

## **NOTICE OF LICENSURE COMMITTEE TELECONFERENCE MEETING**

Friday, July 21, 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=m5ade880b746861541b275ae7060c2724>

Event number: 2492 332 6153  
Event password: BOP07212023

If Joining by Phone:  
+1-415-655-0001 US Toll  
Access code: 249 233 26153  
Passcode: 26707212

The Licensure Committee will hold the Committee Meeting via WebEx, as noted above, and via teleconference at the following locations:

Primary Location (members/staff):

Department of Consumer Affairs  
1625 N. Market Blvd., El Dorado Room  
Sacramento, CA 95834

Teleconference Locations / Additional Locations at Which  
the Public May Observe or Address the Board:

12803 Pimpernel Way  
San Diego, CA 92129

2888 Eureka Way, Suite 200  
Redding, CA 96001

To avoid potential technical difficulties, submit any written comments by July 14, 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  
Cynthia Whitney, Central Services Manager  
Sandra Monterrubio, Enforcement Program  
Manager  
Mai Xiong, Licensing/BreEZe Coordinator  
Liezel McCockran, CPD/Renewals  
Coordinator  
Lavinia Snyder, Examination Coordinator  
Evan Gage, Special Project Analyst

**Friday, July 21, 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. Review and Possible Approval of the Licensure Committee Meeting Minutes: January 13, 2023
5. Staff Reports
  - a. Licensing Report (M. Xiong)
  - b. Continuing Education/Professional Development and Renewals Report (L. McCockran)
  - c. Examination Report (L. Snyder)
6. Discussion and Possible Action on Establish Target Licensing Application Processing Timeframes (S. Cheung)
7. Discussion and Possible Action on the Certificate of Professional Qualification (CPQ) Outreach Survey Questions by the Association of State and Provincial Psychology Boards (ASPPB)
8. Recommendations for Agenda Items for Future Licensure Committee Meetings

## **CLOSED SESSION**

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

## **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.

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.

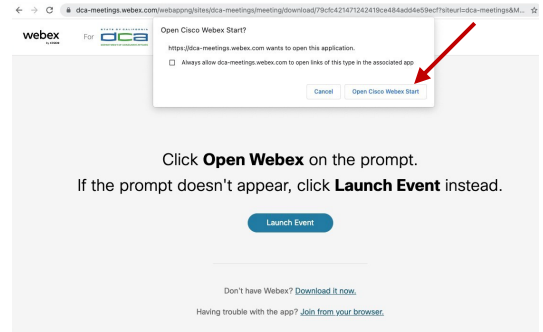
You may access this agenda and the meeting materials at [www.psychology.ca.gov](http://www.psychology.ca.gov). The meeting may be canceled without notice. To confirm a specific meeting, please contact the Board.

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)

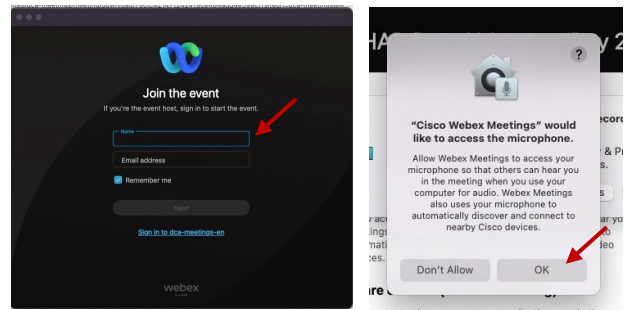
*The goal of this committee is to create and maintain a clear and efficient framework for licensure, examination processes, and continuing professional development through the Board's statutes and regulations to ensure licensees meet the qualifications necessary to practice safely and ethically. The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



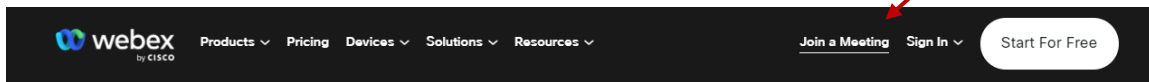
- 3 Enter your name and email address. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.



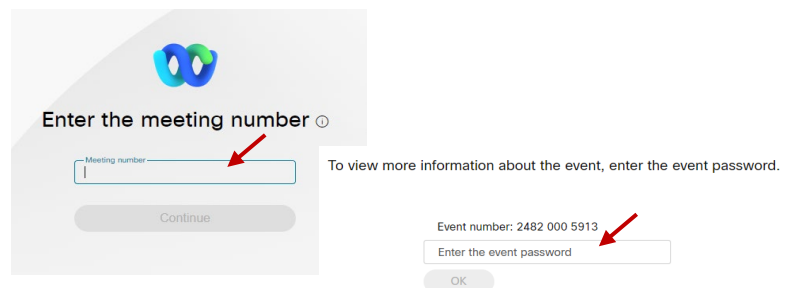
OR

## If joining from Webex.com

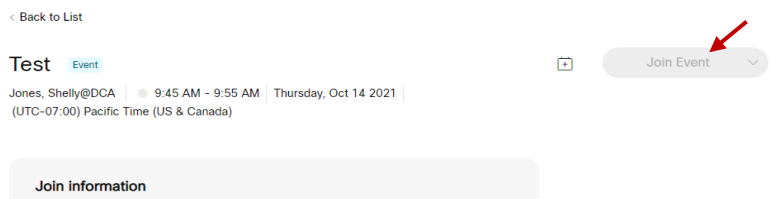
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 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".



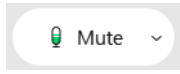
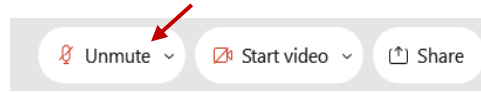
OR

## Connect via telephone\*:

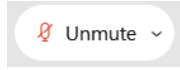
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

### Microphone

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

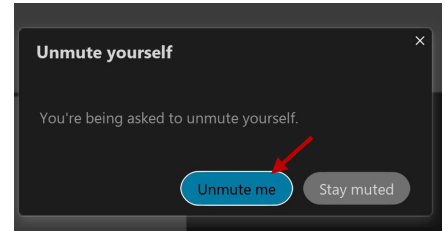


Green microphone = Unmuted: People in the meeting can hear you.



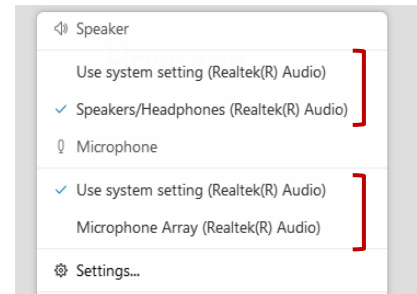
Red microphone = Muted: No one in the meeting can hear you.

*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".*



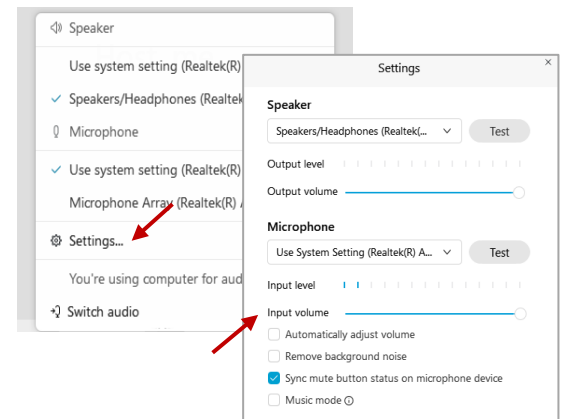
### If you cannot hear or be heard

- 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

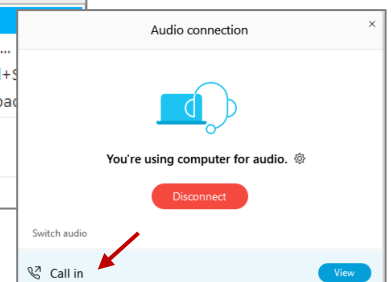
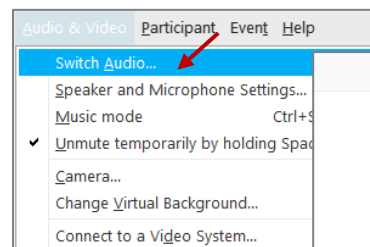
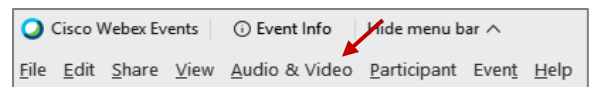
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



### 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.

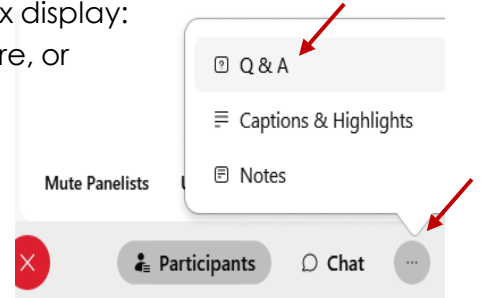
- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



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.*

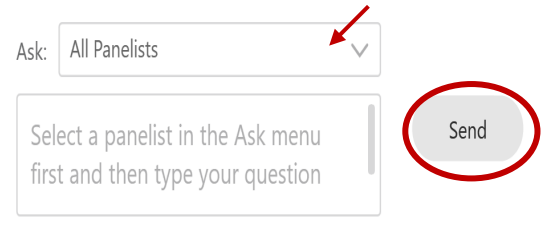
1 Access the Q&A panel at the bottom right of the Webex display:

- 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”.



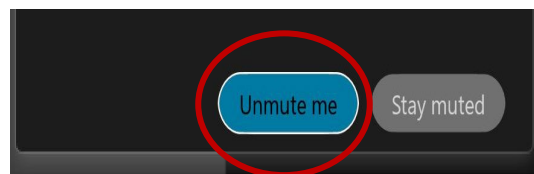
OR

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.

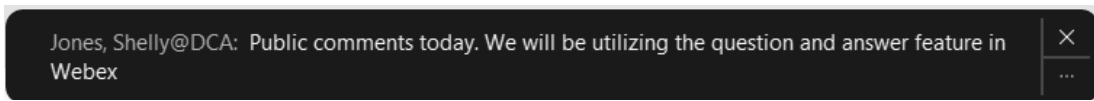


OR

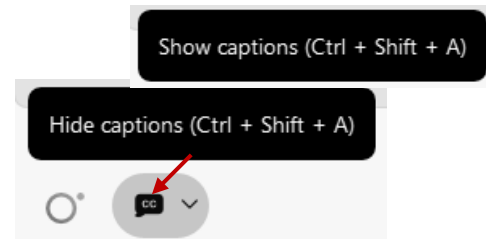
If connected via telephone:

- Press \*3 to unmute your microphone.

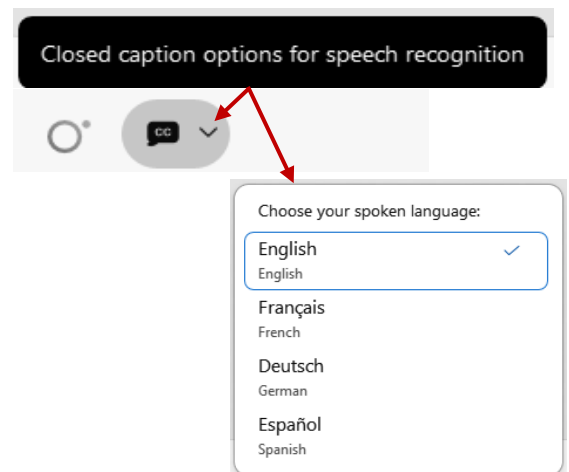
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



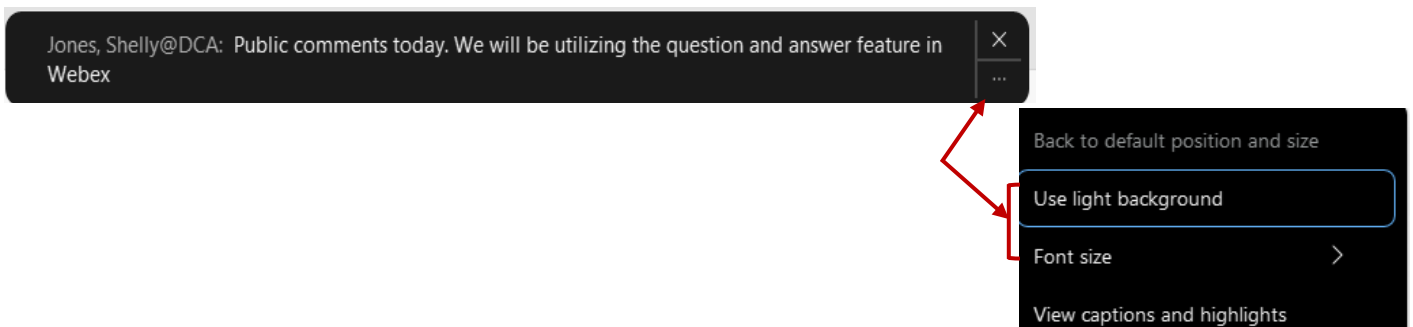
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



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>	July 21, 2023
<b>TO</b>	Licensure Committee Members
<b>FROM</b>	Cynthia Whitney Central Services Manager
<b>SUBJECT</b>	Agenda Item # 4 – Discussion and Possible Approval of the Committee Meeting Minutes: January 13, 2023

**Background:**

Attached are the draft minutes of the January 13, 2023, Committee Meeting.

