspondence Review

### **Background:**

On June 9, 2022, Board Member, Dr. Marisela Cervantes requested board staff present on how we are communicating to applicants regarding their applications.

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

The Licensure Committee (Committee) reviewed the templates and provided their feedback at the 2022 July meeting. Staff incorporated the feedback provided by the Committee and presented them to the Board for feedback at the 2022 August Board meeting.

Drs. Cervantes and Harb Sheets were tasked by the Board to work with staff to further improve the templates. With the guidance and additional feedback provided, staff made further amendments to restructure and clarify information regarding the licensure process. Please find the amended correspondence template in Attachment A.

Staff also worked with Mr. Brady Oppenheim from the Office of Publications, Design and Editing of the Department of Consumer Affairs, to create supplementary resources on the licensure and examination process, which includes an illustration on how to qualify for a psychology license and a flow chart on how to apply for a psychology license. These new resources about the [overview of licensure and examination process](#) have been posted on the Applicant Information page on the Board's website. A copy is provided in Attachment B for the Committee's review.

### **Attachments:**

A: Psychologist Application – Correspondence Templates

B: Overview of Licensure and Examination Process – Qualifying for a California Psychology License and Applying for a California Psychology License

### **Action Requested:**

Review and provide any feedback.

## **EPPP- Approval**

Dear Dr. [ENTER NAME],

I am your assigned licensing analyst who will be assisting you throughout your licensure process. Please send all future communication to me directly using the contact information provided in my signature. You will be expected to read this message in its entirety and retain this email for reference throughout your licensure process.

### **File ID #:**

You are now **approved** to take the Examination for Professional Practice in Psychology (EPPP), and you are at the first step towards licensure. Eligibility is submitted once per week on Thursday morning to Certemy and is valid for 12 months from [ENTER DATE] through [ENTER DATE]. You will receive email communication from Certemy after your eligibility is submitted.

### **To Register and Schedule for the Exam:**

1. Complete the account registration process via the email sent by Certemy.
2. Read and follow the instructions in the Certemy portal to complete exam registration, payment, and scheduling for the exam.

See links below for additional information:

- FAQs: [Upcoming New ASPPB Registration Portal Transition - California Board of Psychology](#)
- How-to videos: [ASPPB Exam Candidate Information Page | Certemy](#)
- Contact Certemy at [support@certemy.com](mailto:support@certemy.com) for technical issues with the Certemy portal
- [Important COVID-related testing information | Pearson VUE](#)

### **To Request for Exam Accommodation:**

Complete a [Request for Accommodation form](#) and return it to the Board via email to Ms. Lavinia Snyder at [Lavinia.Snyder@dca.ca.gov](mailto:Lavinia.Snyder@dca.ca.gov) for review. Reviews can take anywhere from 1-2 weeks depending on the request. Once approved, candidates will receive notification of their approval via email. Candidates registering for the EPPP on CERTEMY must respond “yes” to the accommodation question. This will allow the Board the ability to apply accommodations to your transaction. This is required for every registration transaction.

Accommodation approvals cannot be applied to an existing scheduled exam. Prior approval of accommodation is required before scheduling the examination. For further accommodation inquiries, please contact Ms. Lavinia Snyder, the Board’s examination coordinator.

### **Expiration of Application:**

If you do not take the exam within 12 months of your approval, or within the eligibility period, your application will expire pursuant to the [California Code of Regulations \(CCR\) §1381.4](#). You will be required to reapply by submitting a new [Application for Licensure as a Psychologist](#) along with the fee via mail. Re-applications must be mailed and cannot be done online as an existing file has been established.

**Exam Results and Next Steps:**

The EPPP passing score is 500. Upon completion of the exam, Pearson VUE will provide an “unofficial score” to candidates. Scores are electronically transferred to the Board on Wednesdays. Official score reports are generated on Thursdays and will be sent to the address of record via mail or email address on file.

**Pass:** Proceed to the next step of the licensure process by requesting to take the CPLEE: -

- Complete and mail the [CPLEE Request form](#) with a \$235.20 check payable to the Board. (Use the File ID # provided above)
- Submit any additional supervision agreement form(s) and verification of experience form(s).

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

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

**Fail:** Wait for Certemy’s email communication and follow instructions to complete the scheduling process to retake and pay for the exam in Certemy’s portal.

Additional information:

- Certemy’s email communication regarding retake is sent out on Fridays after re-eligibility is generated on Thursdays.
- The eligibility period to retake the exam is 12 months from the last date the exam was taken.
- To be eligible for retaking the exam, a candidate must have taken the EPPP within the designated 12-month eligibility period and their application has not expired. Otherwise, re-eligibility will not be generated.
- Eligibility period is governed by the state regulations, and cannot be extended.

**Additional Pending Licensure Requirements:**

Below are additional pending licensure requirements that must be processed prior to licensure. Submit them as instructed unless otherwise specified.

*Note: Prelicensure coursework certificates can be emailed directly to your assigned analyst. Submit all other documentation to the Board via mail. Do not upload additional documentation to BreZE.*

**Pre-Licensure Coursework:** Submit proof of completion along with the Request for Initial Licensure form (the last step for licensure) that you will receive once you pass the CPLEE. The requirements for proof of pre-licensure coursework vary. Refer to the Business and Professions Code (BPC) and the California Code of Regulations (CCR) for the specific requirements for each course below: -

- Human Sexuality – 10 hours [[BPC §25](#) & [CCR §1382](#)]
- Child Abuse Assessment and Reporting – 7 hours [[BPC §28](#) & [CCR §1382.4](#)]
- Alcoholism/Chemical Substance Dependency Detection and Treatment – 15 hours, must be completed at an academic institution [[BPC §2914\(e\)](#) & [CCR §1382.3](#)]
- Spousal/Partner Abuse Assessment, Detection and Intervention – 15 hours [[BPC §2914\(f\)](#) & [CCR §1382.5](#)]
- Aging/Long Term Care – 6 hours [[BPC §2915.5](#)]
- Suicide Risk Assessment and Intervention - 6 hours [[BPC §2915.4](#)]

**Pre-Licensure Coursework:** Proof of all pre-licensure coursework is accepted. No further action is needed. **(If all coursework completed)**

**Fingerprints:** Submit a set of fingerprints using the Live Scan service for licensure after you have passed the CPLEE. See the [Fingerprint Procedures](#) page for the Live Scan form and information. Mail a copy of the completed Live Scan form to the Board.

*Note: Previous fingerprints done for the purpose of a Psychological Associate registration or an earlier Psychologist application, will not satisfy the fingerprint requirement for licensure.*

**Processing Timeframes:**

Fees are processed by the Department of Consumer Affairs's cashiering unit and they are processed before the review of application materials takes place.

All requests and supporting documentation are processed by date received order. When additional applications and supporting documents are received by the Board, they will be added to the processing queue automatically. You will be notified of the status of your application when the review is complete. Please reference the Board's website for the [current processing timeframes](#); this information is updated approximately every two weeks.

Sincerely,

**[INSERT SIGNATURE]**

## **EPPP- Deficiencies**

Dear Dr. [ENTER NAME],

I am your assigned licensing analyst who will be assisting you throughout the licensure process. An initial review of your Application for Licensure as a Psychologist along with documents, if any, in our central files is complete.

Your application is **deficient**, and the following document(s) must be received before the Board can continue to process your request to take the Examination for Professional Practice in Psychology (EPPP): -

- Official Doctoral Transcript
  - Transcripts must reflect the degree conferred or awarded date.
  - Mail directly to the Board by your educational institution or submitted electronically to boplicensing@dca.ca.gov.
  
- Original Supervision Agreement Form
  - Must be completed, signed, and dated by all parties prior to the commencement of the supervised professional experience (SPE) gained within the State of California.
  - Mail to the Board in a sealed envelope signed across the seal by your primary supervisor.
  - Not required if applying with SPE gained outside of the State of California.
  
- Verification of Experience (VOE)
  - At least 1,500 hours of qualifying supervised professional experience is required.
  - Experience gained within the State of California: Complete page one of the [VOE form](#).
  - Experience gained outside of the State of California or experience accrued prior to January 1, 2005. Complete both pages of the [VOE form](#).
  - Mail to the Board in a sealed envelope signed across the seal by your primary supervisor.