**Action Requested:**

Review and approve the minutes of the January 13, 2023, Committee Meeting.



1 **Draft January 13, 2023, Licensure Committee Minutes**

2  
3 **Committee Members**

4  
5 Mary Harb Sheets, PhD, Chairperson  
6 Julie Nystrom  
7 Lea Tate, PsyD

8  
9 **Board Staff**

10  
11 Antonette Sorrick, Executive Officer  
12 Jonathan Burke, Assistant Executive Officer  
13 Stephanie Cheung, Licensing Manager  
14 Jason Glasspiegel, Central Services Manager  
15 Sandra Monterrubio, Enforcement Program Manager  
16 Mai Xiong, Licensing/BreEZe Coordinator  
17 Liezel McCockran, CE/Renewals Coordinator  
18 Lavinia Snyder, Examination Coordinator  
19 Evan Gage, Special Project Analyst  
20 Norine Marks, Board Counsel  
21 Brittany Ng, Board Counsel

22  
23 **Agenda Item 1: Call to Order/Roll Call/Establishment of a Quorum**

24  
25 Chairperson Harb Sheets called the meeting to order at 10:00 a.m., roll was taken, and  
26 a quorum established.

27  
28 **Agenda Item 2: Public Comment(s) for Items not on the Agenda**

29  
30 There was no public comment offered.

31  
32 **Agenda Item 3: Chairperson's Welcome and Opening Remarks**

33  
34 Dr. Harb Sheets welcomed all participants and provided a general expected timeline for  
35 the meeting.

36  
37 **Agenda Item 4: Approval of the Licensure Committee Meeting Minutes: July 22,**  
38 **2022**

39  
40 Dr. Harb Sheets introduced this item. There was no Committee or public comment  
41 offered.

42  
43 It was M(Tate)/S(Nystrom)/C to approve the Committee meeting minutes from July 22,  
44 2022.

45  
46 Vote: 3 Ayes (Harb Sheets, Nystrom, Tate), 0 Noes  
47

48 **Agenda Item 5: Staff Reports**

49  
50 a. Licensing Report (M. Xiong)

51  
52 Ms. Xiong provided this update which began on page 16 of the meeting materials.  
53

54 Dr. Harb Sheets praised the Licensing Unit and Board staff for the effort made to  
55 improve processing times which was agreed to by Dr. Tate.  
56

57 There was no public comment offered.  
58

59 b. Continuing Education and Renewals Report (L. McCockran)

60  
61 Ms. McCockran provided this update which included background and historical context  
62 of the Continuing Professional Development (CPD) model and provided instructions on  
63 how to track and provide proof of hours.  
64

65 Discussion ensued regarding ideas as to how the pass rate of audits could be improved.  
66

67 Public Comment:

68  
69 Dr. Patricia Masuda-Story stated concern about the CPD accrual and what hours would  
70 apply.  
71

72 Dr. Zoi Dorit Eliou expressed excitement about the CPD implementation and stated her  
73 opinion that CPD would open up many avenues for accrual of hours.  
74

75 Dr. Jo Linder Crow, California Psychological Association (CPA), expressed appreciation  
76 of the work done between CPA and Board staff on the implementation of CPD and how  
77 licensees could calculate hours.  
78

79 Dr. Cathy Guns requested the Board provide an Excel spreadsheet to track hours.  
80

81 Dr. Elizabeth Winkleman, CPA, thanked the Committee and staff on the work done on  
82 CPD and offered assistance in creating an FAQ for CPD.  
83

84 Ms. McCockran provided clarity on how hours could be accrued and provided her  
85 contact information for any follow-up on CPD. Additionally, she stated that staff would  
86 work on a worksheet that could be used to track hours.  
87

88 There was no further Committee or public comment offered.  
89

90 c. Examination Report (L. Snyder)

91  
92 Ms. Snyder provided this report which was included in the meeting materials beginning  
93 on page 32.

94  
95 Discussion ensued regarding the national pass rate as well as the pass rate for  
96 California.

97  
98 There was no further Committee and no public comment offered.  
99

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

101  
102 Ms. Cheung provided this information which was provided in the meeting materials  
103 beginning on page 36.

104  
105 Drs. Harb Sheets and Tate commented on the clarity of the updated sample letters and  
106 appreciation for the care taken in their creation.

107  
108 There was no further Committee and no public comment offered.  
109

110 **Agenda Item 7: Examination for Professional Practice in Psychology (EPPP) 2**  
111 **Status**

112  
113 Dr. Harb Sheets provided this update and stated that the Association of State and  
114 Provincial Psychology Boards had decided to make the EPPP a two-part test which  
115 would go into effect on January 1, 2026. She stated that the EPPP Ad hoc Committee  
116 would meet on April 28, 2023, to discuss this issue which would then be brought to the  
117 full Board at the May 19, 2023, Board meeting.

118  
119 There was no Committee or public comment offered.  
120

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

123  
124 There was no Committee or public comment offered.  
125

126 **CLOSED SESSION**

127  
128 Closed Session – The Licensure Committee will Meet in Closed Session Pursuant to  
129 Government Code Section 11126(c)(2) and Business and Professions Code Section  
130 2949 to Discuss and Decide on Qualifications for Licensure.

131  
132 **The meeting adjourned at 2:11 p.m.**

## MEMORANDUM

<b>DATE</b>	June 22, 2023
<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

### 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	22,611
<b>Psychological Associate</b>	***	1,701	1,580	1,446	1,446	1,361	1,344	1,348	1,450	1,744

\*Includes licensees who are in Current and Inactive status

\*\*As of June 22, 2023

\*\*\*Statistics unavailable

As of June 22, 2023, there are 22,611 licensed psychologists and 1,744 registered psychological associates that are overseen by the Board. This includes 20,235 licensed psychologists who are in the “current” status and 2,376 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 December 2022 through May 2023 on the application status by month for psychologist license and psychological associate registration (see Attachment B). On each report, the type of transaction is indicated on the x-axis of the graphs. The different types of transactions and the meaning of the transaction status are explained below for the Committee’s reference.

#### Psychologist Application Workload Report

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

“Exam Eligible for CPLEE” (California Psychology Law and Ethics 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. Since applicants/licensees are eligible to take the CPLEE only once each quarter, the trend includes a significant increase of approved CPLEE Retake transactions in the following months: January, April, July, and October.

“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 2021/2022, there is an increase of 114 psychologist applications and 216 psychological associate notifications and a decrease of 153 psychological associate applications.

### Average Application Processing Timeframes

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

Attachment D (Average Application Processing Timeframes) provides a 6-month overview of average application processing timeframes in business days. 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 most recent average processing timeframes in June show a decrease of processing times in comparison to the previous couple months for psychologist applications and requests. For psychological associate applications and requests there is a slight increase of processing times in June from the previous months.

**Attachments:**

- A. Licensing Population Report as of June 22, 2022
- B. Application Workload Reports December 2022 – May 2023 as of June 22, 2023
- C. Applications and Notifications Received June 2022 – May 2023 as of June 22, 2023
- D. Average Application Processing Timeframes – January 2023 to June 2023 as of June 22, 2023