**Note: The primary supervisor is required to provide the completed supervision agreement and/or VOE(s) with original signatures in a sealed envelope, signed across the seal, for submission to the Board by the supervisee. Alternatively, the primary supervisor may mail the original documents to the Board directly.**

### **Review for Completeness for Submission:**

Review for completeness before submission as missing information is a common cause of unnecessary processing delay. If you have already sent the document(s) and they are in transit to the Board, they will be assigned to the processing queue directly upon receipt - no further action is needed.

### **To View Deficiencies in BreZE Profile:**



You may view application deficiencies through your online BreEZe profile if you applied online initially. Deficiencies will be cleared once requested documents are processed.

**Expiration of Application:**

If the requested documents are not received by [DATE], your application will expire and be withdrawn and a new application is necessary to be submitted via mail if you would like to resume with the licensure process.

**Processing Timeframes:**

Fees are processed by the Department of Consumer Affairs's cashiering unit and they are processed before the review of application materials takes place.

All application materials are processed by date received order. When you submit documents or information in response to this deficiency notice, they will be added to the processing queue automatically when they are received by the Board. You will be notified of the status of your application when the review is complete. Please reference the Board's website for [current processing timeframes](#); this information is updated approximately every two weeks.

Sincerely,

[INSERT SIGNATURE]

SAMPLE

## **CPLÉE – Approval**

Dear Dr. [ENTER NAME],

This email is to notify you that your eligibility for the California Psychology Law and Ethics Examination (CPLÉE) was **approved** today. You will be expected to read this message in its entirety and retain this email for reference throughout your licensure process. You will receive email communication from PSI of your eligibility to schedule an appointment to take the exam in about 24-48 hours.

### **To Schedule for the Exam:**

1. Wait for the email notification regarding your eligibility sent to you from PSI.
2. After receiving the email notification, visit <https://candidate.psiexams.com/> to schedule and pay for your exam, or you may schedule over the phone by calling (877) 392-6422.

### **Additional information:**

- Review the Handbook: [California Psychology Law and Ethics Examination Candidate Information Bulletin](#)
- The CPLÉE will contain 75 scored items and 25 non-scored test questions. Candidates will have 2.5 hours to complete the exam.
- For this version of the exam, the passing score is set at **[58]** out of 75. Please note the passing score changes with each new version of the exam.

### **Exam Accommodation:**

*To Submit a New Request:* Complete a [Request for Accommodation form](#) and return it to the Board via email to Ms. Lavinia Snyder at [Lavinia.Snyder@dca.ca.gov](mailto:Lavinia.Snyder@dca.ca.gov) for review. Review can take 1-2 weeks depending on the request.

*Existing Approved Accommodation:* Email a copy of this CPLÉE approval to [Lavinia.Snyder@dca.ca.gov](mailto:Lavinia.Snyder@dca.ca.gov) to report your accommodations to PSI. PSI will require at least 24 to 48 hours to process an accommodation approval.

The Board cannot apply accommodations to an existing scheduled exam until the exam date is cancelled by the candidate. Prior approval of accommodation is required before scheduling the examination. For further accommodation inquiries, please contact Ms. Lavinia Snyder, the Board's examination coordinator.

### **Expiration of Application:**

If you do not take the exam within 12 months of your approval, or within the eligibility period, your application will expire pursuant to the [California Code of Regulations \(CCR\) §1381.4](#). You will be required to reapply by submitting a new [Application for Licensure as a Psychologist](#) and a [CPLÉE Request form](#) along with the fees via mail. Re-

applications must be mailed and cannot be done online as an existing file has been established.

**Exam Results and Next Steps:**

**Pass:** Proceed to the last step of licensure by submitting a request for your initial license: -

- Complete and mail the Request For Initial Licensure Form that you will receive at the exam site with a \$500 check payable to the Board.
- Submit any outstanding items listed below under Additional Pending Licensure Requirements.

**Fail:** Request for a retake when you are ready: -

- Complete and mail the [CPLEE Request form](#) with a \$235.20 check payable to the Board.
- You will receive approval to retake in the email.

**Additional information:**

- You can only take the CPLEE once per version which is offered quarterly (Jan 1st, April 1st, July 1st, Oct 1st).
- With every attempt, a \$235.20 fee is necessary to be submitted along with the request form.
- When the payment is clear, the Board will approve the retake request after the new version of exam becomes available.
- You will receive the retake approval via email.

**Additional Pending Licensure Requirements:**

Below are additional pending licensure requirements that must be processed prior to licensure. Submit them as instructed unless otherwise specified.

*Note: Prelicensure coursework certificates can be emailed directly to your assigned analyst. Submit all other documentation to the Board via mail. Do not upload additional documentation to BreZE.*

**Pre-Licensure Coursework:** Submit proof of completion along with the Request for Initial Licensure form (the last step for licensure) that you will receive once you pass the CPLEE. The requirements for proof of pre-licensure coursework vary. Refer to the Business and Professions Code (BPC) and the California Code of Regulations (CCR) for the specific requirements for each course below: -

- Human Sexuality – 10 hours [[BPC §25](#) & [CCR §1382](#)]
- Child Abuse Assessment and Reporting – 7 hours [[BPC §28](#) & [CCR §1382.4](#)]
- Alcoholism/Chemical Substance Dependency Detection and Treatment – 15 hours, must be completed at an academic institution [[BPC §2914\(e\)](#) & [CCR §1382.3](#)]

- Spousal/Partner Abuse Assessment, Detection and Intervention – 15 hours [[BPC §2914\(f\)](#) & [CCR §1382.5](#)]
- Aging/Long Term Care – 6 hours [[BPC §2915.5](#)]
- Suicide Risk Assessment and Intervention - 6 hours [[BPC §2915.4](#)]

**Pre-Licensure Coursework:** Proof of all pre-licensure coursework is accepted. No further action is needed. **(If all coursework completed)**

**Fingerprints:** Submit a set of fingerprints using the Live Scan service for licensure after you have passed the CPLEE. See the [Fingerprint Procedures](#) page for the Live Scan form and information. Mail a copy of the completed Live Scan form to the Board.

*Note: Previous fingerprints done for the purpose of a Psychological Associate registration or an earlier Psychologist application, will not satisfy the fingerprint requirement for licensure.*

**Processing Timeframes:**

Fees are processed by the Department of Consumer Affairs' cashiering unit and they are processed before the review of application materials takes place.

All requests and supporting documentation are processed by date received order. When additional applications and supporting documents are received by the Board, they will be added to the processing queue automatically. You will be notified of the status of your application when the review is complete. Please reference the Board's website for the [current processing timeframes](#); this information is updated approximately every two weeks.

Sincerely,  
**[INSERT SIGNATURE]**

## **CPLEE- Deficiencies**

Dear Dr. **[ENTER NAME]**,

The review of your Application for Licensure as a Psychologist and California Psychology Law and Ethics Examination (CPLEE) request along with documents, if any, in our central files is complete.

Your application is **deficient**, and the following document(s) must be received before the Board can continue to process your request to take the CPLEE: -

- CPLEE Request Form and Exam Fee
  - Mail to the Board a completed [CPLEE request form](#).
  - Submit a check or money order for \$235.20 payable to the Board of Psychology via mail.
- Official Doctoral Transcript
  - Transcripts must reflect the degree conferred or awarded date.
  - Mail directly to the Board by your educational institution or submitted electronically to [boplicensing@dca.ca.gov](mailto:boplicensing@dca.ca.gov).
- EPPP Score Transfer submitted directly from ASPPB
  - Request verification from of Examination for Professional Practice in Psychology (EPPP) score from, and to be submitted by, the Association of State and Provincial Psychology Boards ([ASPPB](#)).
- Certificate of Professional Qualification (CPQ)
  - Request verification of your CPQ from, and to be submitted by, the ASPPB. See [CPQ Program Info](#) page on the ASPPB website for information.
- Certified by National Register of Health Service Providers in Psychology (NRHSPP)
  - Request verification of your credential from, and to be submitted by, the NRHSPP. See [NRHSPP website](#) for information.
- Certified by American Board of Professional Psychology (ABPP)
  - Submit ABPP verification letter to the Board by attaching the letter as a response to this email.
- Letter of Good standing from Current State's Licensing Board
  - Mail an official certification of licensure from the applicant's licensing Board to the Board
- Original Supervision Agreement Form
  - Must be completed, signed, and dated by all parties prior to the commencement of the supervised professional experience (SPE) gained within the State of California.