**Action:**

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



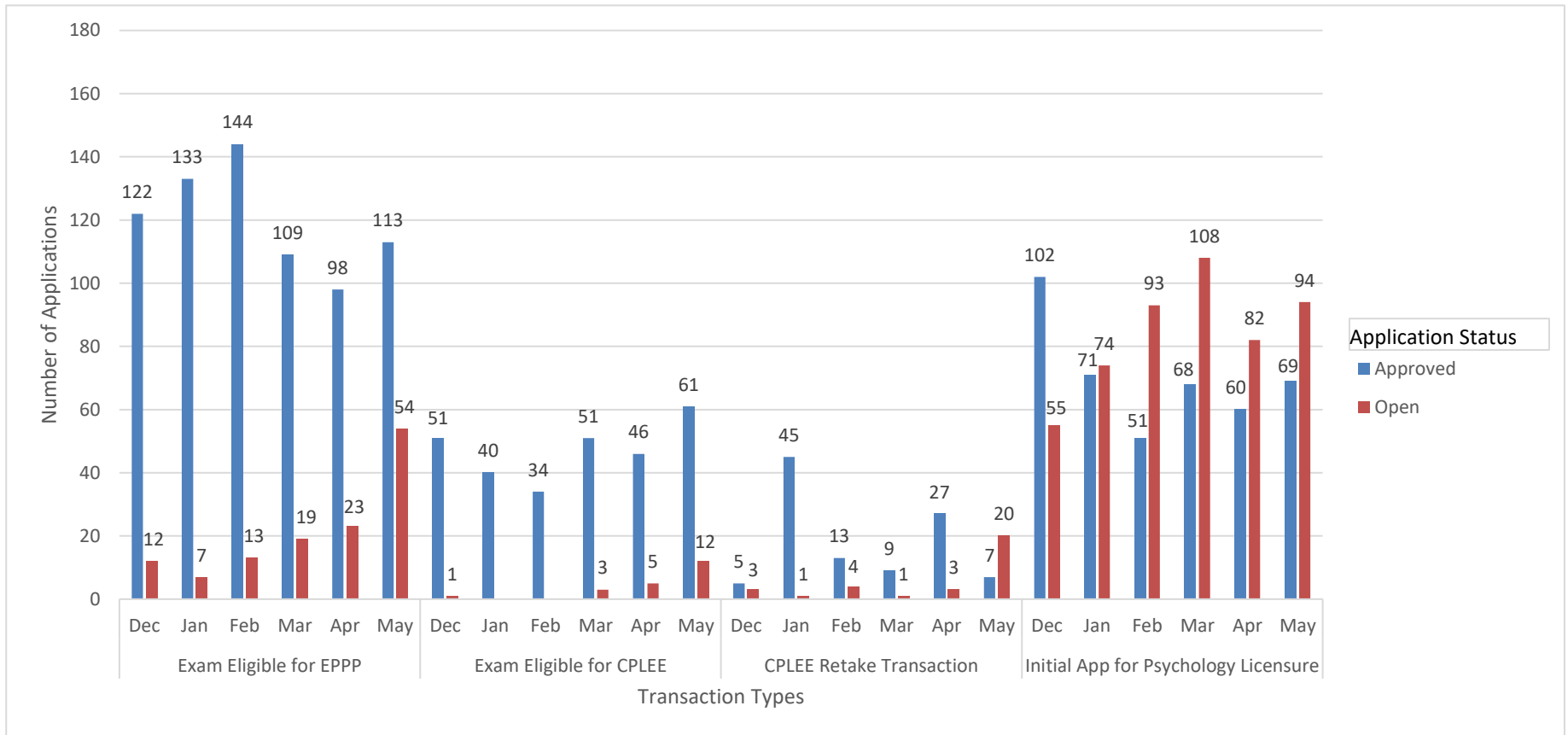
STATE DEPARTMENT OF CONSUMER AFFAIRS  
BREEZE SYSTEM



LICENSING POPULATION REPORT  
BOARD OF PSYCHOLOGY  
AS OF 6/22/2023

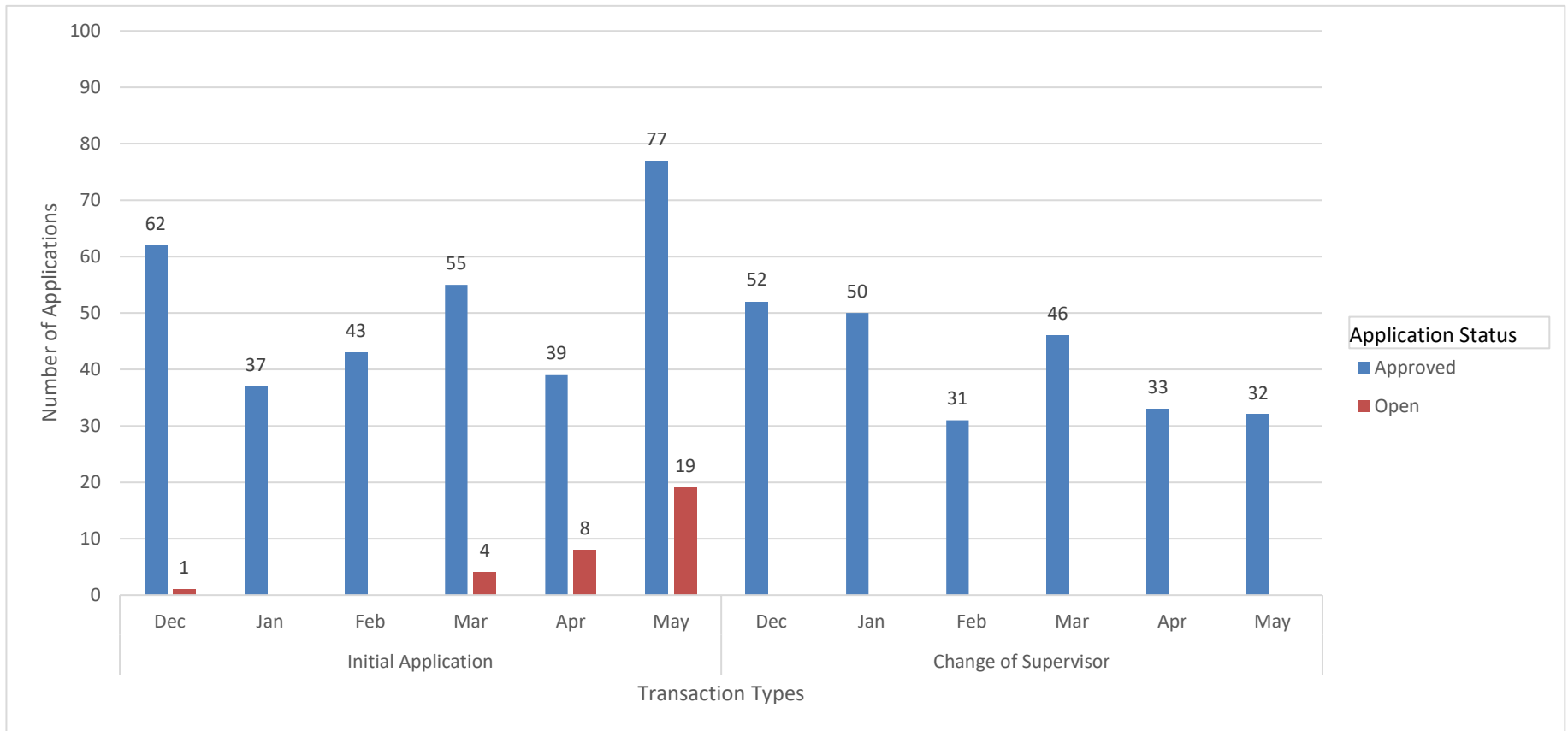
License Type	License Status									Total
	Licensing						Enforcement			
	Current	Inactive	Delinquent	Cancelled	Retired	Deceased	Surrendered	Revoked	Revoked, Stayed, Probation	
Psychologist	20,235	2,376	1,720	7,586	133	1,074	264	163	116	33,667
Psychological Associate	1,744	0	66	23,655	0	8	13	8	18	25,512
<b>Total</b>	21,979	2,376	1,786	31,241	133	1,082	277	171	134	59,179

Psychologist Application Workload Report  
 December 1, 2022 to May 31, 2022  
 As of June 22, 2023

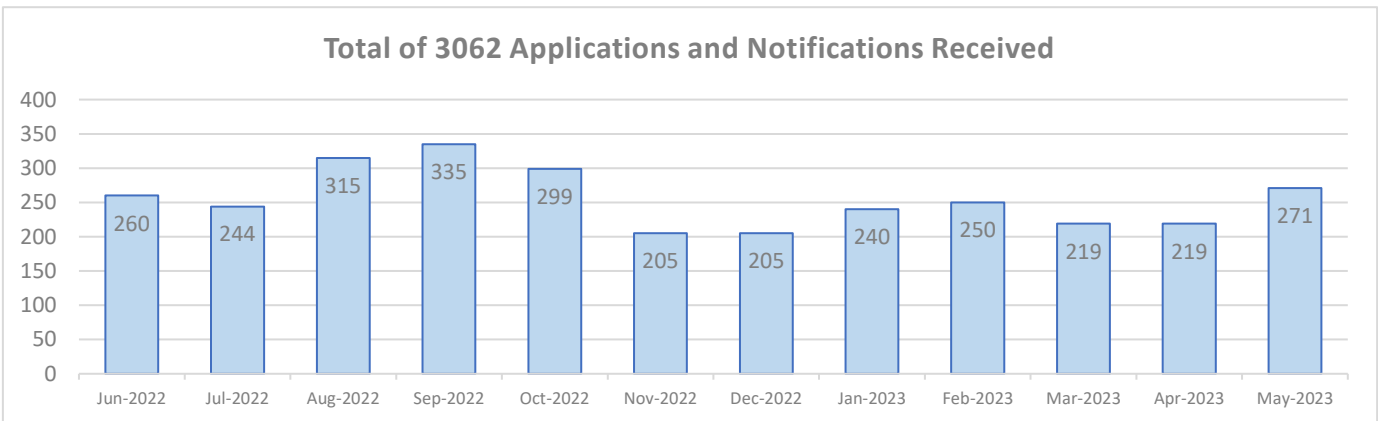
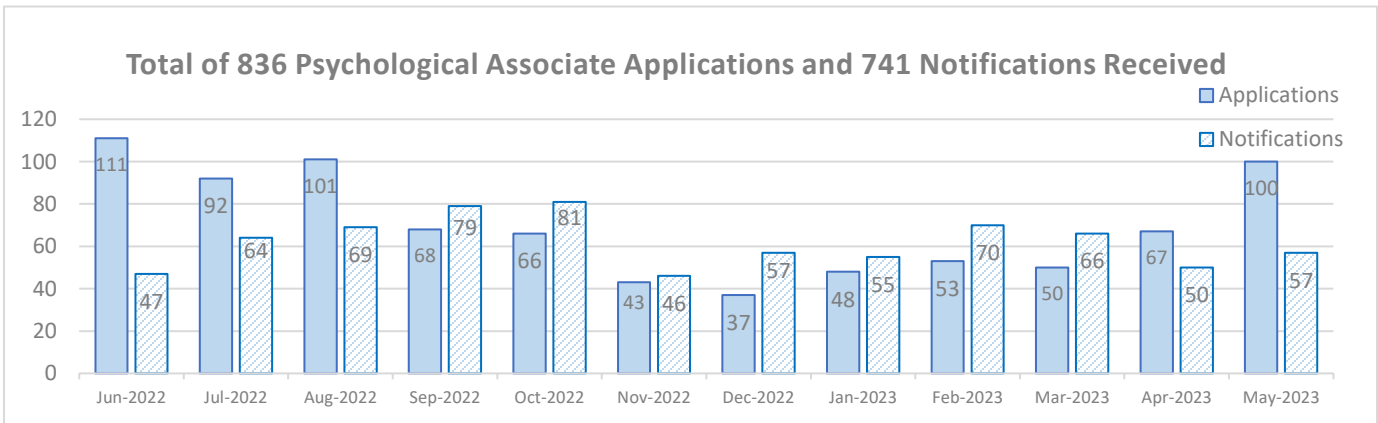
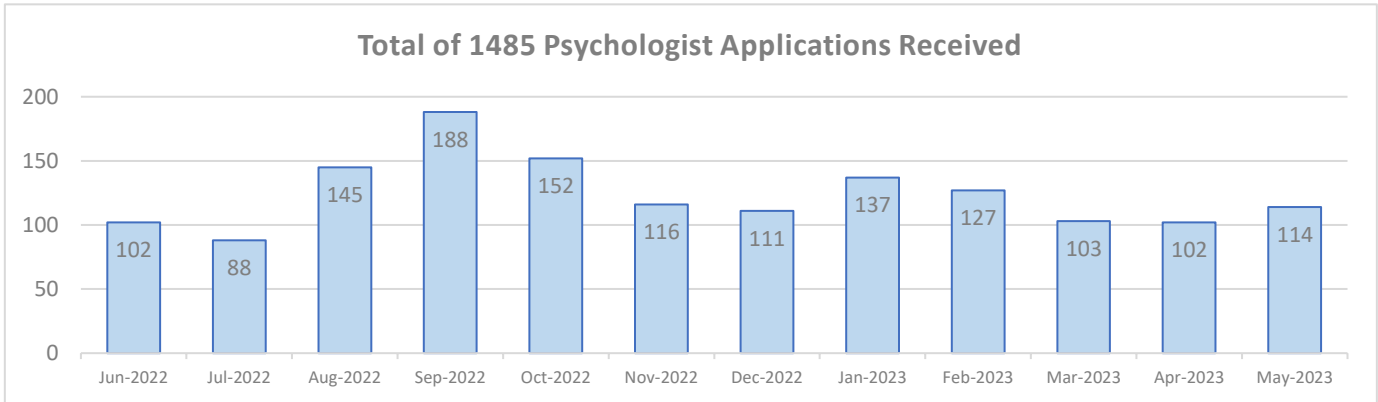




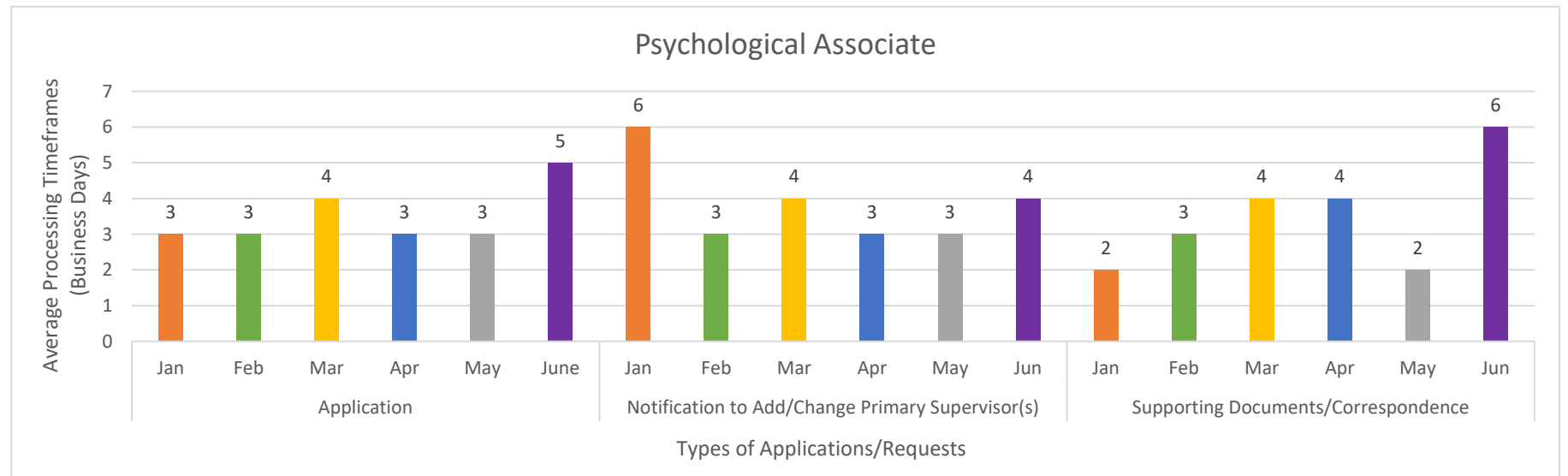
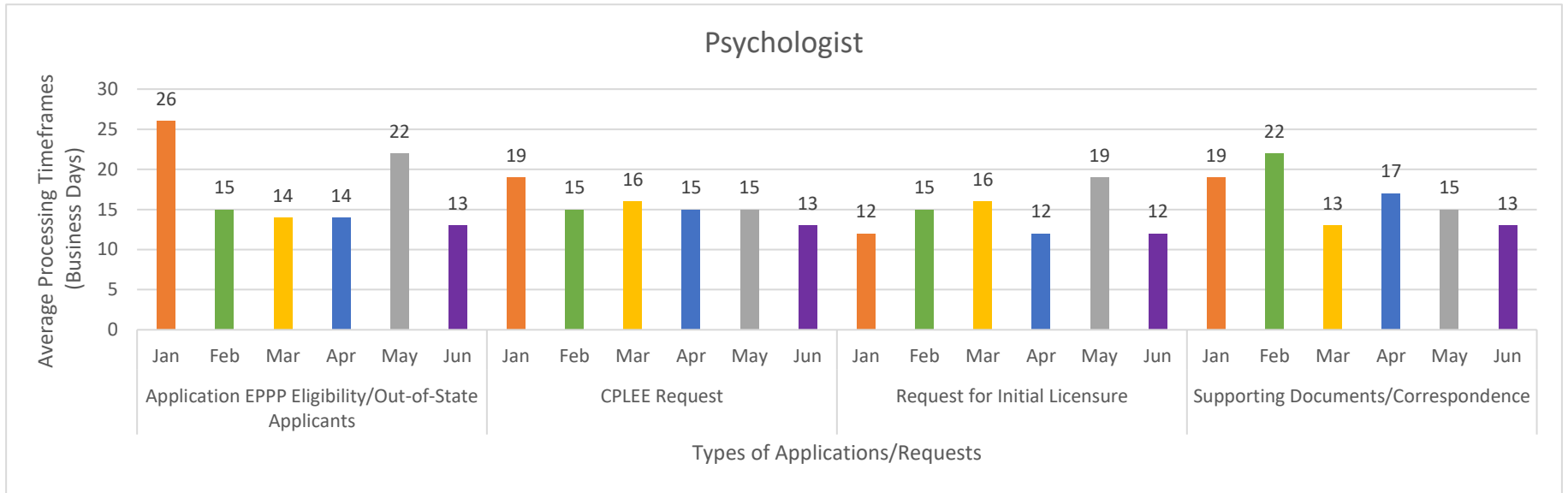
Psychological Associate Application Workload Report  
 December 1, 2022 to May 31, 2023  
 As of June 22, 2023