- Mail to the Board in a sealed envelope signed across the seal by your primary supervisor.
- Not required if applying with SPE gained outside of the State of California.
- **Verification of Experience (VOE):**
  - A total of 3,000 hours of qualifying supervised professional experience is required.
  - Experience gained within the State of California: Complete page one of the [VOE form](#).
  - Experience gained outside of the State of California or experience accrued prior to January 1, 2005. Complete both pages of the [VOE form](#).
  - Mail to the Board in a sealed envelope signed across the seal by your primary supervisor.

**Note: The primary supervisor is required to provide the completed supervision agreement and/or VOE(s) with original signatures in a sealed envelope, signed across the seal, for submission to the Board by the supervisee. Alternatively, the primary supervisor may mail the original documents to the Board directly.**

**Review for Completeness for Submission:**

Review for completeness before submission as missing information is a common cause of unnecessary processing delay. If you have already sent the document(s) and they are in transit to the Board, they will be assigned to the processing queue directly upon receipt - no further action is needed.

**To View Deficiencies in BreEZe Profile:**

You may view application deficiencies through your online BreEZe profile if you applied online initially. Deficiencies will be cleared once requested documents are processed.

**Expiration of Application:**

If the requested documents are not received by [DATE], your application will expire and be withdrawn and a new application is necessary to be submitted via mail if you would like to resume with the licensure process.

**Processing Timeframes:**

Fees are processed by the Department of Consumer Affairs's cashiering unit and they are processed before the review of application materials takes place.

All application materials are processed by date received order. When you submit documents or information in response to this deficiency notice, they will be added to the processing queue automatically when they are received by the Board. You will be notified of the status of your application when the review is complete. Please reference the Board's website for [current processing timeframes](#); this information is updated approximately every two weeks.

Sincerely,

[INSERT SIGNATURE]

SAMPLE

## **PSY License – Approval**

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

Your license information is as follows:

License Name:

License Number:

Issue Date:

Expiration/Renewal Date:

### **Pocket License and Wall Certificate:**

You should receive your pocket license and wall certificate in separate mailings in approximately four weeks. You can verify the status of your license, address of record, expiration date, etc. on the [DCA License Search](#) page.

### **Address of Record:**

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

### **Continuing Education:**

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

### **License Renewal:**

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

#### **Renew Online (Recommended):**

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



Instructions: [http://www.psychology.ca.gov/licensees/renewal\\_instructions.pdf](http://www.psychology.ca.gov/licensees/renewal_instructions.pdf)

**Renew by Mail:**

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

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

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

Sincerely,

[INSERT SIGNATURE]

SAMPLE

## **PSY – License Deficiencies**

Dear Dr. **[ENTER NAME]**,

The review of your Request for Initial Licensure is complete. Your application is **deficient**, and the following document(s) must be received before the Board can continue to process your request for initial licensure: -

- **Pre-Licensure Coursework:** Submit proof of completion of the following coursework. The requirements for proof of pre-licensure coursework vary and are governed by the statute and regulations. Refer to the Business and Professions Code (BPC) and the California Code of Regulations (CCR) for the specific requirements for each course below: -
  - Human Sexuality – 10 hours [[BPC §25](#) & [CCR §1382](#)]
  - Child Abuse Assessment and Reporting – 7 hours [[BPC §28](#) & [CCR §1382.4](#)]
  - Alcoholism/Chemical Substance Dependency Detection and Treatment – 15 hours, must be completed at an academic institution [BPC §2914\(e\)](#) & [CCR §1382.3](#)]
  - Spousal/Partner Abuse Assessment, Detection and Intervention – 15 hours [[BPC §2914\(f\)](#) & [CCR §1382.5](#)]
  - Aging/Long Term Care – 6 hours [[BPC §2915.5](#)]
  - Suicide Risk Assessment and Intervention - 6 hours [[BPC §2915.4](#)]
- **Fingerprints:** Submit a set of fingerprints using the Live Scan service. See the [Fingerprint Procedures](#) page for the Live Scan form and information. Mail a copy of the completed Live Scan form to the Board.