Applications and Notifications Received from June 2022 to May 2023  
As of June 22, 2023



### Average Application Processing Timeframes from January 2023 to June 2023 As of June 22, 2023



## MEMORANDUM

<b>DATE</b>	July 21, 2023
<b>TO</b>	Licensure Committee Members
<b>FROM</b>	Liezel McCockran CE/CPD and Renewals Coordinator
<b>SUBJECT</b>	Agenda Item #5(b) – Continuing Education/Professional Development and Renewals Report

For renewals, between January 2023 through June 2023, 84 percent of Psychologists renewed as Active. Approximately 90 percent of Psychologists and Psychological Associates renewed their license online using BreEZe per month.

CE Audits have resumed effective July 2023, auditing licensees with an expiration date in the month of June 2023.

During the last committee meeting, we discussed the development of a form to track and document CPD hours. The finalized form, named the CPD Reporting Form, is now accessible on the Board's website for immediate use.

**Action Requested:**

These items are for information purposes only. No action requested

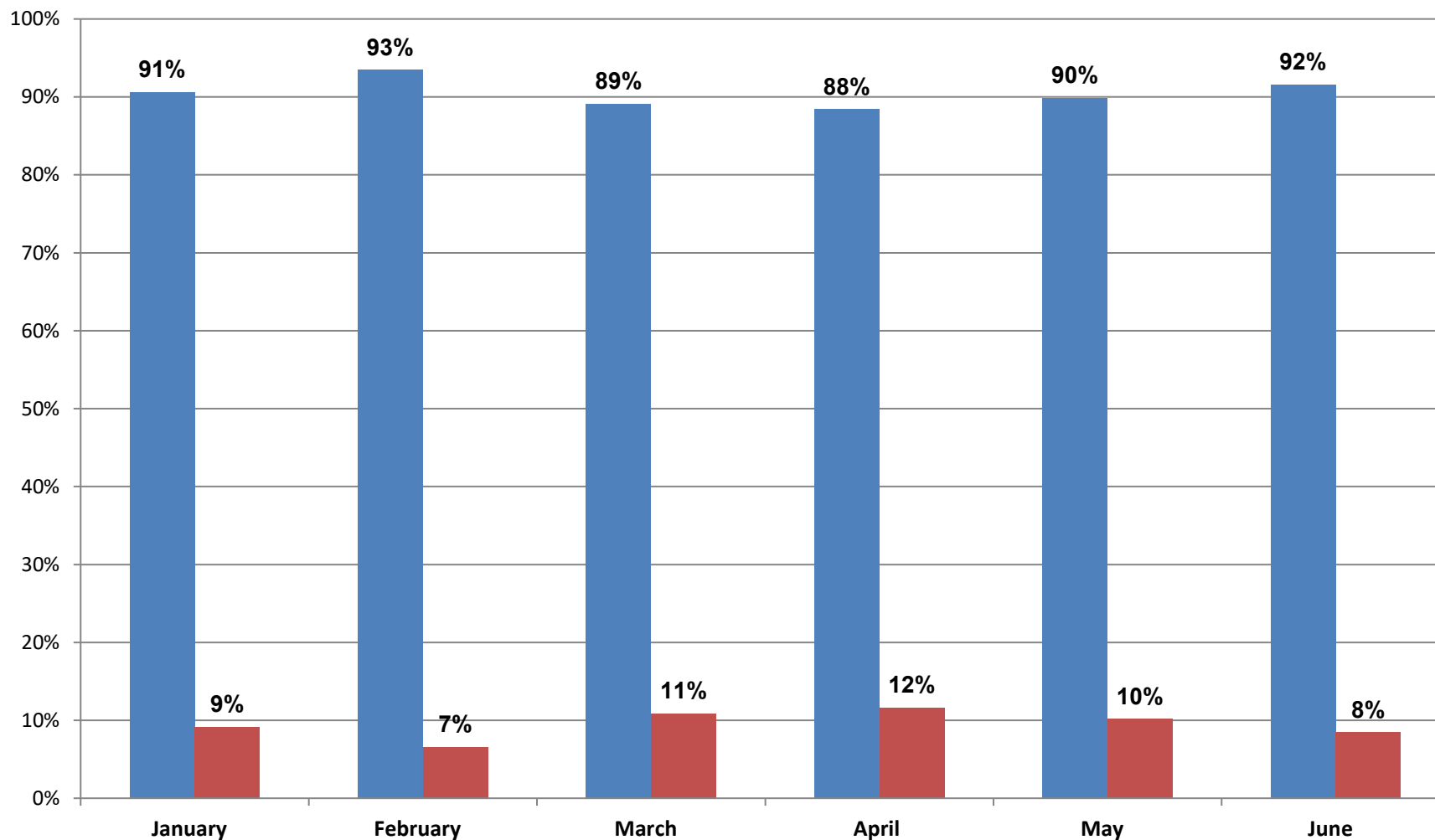
**Attachments:**

Attachment A: Online vs. Mailed in Renewals Processed

Attachment B: Psychologist and Psychological Associate Renewal Applications Processed:  
January 2023 – June 2023

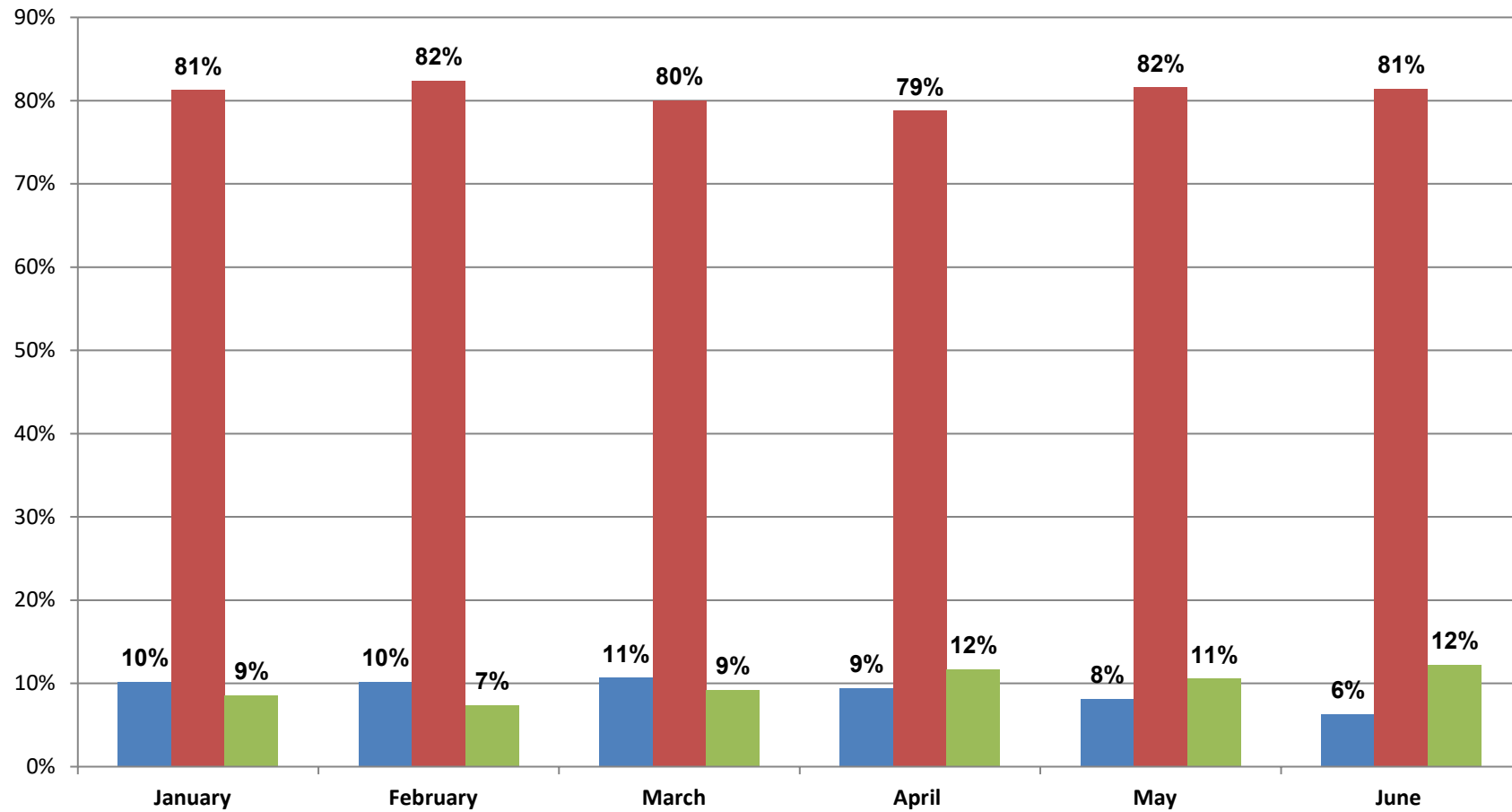
### Online vs. Mailed In Renewals January 2023 - June 2023

■ Online ■ Mailed In



## Renewal Applications Processed January 2023 - June 2023

■ Inactive ■ Active ■ Psych Associates



Every month, on average, 83% of Psychologists renew as Active. Additionally, an average of 9% of renewal applications submitted every month are from Psychological Associates.