*Note: Previous fingerprints done for the purpose of a Psychological Associate registration or an earlier Psychologist application, will not satisfy the fingerprint requirement for licensure.*

### **Processing Timeframes:**

Fees are processed by the Department of Consumer Affairs's cashiering unit and they are processed before the review of application materials takes place.

All requests and supporting documentation are processed by date received order. When additional applications and supporting documents are received by the Board, they will be added to the processing queue automatically. You will be notified of the status of your application when the review is complete. Please reference the Board's website for the [current processing timeframes](#); this information is updated approximately every two weeks.

Sincerely,

[INSERT SIGNATURE]

SAMPLE

## HOW TO QUALIFY FOR A PSYCHOLOGY LICENSE



### **EPPP**

Apply for the  
Examination for Professional  
Practice in Psychology



### **CPLEE**

Apply for the California  
Psychology Law and Ethics  
Examination



### **REQUEST**

for initial license



### **LICENSURE**



## **PRELICENSURE COURSES**

In addition to education and experience requirements, you will need these prelicensure courses:

- Human sexuality.
- Alcohol/chemical dependency detection and treatment.
- Child abuse assessment.
- Spousal/partner abuse assessment, detection, and intervention strategies.
- Aging and long-term care.
- Suicide risk intervention and assessment.



**1,500**

Hours of Supervised Professional Experience (SPE) earned pre-/post-doctorally for EPPP

**3,000**

Total hours of SPE with at least 1,500 hours earned post-doctorally for CPLEE

For both EPPP and CPLEE, submit original signed Supervision Agreement and Verification of Experience forms in a sealed envelope signed across the seal by your primary supervisor.

Apply Online Through BreEZe [www.breeze.ca.gov](http://www.breeze.ca.gov)

## HOW TO APPLY FOR A PSYCHOLOGY LICENSE



### EPPP

- Application
- Submit fees:
  - \$50 application fee
  - \$687.50 exam fee to exam vendor
- Official transcripts
- Supervision agreement and verification of experience

#### EPPP APPROVAL

The Board will contact you via email if you are approved to take the EPPP. If your application is deficient, the Board will request additional information in order to proceed with the review. The Board submits eligibility to the Association of State and Provincial Psychology Boards (ASPPB) on a weekly basis. Once your eligibility has been submitted, ASPPB will email you instructions on how to schedule your examination. Your application will be withdrawn if you do not take the examination within one year upon approval.

#### EPPP RESULTS

Unofficial scores will be provided to you at the test site. The Board will mail the examination results to your Address of Record (AOR) on file. If you do not pass, your eligibility will remain valid as long as you retake the examination within a year.



### CPLÉE

- Request CPLÉE form
- Submit fee: \$235.20
- Additional supervision agreement and verification of experience
- Mail completed form and check

#### CPLÉE APPROVAL

The Board will contact you via email if you are approved to take the CPLÉE examination. If your application is incomplete, the Board will request additional information from you in order to proceed with the review. The examination vendor, Psychological Services, Inc. (PSI), will notify you within 48 hours regarding how to schedule your examination.

#### CPLÉE RESULTS

Examination results are provided on site after completing the examination. If you do not pass, you must submit the \$235.20 fee to the Board to retake. You can only take each version of the examination once. New versions of the examinations are available on the first of January, April, July, and October.



### REQUEST FOR INITIAL LICENSURE

- Request for initial licensure form
- Submit fee: \$500
- Fingerprints
- Pay rolling fees (vary) to Live Scan operator

#### INITIAL LICENSURE

The Board will contact you via email with your license number if the request for initial licensure is approved. If your application is incomplete, the Board will request additional information from you in order to proceed with the review.

#### FINGERPRINTS

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) for a criminal history background check. After submitting your fingerprints, send a copy of the Request for Live Scan Services to the Board.