## MEMORANDUM

<b>DATE</b>	July 21, 2023
<b>TO</b>	Licensure Committee
<b>FROM</b>	Lavinia Snyder Examination Coordinator
<b>SUBJECT</b>	Agenda Item 5(c): Examination Report

### 2023 Examination Statistics

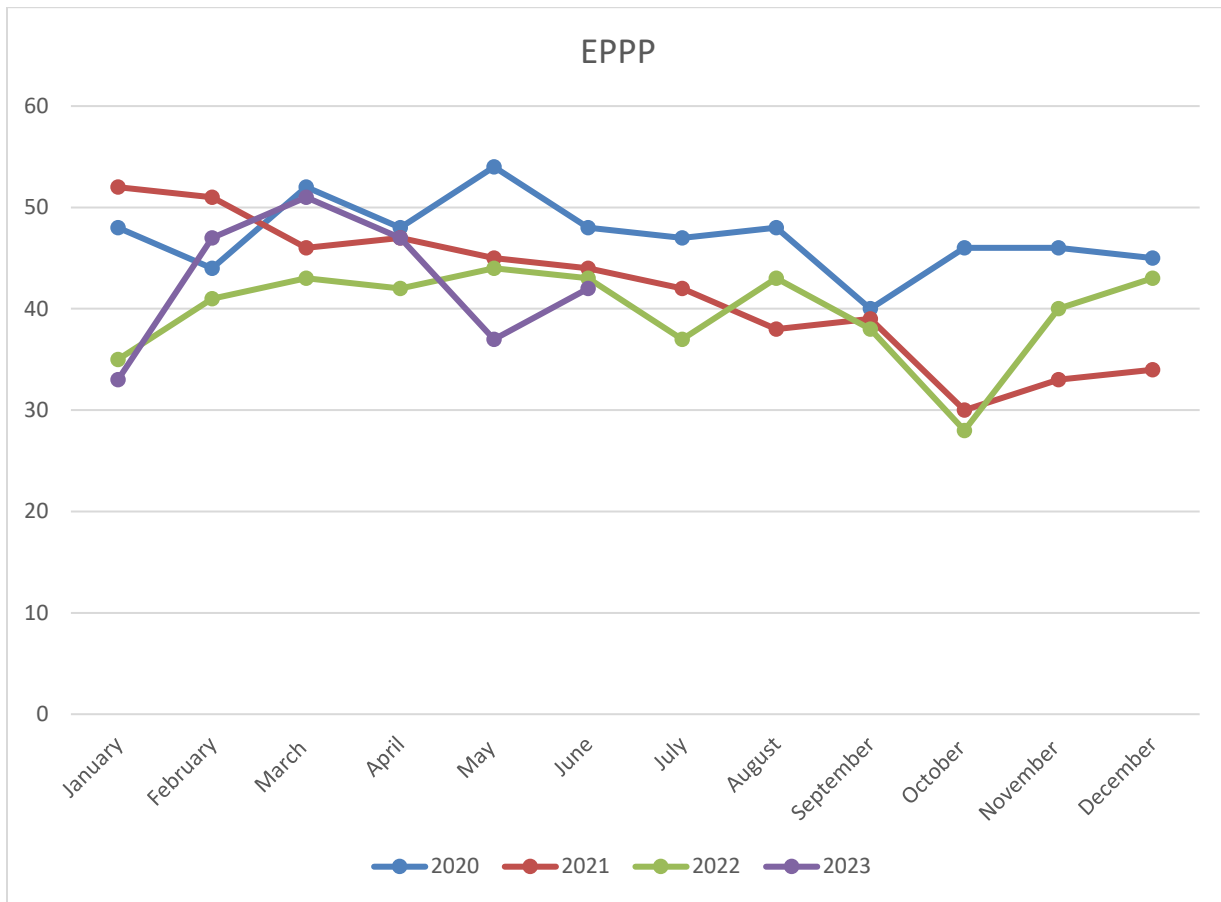
#### EPPP Monthly Examination Statistics

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. Currently the overall pass rate is 43.09% and the overall first-time pass rate is 64.76%. 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	115	38	33.04%	56	31	55.36%
February	126	59	46.83%	65	41	63.08%
March	165	84	50.91%	90	66	73.33%
April	185	87	47.03%	93	65	69.89%
May	195	72	36.92%	95	57	60.00%
June	133	56	42.11%	55	34	61.82%
<b>EPPP - Total</b>	<b>919</b>	<b>396</b>	<b>43.09%</b>	<b>454</b>	<b>294</b>	<b>64.76%</b>

The chart below depicts pass rate statistics of the EPPP for 2020, 2021, 2022 and 2023. 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. For 2023, there was an increase in pass rates in February and March.



There is not one factor that can be pinpointed as to why the failure rate is low for first time test takers. There are some possible factors but at this point it is merely speculation:

- a) Pandemic may have been a factor. The Board experienced a high number of cancellations and rescheduling due to exam site shutdowns during the pandemic that may have contributed to high failure rate.
- b) There are some candidates that do not do well on examinations and as a result must retake the exam and repeat test takers tend to fail at a higher rate than first timers.
- c) Candidates who graduate and wait 5 to 10 years later to take the EPPP may have difficulty passing the exam the first time around.
- d) Candidates may be focusing on passing the exam rather than taking and applying their knowledge on the exam. They may also be focusing on certain areas of the exam rather than trying to pass the exam as a whole.
- e) ASPPB suggested that candidates coming from the American Psychological Association accredited programs tend to do better than those coming from non-APA accredited schools. The Board itself does not require APA accreditation but we do require schools to hold regional accreditation.



- f) Schools can also be factor. However, the Board has no authority to regulate schools and their curricula, and each school may develop a different curriculum program as they see fit.

ASPPB recently released its *Doctoral Program Report* ([https://cdn.ymaws.com/www.asppb.net/resource/resmgr/eppp\\_/doctoralreport2023\\_for\\_public.pdf](https://cdn.ymaws.com/www.asppb.net/resource/resmgr/eppp_/doctoralreport2023_for_public.pdf)). This report includes data on first-time takers who took the Examination for Professional Practice in Psychology (EPPP (Part 1-Knowledge)) during the period from January 1, 2017 through December 31, 2022. The doctoral programs presented in the report are based on the 2022 American and Canadian Psychological Association accredited doctoral programs. The report is divided into sections, 3 years prior to COVID 2017-2019 and the 3 years during COVID 2020-2022) to assist with the interpretation. The report shows all the accredited doctoral programs (not *schools*, but *individual doctoral programs*) state-by-state and their pass rates on the EPPP1. ASPPB summarizes the following:

Prior to COVID:

- Accredited programs - 80%
- Non-accredited programs - 55%

During COVID:

- Accredited programs - 76%
- Non-accredited programs - 46%

Regional accreditation (which CA requires) is for the *institution* where the doctoral program is housed. Accredited *programs* (which are housed in regionally accredited institutions) are specific programs that lead to the doctoral degree. However not all regionally accredited institutions have APA accreditation.

Based on these numbers, it would appear accredited programs overall were more resilient, even during COVID, than non-accredited programs:

1. Programs in universities had higher pass rates than programs in professional schools (more of CA's programs are housed in professional schools vs. universities).
2. PhD programs had higher pass rates than PsyD programs (many more of CA's graduates are PsyDs vs. PhDs)

The Office of Professional Examination Services will be conducting a California school analysis. This data unfortunately is still in the tallying phase. The analysis will look at the following information, Entity number, DOB, Gender (if available), zip code, school name, graduation date, degree code, degree description, exam code, exam result, exam completed date, the number of times a candidate took the exam. This will cover both the EPPP and CPLEE.

Board staff also compiled data from different states and their educational and licensure requirements as well as each state's pass rate for the past 4 years on the EPPP. Not

all States responded. Data reflected on the spreadsheet is data collected either from ASPPB’s website, State’s websites, or direct communication (email or phone calls) to the States. The spreadsheet reflects the following information:

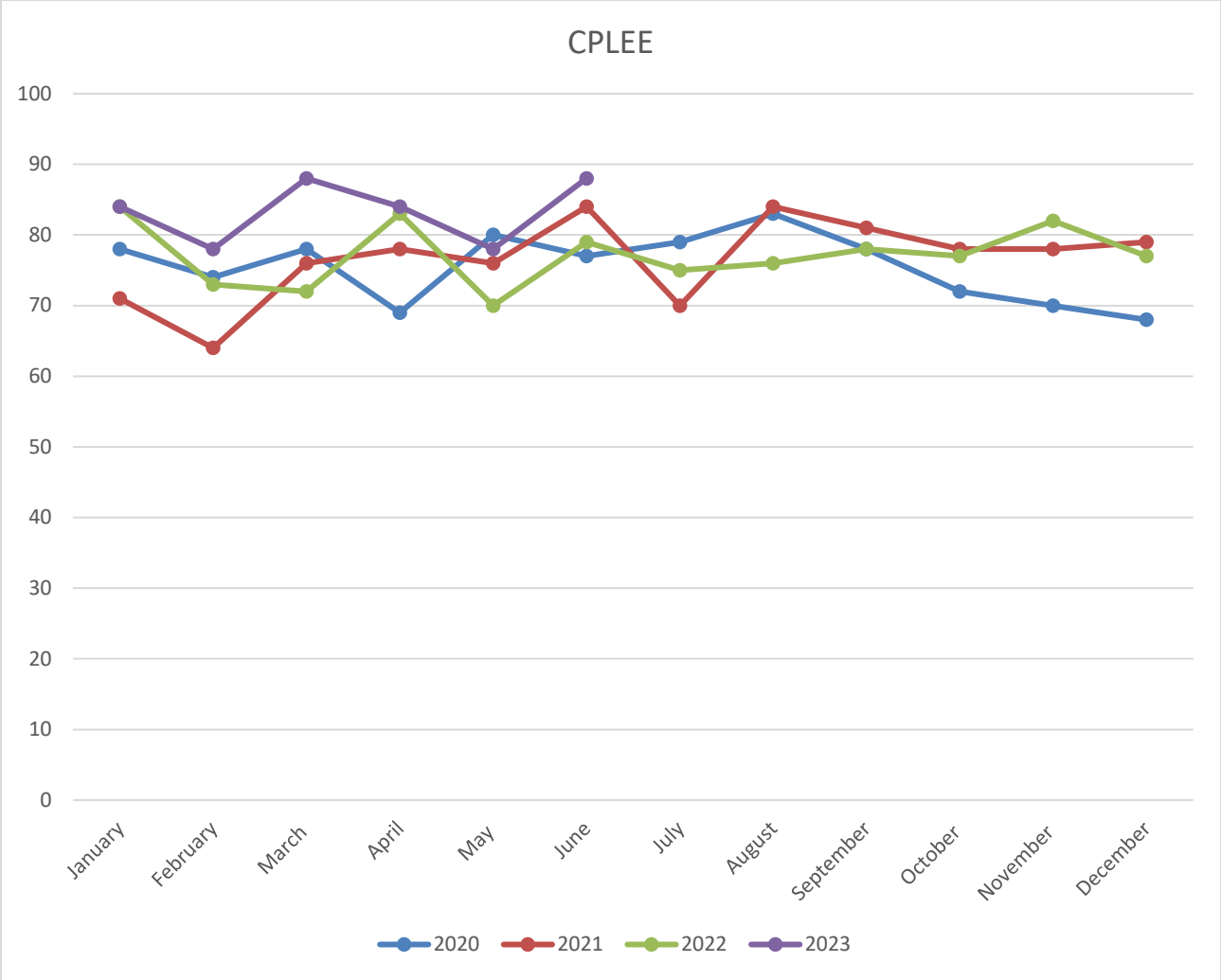
- California requirements and pass rates
- Other State requirements and pass rates
- Canadian requirements and pass rates
- States that allow EPPP to be taken at the completion of coursework and their pass rates

**CPLEE Monthly examination statistics**

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 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 2023. The overall pass rate is 84.10% and the overall first-time pass rate is at 84.62%.

Monthly CPLEE Examination Statistics						
Month	# of Candidates	# Passed	% Passed	Total First Timers	First Time Passed	% First Time
January	57	48	84.21%	44	36	81.82%
February	79	62	78.48%	50	42	84.00%
March	90	79	87.78%	73	64	87.67%
April	67	56	83.58%	50	41	82.00%
May	68	53	77.94%	55	43	78.18%
June	142	125	88.03%	131	115	87.79%
<b>CPLEE - Total</b>	<b>503</b>	<b>423</b>	<b>84.10%</b>	<b>403</b>	<b>341</b>	<b>84.62%</b>

The chart provides the monthly pass rate statistics of the CPLEE for 2020, 2021, 2022 and 2023. CPLEE pass rate seem to be consistent over the past years with no noticeable deviation.



**Action:** No action required. Data is for informational purposes.

Jurisdiction	State Abbreviation	Degree	Regional Accreditation	APA/CPA Accreditation	EPPP can be taken after degree is granted	Specific Courses and Content are required	Residency	Practicum	Internship	Postdoctoral	EPPP	EPPP2	State Requirement to take the EPPP	Pass % of each state (2018 -2022)Based on ASPPB EPPP1 2022 Technical Report released by Pearson
Alberta	AB	MA	x			x					x			52.8
Alaska	AK	Doctoral	x							x	x		Completion of a degree and SPE	56.7
Alabama	AL	Doctoral	x	APA or equivalent (accept not require)	x	x	x	x	x		x		Completion of Doctoral degree with SPE completed in a pre-doctoral internship for a year of full-time training, or no less than 10 months for a School Psychologist. Master's-level licensure is available, as a Psychological Technician. An individual completing a doctoral program who has already earned a terminal master's degree, or the equivalent of, may be admitted to the EPPP and use a successful score toward a doctoral-level application for licensure once that doctoral degree is conferred.	68.3
Arkansas	AR	Doctoral	x	APA/CPA		x			x	x	x		The initial application must contain proof of core doctoral-level courses being completed (or nearly completed, if you are in your last semester of studies) and proof of a 2,000-hour internship.	79.7
Arizona	AZ	Doctoral		APA/CPA	x	x	x		x		x	x	Arizona has the same requirement as CA; we are unable to allow candidates to take the EPPP prior to completion of the degree	54.7
British Columbia	BC	Doctoral	x			x	x	x	x		x			84.7
California	CA	Doctoral	x		x				x	x	x		Completion of Doctoral degree and 1500 hours of SPE	44.8
Colorado	CO	Doctoral		APA or equivalent	x	x				x	x		Completion of doctoral and one year of postdoctoral experience	71.7
Connecticut	CT	Doctoral		APA or equivalent	x				x	x	x		Completion of doctoral and one year of postdoctoral experience	58.9
District of Columbia	DC	Doctoral	x	APA			x	x	x	x	x	x	In order to be approved for the EPPP 1 and EPPP 2, applicants must meet the training (psychological practice experience) and educational requirements.  •For educational requirements, applicants should have doctoral degree in psychology from American Psychological Association (APA) accredited program. Kindly read the psychology regulations, specifically the educational requirements sections 6902.1 and 6902.8 ( <a href="https://dchealth.dc.gov/node/150892">https://dchealth.dc.gov/node/150892</a> ). •For training requirements, applicants will need to have a total of 4000 hours of psychological practice experience [2000 hours as a predoctoral and the other 2000 hours as postdoctoral OR they can have all 4000 hours as postdoctoral]. The postdoctoral hours are accrued after the conferral of the doctoral degree. 10% of the total required hours should be immediate supervision. The total required hours is 4000 so 10% is 400 (300 individual immediate supervision and 100 group immediate supervision).	54.3
Delaware	DE	Doctoral	x	x	x					x			Require only the completion of a <u>doctoral degree and 1500 hours</u>	73.3
Florida	FL	Doctoral		APA						x	x		At minimum, the applicant must have documented completion of a doctoral degree from APA-accredited program (Bifurcation/Exam method). Florida also accepts EPPP1 score transfers with min. scores of 500 or a passage rate of 70% correct for persons examined prior to October 2000.	55.9
Georgia	GA	Doctoral		APA/CPA	x	x			x	x	x	x	Requires a doctoral degree and pre and post hours before taking the EPPP.	69.8
Guam	GU	MA/Doctoral								x	x	x	completion of a MA or doctoral and post doc experience.	—
Hawaii	HI	Doctoral				x			x	x	x		must complete the following requirements: qualifying doctoral degree; qualifying internship (1yr/1900hrs); and qualifying postdoctoral experience (1yr/1900hrs), to be authorized for the exam.	32.9
Iowa	IA	Doctoral	x	APA	x					x	x		Need a doctoral degree and one year of supervised experience in psychology	73.8
Idaho	ID	Doctoral	x	APA	x	x		x	x	x	x		Require only the completion of a <u>doctoral degree no hours.</u>	48.3
Illinois	IL	Doctoral		APA	x				x	x	x		Need a doctoral degree and two years of supervised experience in psychology	50.3

Indiana	IN	Doctoral	x	APA					x	x			Can only take the EPPP after completion of Jurisprudence exam.	66.1
Kansas	KS	Doctoral		APA or equivalent	x	x	x		x	x	x		Need a doctoral degree with 2 years supervised work experience	50.3
Kentucky	KY	Doctoral	x			x		x	x	x	x		Need doctoral degree and two years supervised professional experience.	60.2
Louisiana	LA	Doctoral	x	APA		x	x		x	x	x		Can take after doctoral degree is granted and while accruing post-doctoral experience	73.6
Massachusetts	MA	Doctoral	x	APA	x			x	x	x	x		Need doctoral degree and two years supervised professional experience before they can apply and take the EPPP	69.7
Manitoba	MB	Doctoral	x			x				x	x	x		86.9
Maryland	MD	Doctoral		APA	x			x	x		x		Need doctoral degree and training to take the EPPP	69.4
Maine	ME	Doctoral		APA					x	x	x		Doctoral degree and supervised professional experience	66.7
Michigan	MI	Doctoral	x		x				x	x	x		Completion of doctoral degree and SPE hours	40.7
Minnesota	MN	Master/Doctoral		APA/CPA	x	x	x		x	x	x		At the completion of a master's or doctoral degree	66.6
Missouri	MO	Doctoral	x		x	x	x	x	x		x		at completion of doctoral degree"	64.5
Mississippi	MS	Doctoral	x	APA	x		x	x	x		x		At the completion of doctoral and SPE	61.2
Montana	MT	Doctoral	x	APA	x	x	x		x	x	x		Requires the completions of doctoral degree and SPE	72.2
New Brunswick	NB	Doctoral	x		X	x	x	x	x	x	x		Can be taken after degree is granted and candidate must be an interim member with CPNB.	65.8
North Carolina	NC	Doctoral		APA/CPA	x	x			x	x	x		At the completion of doctoral and SPE	59.6
North Dakota	ND	Doctoral	x	APA/CPA	x				x	x	x		At the completion of doctoral and SPE	86.2
Nebraska	NE	Doctoral		APA/DHHS	x				x	x	x		At the completion of doctoral and SPE	66.7
New Hampshire	NH	Doctoral	x			x	x		x	x	x		at the completion of degree and SPE	63.8
New Jersey	NJ	Doctral	x			x		x	x		x		At the completion of doctoral and SPE	50
Newfoundland	NL	MA			x	x	x	x			x	x		78.3
New Mexico	NM	Doctoral		APA/CPA				x	x	x	x		Complete a doctoral degree and SPE	67
Nova Scotia	NS	MA	x	For doctoral		x	x	x	x	x	x		Completion of degree (MA or doctoral) and on NSBEP candidate register	77.6
Nevada	NV	Doctoral	x	x	x	x	x		x	x	x	x	In recent months, NV Board has taken action to make the EPPP available to graduate students following the successful completion of all coursework. Students are eligible to take the EPPP Part 1 upon completion of coursework and throughout internship if they choose to do so.	56.3
New York	NY	Doctoral	x	or APA	x	x		x	x	x	x		At the completion of doctoral and SPE	66.9
Ohio	OH	Doctoral	x		x			x			x		Upon graduation with qualifying doctorate	66.2
Oklahoma	OK	Doctoral	x	APA after 1/1/1997	x	x			x	x	x		At the completion of doctoral and SPE	66.3
Ontario	ON	Doctoral	x		x	x	x		x	x	x		a candidate may only take the EPPP after completion of the doctoral degree	78
Oregon	OR	Doctoral		APA/CPA			x			x	x		We require them to be awarded a qualifying degree, apply for licensure, and be reviewed and approved before they are allowed to sit for the EPPP	77.5
Pennsylvania	PA	Doctoral		APA/CPA	x				x	x	x		Complete a doctoral degree and SPE	68.4
Prince Edward ISL	PE	Doctoral	x			x	x	x	x	x	x	x	When we required only Part 1 of the EPPP, the exam could be written only after degree completion. Since we began requiring part 2 as well, part 1 can be written after all course work is done (while still working on dissertation or while in internship). Part 2 can only be written after the degree is completed.	60
Quebec	PQ	Doctoral	x			x		x	x					—
Puerto Rico	PR	MA	x										At the completion of MA degree	30.3
Rhode Island	RI	Doctoral	x	APA	x				x	x	x		At thhe completion of doctoral degree and SPE	77.1
South Carolina	SC	Doctoral	x	APA		x		x	x	x	x		At the completion of doctoral and SPE	75.4
South Dakota	SD	Doctoral	x		x	x			x	x	x		At the completion of doctoral degree	68
Saskatchewan	SK	MA	x			x					x			70.2
Tennessee	TN	Doctoral		X	x				x	x	x	x	At the completion of doctoral and SPE	62.8
Texas	TX	Doctoral		APA/NASP	x				x	x	x		At the completion of a docotral degree and SPE	53.2

Utah	UT	Doctoral	x	APA			x	x			x	Utah candidates require an appropriate doctoral degree and the completion 4,000 hours of psychology training in no less than 2 years. Of the 4,000 hours at least 1,000 hours shall be supervised mental health therapy with clients AFTER completion of a master's lever of education in psychology and at least 100 hours shall be direct supervision (at least 1 hour of supervision for every 40 hours of supervised training)	78.5
Virginia	VA	Doctoral	x	APA/CPA	x	x	x	x			x	Virginia has specific requirements for clinical, applied and school psychologist. They require the completion of doctoral degree and 1500 hours of experience	56.6
US Virgin ISL	VI	Doctoral	x			x			x	x	x	At the completion of education coursework or academic degree degree and SPE	25
Vermont	VT	MA or Doctoral	x		x	x			x	x	x	Complete a doctoral degree and SPE	55
Washington	WA	Doctoral	x			x	x	x	x		x	An applicant is only approved to take the EPPP once all licensing requirements have been met and approved to include the doctoral degree and supervision requirements.	74.8
Wisconsin	WI	doctoral		x			x	x	x		x	The degree must be APA or CPA accredited, or it requires approval by the Board Liaison. The application must be submitted, but evidence of the Doctoral degree and supervised experience is not required to take the EPPP. Documentation is only needed at the time of licensure.	68.1
West Virginia	WV	Master/Doctoral	x		X	x					x	WV does license at the master's level as well as the doctoral level. We require schools to be regionally accredited, the degree must be in a clinical form of psychology, must be at least 50% on campus for master's degrees, and there are course requirements. . Candidates can take the EPPP who meet these requirements. The passing score for all candidates in WV is 500 or better.	57.4
Wyoming	WY	Doctoral	x						x	X	x	At the completion of doctoral and SPE	64.2

## MEMORANDUM

<b>DATE</b>	June 23, 2023
<b>TO</b>	Committee Members
<b>FROM</b>	Stephanie Cheung Licensing Manager
<b>SUBJECT</b>	<b>Agenda Item 6</b> Discussion and Possible Action on Establish Target Licensing Application Processing Timeframes

### **Background:**

It is the goal of Board staff to streamline the processing of initial applications for registration and licensure. At the May 2023 Board meeting, Vice President Shacunda Rodgers asked Board staff what an ideal processing timeline would be. Though there is not a required timeline set forth in statute or regulations, Board staff strives to complete the initial review of an application for registration or licensure within four weeks from the date received.

Board staff believes that establishing a target processing timeframe for initial applications would be beneficial because it would enhance transparency and serve as a target in our ongoing efforts in streamlining processes.

Board staff considered comments and feedback received by our stakeholders in the past year and recommends a 2-week turnaround time to complete the initial review of an application for registration or licensure from the received date. Board staff also recommends including the new target processing timeframes in the Board's upcoming strategic plan.

### **Action Requested:**

Discuss and recommend to the full Board a target processing timeframe for the initial review of registration and licensure applications and to include it in the Board's upcoming strategic plan.

## MEMORANDUM

<b>DATE</b>	June 23, 2023
<b>TO</b>	Committee Members
<b>FROM</b>	Stephanie Cheung Licensing Manager
<b>SUBJECT</b>	<b>Agenda Item 7</b> Discussion and Possible Action on the Certificate of Professional Qualification (CPQ) Outreach Survey Questions by the Association of State and Provincial Psychology Boards (ASPPB)

### **Background:**

On March 22, 2023, the Board received some questions posted by the Association of State and Provincial Psychology Boards (ASPPB) regarding the Certificate of Professional Qualification in Psychology Program (CPQ).

The questions are as follows:

1. How would your jurisdiction feel about ASPPB requiring applicants to only come from APA/CPA or ASPPB/National Register Designated Doctoral Programs in Psychology to be eligible for the CPQ?
2. In addition to an Official CPQ Verification from ASPPB, does the California Board of Psychology require any additional documentation (e.g. Supervised Experience Documentation/EPPP Score Verification/etc.)? Board Member, Dr. Marisela Cervantes requested board staff present on how we are communicating to applicants regarding their applications.

ASPPB also provided a brief description about the CPQ below and the ASPPB's Mobility Program Policies and Procedures (see Attachment A). The CPQ requirements can be found in Section 7 of the attached Policies and Procedures document:

*“ASPPB is conducting research on the Certificate of Professional Qualification in Psychology Program (CPQ). The Certificate of Professional Qualification in Psychology (CPQ) is based upon standards established by the ASPPB Mobility Committee and endorsed by the ASPPB Board of Directors. The CPQ is a means by which a doctoral level licensed psychologist can easily demonstrate to a psychology licensing board that he or she has met ASPPB recommended standards for licensure which include specific requirements relative to his or her educational background, supervised experience, performance on the EPPP, and has never had disciplinary actions taken against his or her license. The CPQ does not constitute a license to practice.”*



**Attachment:**

A: ASPPB Mobility Program Policies and Procedures October 2021

**Action Requested:**

Discuss and recommend responses to the ASPPB survey questions provided on the memo and provide a recommendation to the Board meeting in August.

# Mobility Policies and Procedures Manual



# ASPPB

Association of State and  
Provincial Psychology Boards

October 2021

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# SECTION 1:

## INTRODUCTION

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### A. ASPPB Mission

The Association of State and Provincial Psychology Boards (ASPPB) is the alliance of state, territorial and provincial agencies responsible for the licensure and certification of psychologists throughout the United States and Canada. The psychology boards of all fifty states of the United States and District of Columbia, the U.S. Virgin Islands, Puerto Rico, Guam, Commonwealth of the Northern Mariana Islands and all ten provinces of Canada are members of ASPPB. The Mission of ASPPB is to support its member jurisdictions in fulfilling their goal of advancing public protection by:

1. Offering exemplary examination and credentialing programs;
2. Providing state of the art programs and services to all our stakeholders;
3. Serving as the source for the most current and accurate information about the regulation of psychologists;
4. Contributing to the critical consumer protection perspective in the on-going development of the profession.

### B. ASPPB Mobility Program History

The ASPPB Mobility Program was established to facilitate professional mobility of licensed psychologists across jurisdictions. Professional mobility enhances consumer access to a broad range of psychological services.

1992 – Agreement of Reciprocity was a cooperative agreement that allowed licensed psychologists to practice across participating jurisdictions – Sunsetting January 1, 2020

1998 – ASPPB Mobility Program established

- Certificate of Professional Qualifications (CPQ) issued to licensed psychologists meeting eligibility criteria and used to apply for licensure in jurisdictions that recognize the CPQ
- Credentials Bank (CB) serves as a repository for individual psychologists to store licensure-related information

2007 – Interjurisdictional Practice Certificate (IPC) issued to license psychologists meeting eligibility criteria and used for temporary practice into another jurisdiction that recognizes the IPC \_Free-Standing IPC sunsetted June 30,2020. July 1, 2020 part of the requirements for the Psychology Interjurisdictional Compact (PSYPACT). The IPC is a requirement for the Temporary Authority to Practice (TAP) issued by the PSYPACT Commission.

2015 – E.Passport developed to promote regulation of telepsychology across jurisdictions that adopt the PSYPACT. The E.Passport is a requirement for the Authority to Practice Interjurisdictional Telepsychology (APIT) issued by the PSYPACT Commission.

### C. Purposes of the ASPPB Mobility Program

1. To promote responsible professional mobility for psychologists in all ASPPB jurisdictions;
2. To continue implementation, marketing and review of the E.Passport, IPC CPQ, Credentials Bank, and the Agreement of Reciprocity;
3. To review applications for the ASPPB Agreement of Reciprocity, E.Passport, IPC and CPQ programs; and
4. To keep jurisdictions apprised of developments and issues affecting mobility and continue to offer proactive resolutions to member jurisdictions on emerging professional and legal issues relevant to mobility.

### D. Disclaimer

All applicants of the ASPPB Mobility Program acknowledge that ASPPB does not guarantee that the Certificates may be accepted in all or any U.S. or Canadian jurisdictions. Further, although ASPPB is committed to pursuing their acceptance, it cannot and does not guarantee the applicant that a particular jurisdiction will adopt the CPQ and/or IPC as a qualification towards jurisdictional requirements.

### E. Publication regarding the ASPPB Mobility Program

Permission may be granted to analyze mobility program data upon written application and approval by the Mobility Committee and the ASPPB Board of Directors.

# SECTION 2: DEFINITIONS AND ACRONYMS

---

## Definitions and Acronyms

**ABPP-** American Board of Professional Psychology

**Appeal-** A written request by an applicant to contest a decision made by the Committee regarding his/her application

**APA-** The American Psychological Association

**APIT** – The Authority to Practice Interjurisdictional Telepsychology certificate issued by the Psychology Interjurisdictional Compact (PSYPACT) Commission. The APIT is required to practice under the authority of PSYPACT.

**APPIC-** The Association of Psychology Postdoctoral and Internship Centers

**Approved Continuing Education Provider-** The American Psychological Association or any of its sponsors approved through the American Psychological Association Sponsor Approval System (APA, 2005), the Canadian Psychological Association Approval of Sponsors of Continuing Education for Canadian Psychologists (CPA, 2005), the Academies of the Specialty Boards of the American Board of Professional Psychology, the Association for Psychological Science, the National Association of School Psychologists, Association of State and Provincial Psychology Boards, regionally accredited educational institutions that offer graduate training in psychology or related fields, accredited medical schools, Category I Continuing Medical Education (CME) of the American Medical Association, the Canadian Medical Association, the American Bar Association, and the Canadian Bar Association. Courses offered by non-psychology organizations must be relevant to the practice of psychology.

**ASPPB-** The Association of State and Provincial Psychology Boards

**ASPPB Member Board-** A “board” (as defined below) that is a member of the Association of State and Provincial Psychology Boards (ASPPB); Members of ASPPB include 55 jurisdictions in the United States (All 50 states, the District of Columbia, Virgin Islands, Puerto Rico, Guam and the Northern Mariana Islands) and the 10 jurisdictions in Canada

**Bank (CB)-**The ASPPB Credentials Bank: A Verification and Storage Program

**Board-**The statutorily constituted body which is legally responsible for the registration or licensing of psychologists in its respective jurisdiction (state, province, territory, or District of Columbia); Boards in Canada are commonly called Colleges

**Board of Directors-**The Board of Directors of the Association of State and Provincial Psychology Boards (ASPPB)

**CRHSP-** The Canadian Register of Health Service Psychologists

**CPA-** The Canadian Psychological Association

**CPQ-** The ASPPB Certificate of Professional Qualification in Psychology

**Certification-** In this document, status granted by ASPPB signifying that an individual has met specific qualifications established through criteria for the CPQ and/or IPC

**Certification Appeals Committee-** The ASPPB committee appointed to review appeals of applicants who are denied certification or appeals from certificate holders who are denied renewal or revoked for cause

**Colleges:** In addition to referring to an institution of higher learning, College also refers to the statutorily constructed body which is legally responsible for the registration and/or licensing of psychologists.

**CRVS-** Closed Records Verification Service

**Committee-** The ASPPB Mobility Committee

**Credentials-** Includes all documents and/or materials used to support an application for licensure or registration, CPQ, E.Passport, IPC, etc.

**Credentials Verification-** A process of reviewing and verifying specific credentials of an applicant

**Designation-** Applies to psychology doctoral programs that have been reviewed by the ASPPB/National Register Joint Designation Committee and have been found to meet the designation criteria

**Disciplinary Action-** Any action taken by a licensing entity which finds a violation of a statute or regulation that is a matter of public record unless the licensing entity clearly states that it is not a disciplinary action

**E.Passport-** A certificate of the Mobility Program and is one of the requirements for the Authority to Practice Interjurisdictional Telepsychology (APIT) issued by the PSYPACT Commission. The E.Passport promotes standardization in the criteria of interjurisdictional telepsychology practice and facilitates the process for licensed psychologists to provide telepsychological services across jurisdictional lines. The E. Passport also provides more consistent regulation of interjurisdictional telepsychology practice and allows consumers of psychological services to benefit from regulated interjurisdictional telepsychology practice

**EPPP-** The Examination for Professional Practice in Psychology ( Part 1 and/or Part 2)

**EPPP Score Transfer Service-** A service of the ASPPB Mobility Program where at a candidate's request, the service will report the candidate's EPPP score to the licensing board of another state or province in which the candidate seeks licensure or certification

**IPC-**The ASPPB Interjurisdictional Practice Certificate is a certificate of the Mobility Program and is one of the requirements for the Temporary Authorization to Practice (TAP) certificates issued by the PSYPACT Commission

**Jurisdiction-** In this document, means State, Province and/or Territory

**Licensed-** In this document, the word "licensed" is used to refer to licensed, registered, chartered, or other terms describing regulation of psychology practice



**NACES**-National Association of Credential Evaluation Services – provides evaluation of credentials for individuals trained outside the US and Canada.

**NR**- The National Register of Health Service Psychologists

**Pending Disciplinary Action**- Any action where a formal disciplinary action has been initiated and is awaiting a hearing or stipulation or is in the process of appeal

**PLUS**- Psychology Licensure Universal System. A service that ASPPB provides, outside of the Mobility Program, to assist participating member boards with streamlining their licensure process

**Postdoctoral Supervised Experience**- Work as a psychology trainee that follows the completion of all requirements for the doctoral degree by an appropriate institution of higher education and completed under the direct supervision of a licensed psychologist qualified to offer the services provided

**Practicum**- An organized, sequential series of supervised experiences of increasing complexity, serving to prepare the graduate student for internship under the supervision of licensed psychologists and other clinicians.

**Pre-doctoral (doctoral) Supervised Experience** - Work as a psychology trainee completed after the preponderance of the academic coursework and other requirements have been fulfilled. This could be a psychology internship as distinguished from practicum experience

**Primary Source**- The source from which the document originates

**Primary Source Verification**- Verification of a practitioner's credentials based upon evidence obtained from the issuing source of the credential

**Professional Work Experience**- Work as a psychologist that follows the issuance of a license, certificate or registration, issued at the independent level and based on a doctoral degree, which included, but was not limited to, applied or direct-client services

**Psychology Trainee**- Includes graduate students in a psychology program, and individuals completing supervised work experience toward licensure

**PSYPACT**- Psychology Interjurisdictional Compact

**PSYPACT Commission** – The governing body of PSYPACT

**Public Member**- A member of a licensure board who is not a licensed psychology practitioner

**Regional Accreditation**- Regional accreditation applies to entire academic institutions and not to specific academic programs. There are six regional accrediting bodies in the United States, and each is authorized to accredit institutions in specific states, divided by geographic region: Middle States Commission on Higher Education; New England Association of Schools and Colleges; North Central Association Commission on Accreditation and School Improvement; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools, and Western Association of Schools and Colleges

**Residency-** Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video conferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements.

**Reviewer-** The individual (or individuals) selected by ASPPB to consider and evaluate CPQ, E.Passport and/or IPC application files

**Staff-** ASPPB's employees, including full-time employees, part-time employees, and consultants

**TAP** – The Temporary Authorization to Practice certificate issued by the Psychology Interjurisdictional Compact (PSYPACT) Commission. The TAP is required to practice under the authority of PSYPACT.

**Transcript-** A record of a student's academic performance, including but not limited to a list of course work and earned grades, issued by the institution of learning where the course work was completed. The transcript must contain sufficient information to determine when the courses were taken, including the term and year.

**Written Notification-** Correspondence transmitted by mail, facsimile, or electronic medium

# SECTION 3: AGREEMENT OF RECIPROCITY (AOR)

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## A. Program Description – Sunsetting as of January 1, 2020

The ASPPB Agreement of Reciprocity (AOR) encouraged states and provinces to enter into a cooperative agreement whereby any individual holding a license in one AOR member jurisdiction could obtain a license to practice in another AOR member jurisdiction. Under this reciprocity approach to mobility, all licensed psychologists in member jurisdictions were eligible for licensure in all other member jurisdictions based on evidence of comparable standards in current licensure requirements.

## B. Jurisdictional Eligibility

Entrance into the Agreement of Reciprocity is dependent on a state or province demonstrating that its requirements for licensure meet the standards required by other participating jurisdictions. These standards include:

### 1. Education:

Doctoral degree in psychology must be obtained from either a or b below:

- a) A program accredited by the American Psychological Association, or the Canadian Psychological Association, or designated as a psychology program by the Designation Committee of the National Register of Health Service Psychologists and the Association of State and Provincial Psychology Boards; or
- b) An institution of higher education that is: (A) regionally accredited by an accrediting body recognized by the U.S. Department of Education, OR (B) authorized by Provincial statute or Royal Charter to grant doctoral degrees; and is based upon a program of three [3] years of full-time [or equivalent] graduate study not including pre-doctoral internship and include instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics. In addition, the core program shall require each student to demonstrate competence in each of the following substantive content areas:
  1. biological bases of behavior (e.g. physiological psychology, comparative psychology, neuropsychology, sensation, psychopharmacology);
  2. cognitive-affective bases of behavior (e.g. learning, memory, perception, cognition, thinking, motivation, emotion);
  3. social bases of behavior (e.g. social psychology, cultural, ethnic, and group processes, sex roles, organization and systems theory); and
  4. individual behavior (e.g. personality theory, human development, individual differences, abnormal psychology)

### 2. Supervised Experience:

- a) Two years of supervised experience, one of which shall have been completed post-doctorally, for 3,000 hours total minimum.
- b) Each year [or equivalent] shall be comprised of at least 1,500 hours of actual work, to include direct service, training, and supervisory time.
- c) A pre-doctoral internship/residency may be counted as one of the two years of experience.

The minimum standard requirement shall be one hour per week of individual one-to-one supervision from a licensed psychologist; however in the case of geographical or confirmed physical hardship, a jurisdiction may

consider variance in the frequency of supervision sessions providing that a minimum of four hours per month of individual one-to-one supervision shall be maintained.

### 3. Required Examinations

- a) The Examination for Professional Practice in Psychology [EPPP] with a minimum qualifying score of 70%; and
- b) An oral examination or interview to determine competence to practice.

## C. Withdrawal from the AOR

If a jurisdiction changes its licensure requirements in such a way as to change the basic requirements for being in the AOR, the jurisdiction must withdraw from the Agreement.

## D. Psychologist's Eligibility and Application Process

In order for a psychologist to be eligible to utilize the AOR, he or she must:

1. Have been licensed at the doctoral level for five (5) years in an Agreement of Reciprocity member jurisdiction;
2. Be applying for licensure in another member of the Agreement of Reciprocity;
3. Have been practicing continuously for five (5) years in an Agreement of Reciprocity member jurisdiction;
4. Not have any current charges or outstanding complaints pending;
5. Not have been the subject of any disciplinary action or felony conviction in any state, territory, province or other jurisdiction;
6. Not have been previously denied licensure/certification by the state or province to which he/she is applying.

In order to apply for licensure utilizing the Agreement of Reciprocity, the psychologist must:

- a) Contact the board where he/she wishes to become licensed and request an application for licensure for applicants applying under the ASPPB Agreement of Reciprocity;
- b) Complete the application and pay applicable fees;
- c) Sign the waiver of confidentiality provided by the board;
- d) Have three (3) professional colleagues send letters of reference to the board.

# SECTION 4: ASPPB CREDENTIALS BANK

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## A. Program Description

The ASPPB Credentials Bank is a service whereby students, trainees, and licensed psychology practitioners may deposit information about their educational preparation, supervised experience, examination performance and work history. Information is electronically stored, primary source verified, maintained by ASPPB and then forwarded to member boards or other credentials bodies upon request by the individual opening the credentials record.

## B. Eligibility for the Credentials Bank

In order to be eligible to utilize the Credentials Bank, the individual must be a psychology trainee or possess a graduate degree in psychology. E. Passport, IPC, CPQ and PLUS applicants automatically have a Credentials Bank account opened without any further application process.

## C. Accessing and Maintaining Stored Credentials

Credentials can be sent to the bank at any time. It is the responsibility of the Credentials Bank accountholder to maintain the correctness of the information contained in the record. The information contained in the Credentials Bank account will be electronically stored, maintained by ASPPB and then forwarded where requested upon written notification and payment of appropriate fee of the accountholder. The results of a review of the ASPPB Disciplinary Data System will be sent along with any credentials verified.

## D. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E. Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB. See Appendix 6 for details and examples.

## E. Responsibilities and Roles of State and Provincial Psychology Boards Regarding the Credentials Bank

ASPPB member jurisdictions that agree to accept information from the Credentials Bank will recognize documents and licensure related credentials supplied by ASPPB as primary source verified and require no further verification.

# SECTION 5: E.PASSPORT

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## A. Program Description

The E. Passport is one of the requirements for the Authority to Practice Interjurisdictional Telepsychology (APIT) certificate issued by the PSYPACT Commission. The E.Passport promotes standardization in the criteria of interjurisdictional telepsychology practice and facilitates the process for licensed psychologists to provide telepsychological services across jurisdictional lines. The E. Passport also provides more consistent regulation of interjurisdictional telepsychology practice and allows consumers of psychological services to benefit from regulated interjurisdictional telepsychology practice.

## B. Eligibility Requirements for the E.Passport

### 1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in a PSYPACT participating state where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 5.B.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees.

### 2. Disciplinary Actions

Have no history of disciplinary actions. If there a disciplinary action pending, the application will proceed through the review process. However, it is the responsibility of the applicant to let ASPPB know when the pending action has been resolved.

### 3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists; or (2) deemed to be equivalent to (1) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

An applicant who has been continuously licensed (active or inactive) to practice psychology at the independent level in one or more ASPPB member jurisdictions since January 1, 1985, based on a doctoral degree in psychology from a regionally accredited institution, is deemed to have met the educational requirements for the E. Passport and/or Interjurisdictional Practice Certificate (IPC).

In addition to the above, the applicant's graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals or electronically from the appropriate institution with proper security protocols

### 4. Examination

Successful completion of the Examination for Professional Practice in Psychology (EPPP) with a score that meets or exceeds the established ASPPB recommended passing score at the time of application. For an applicant who has been continuously licensed (active or inactive) to practice psychology at the

independent level in one or more ASPPB member jurisdictions since January 1, 1985, documentation of completion of the EPPP is not required.

5. Acknowledgments/Attestations

Completion of acknowledgments and attestations as required by the Mobility Committee.

### C. Foreign Trained Applicants

All applicants trained outside of the U.S. or Canada must have their education reviewed by a member of NACES or by another ASPPB recognized foreign credential evaluation service. Official results must be sent directly by the organization that conducted the review to ASPPB in a sealed envelope. The review must have been completed within 6 years of the application date. Any translated credential or document, or transcript being used to support an application must be accompanied by an official copy of the untranslated version.

### D. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E.Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB.

### E. Modification of E.Passport Eligibility Criteria

Eligibility criteria for obtaining the E.Passport may change as a result of action by the ASPPB Board of Directors. New criteria shall become effective on the date designated by the Board of Directors and apply to newly filed applications.

### F. E.Passport Application Review Process

An individual interested in obtaining the E.Passport certificate must complete an application through the ASPPB Central Office.

1. An application file shall be opened once any portion of an application and the fee is received.
2. Initial review of an application file shall be made by an ASPPB staff member. This initial review shall consist of the completion of an Application Checklist in order to verify that the required documentation has been submitted by the candidate and primary source verification completed.
3. If the application is deemed incomplete, the applicant will be notified in writing of the deficiencies precluding action on the application.
4. Once an application is determined to be complete, an evaluation of the application file shall be conducted by two (2) reviewers (ASPPB staff and/or Mobility Committee members. The first review shall consist of reviewing the credentials submitted, perform appropriate analysis, and, if necessary, return the application to staff for verification. After that reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer.. If all reviewers concur, the application will be deemed approved or denied by the Committee. If the reviewers do not concur, the application will be submitted to the entire Committee for a final determination.
5. Reviews by the Committee or Committee members may be completed by electronic means.

6. The applicant will be notified in writing of a decision to certify or deny certification. An individual whose application is denied will be advised of the procedures to remediate deficiencies or appeal the Committee's decision.

## G. Grounds for Denial

Applications for certification will be denied when the Committee determines that any of the following have occurred:

1. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies as described in *Section 5.B* above;
2. There is evidence of fraud or misrepresentation of qualifications;
3. The applicant failed to satisfy one or more qualifications necessary for obtaining the Certificate(s) as described in *Section 5.B* above; OR
4. The applicant failed to comply with all applicable statutory and regulatory requirements related to the practice of psychology.

## H. Application Deficits and Remediation

The Mobility Committee retains the right to request any additional information to determine if the applicant meets all the requirements. Applicants will be afforded the opportunity to remediate deficits relative to examinations and limited coursework deficiencies at the sole discretion of the Mobility Committee. No more than two (2) core course areas can be remediated. In such cases, applicants will be required to remediate deficits within one year of notification by the Mobility Committee. If remediation cannot be completed to the satisfaction of the Mobility Committee within one year of notification, the applicant will be required to submit a new E.Passport application, pay the application fee in effect at the time of re-application, and meet all eligibility requirements in effect on the date of re-application.

## I. Appeals Process

Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. See Appendix 4 for appeals process information.

## J. Responsibilities of E.Passport holders

### Certificate Holders:

1. Are expected to comply with all applicable statutory, regulatory, and ethical requirements.
2. Are compelled to report to ASPPB any findings of criminal or unethical conduct or disciplinary actions against him/her that arise after application for the certificate.
3. Are expected to appropriately represent their E.Passport status as reflecting the practitioner's basic qualifications and should not be represented as an additional qualification or as a superior level of psychological qualifications or service;

4. Are to be held to the APA/ASPPB/APAIT Telepsychology Guidelines and the ASPPB Telepsychology Principles/Standards;
5. Agree to inform the clients/patients of psychologist's licensure status and location, and that he/she possesses an E.Passport;
6. Inform the clients/patients of any limitations regarding where the psychologist can practice, and how and where the patient can file a complaint;
7. Notify the patient when there is a conflict of law regarding confidentiality (e.g., duty to warn, duty to report), at the outset of the provision of services [as well as when the incidents arises];
8. Comply with any cease and desist order or injunctive relief from a receiving jurisdiction;
9. Disclose E.Passport status on all promotional/professional materials in the connection with any telepsychological practice;
10. Notify ASPPB of any address or licensure or registration status changes;
11. Agree to obtain three hours education relevant to the use of technology in psychology practice each renewal period to maintain the E.Passport;
12. Agree to release information for posting in a directory;
13. At renewal, provide a list of jurisdictions in which they have provided services.

### K. ASPPB'S Responsibilities

1. The Mobility Program shall not discriminate among applicants as to age, gender, race, religion, national origin, disability, or sexual orientation.
2. The Mobility Program shall comply with all requirements of applicable federal, provincial and state laws.

### L. Renewal of the E.Passport

1. The E.Passport is valid for one year from the date upon which the initial certification notification is sent to the applicant.
2. The E.Passport must be renewed annually by submission of the established fee and documentation of a current active license in an ASPPB member jurisdiction. This request for renewal will activate an update of the certificate holder's file, including a query of the ASPPB Disciplinary Data System. Renewal may be denied for any of the reasons stated in *Section 5.G* above or for failure to document possession of a current active license in an ASPPB member jurisdiction.
3. E.Passport holder must demonstrate 3 hours of continuing education relevant to the use of technology in psychology. Approved Continuing Professional Development for the E. Passport may include:
  - i. Academic Courses
  - ii. Approved Sponsor Continuing Education

All continuing education must be directly relevant to the practice of telepsychology and would include, but not be restricted to any one or more of the following areas as defined in the APA/ASPPB/APAIT Telepsychology Guidelines:

- i. Competence of the Psychologist
- ii. Standards of Care in the Delivery of Telepsychology Services
- iii. Informed Consent
- iv. Confidentiality of Data and Information
- v. Security and Transmission of Data and Information
- vi. Disposal of Data and Information and Technologies
- vii. Testing and Assessment when Providing Telepsychology Services
- viii. Interjurisdictional Practice

Relevance to the practice of telepsychology will be determined by the Mobility Committee.

4. Certificate renewal is the responsibility of the certificate holder. ASPPB will provide advanced notification of the renewal deadline to the certificate holder. Failure to receive a reminder from ASPPB does not excuse the certificate holder from renewing their certificate by the renewal date. Failure to renew by the renewal deadline will cause the certificate to expire.

5. The certificate holder may not practice under the certificate while it is expired.

6. The certificate holder may renew the certificate within 30 days of expiration by paying the renewal fees with no additional late fees. The holder may renew the certificate within two years of expiration by paying the renewal fees, reactivation fee, and providing documentation of continuing education for the period during which the certificate was expired. A certificate holder who does not renew within two years must apply anew and meet the requirements for certification in place at the time of reapplication.

7. In the event that a certificate holder's certificate is not renewed by his or her renewal date, ASPPB will report, upon inquiry by a licensing entity, the expired status of the certificate.

### M. Revocation of the E.Passport

A certificate *shall* be revoked upon reasonable proof of the following:

1. Any disciplinary sanction imposed upon a certificate holder's license by an ASPPB member board;
2. Proof of fraud in application;
3. Failure to comply with all applicable statutory, regulatory and ethical standards in representing certification status.

A certificate *may* be revoked upon reasonable proof of the following:

1. Expulsion from APA or CPA;
2. A sanction issued by an ethics committee or any other entity within APA or CPA;
3. Conviction of a serious crime, despite the pendency of any appeal or other legal proceedings. A "serious crime" shall include any felony; any lesser crime, an element of which under applicable law

is fraud, bribery, extortion, theft, or attempt or conspiracy to commit another serious crime; and any other criminal act;

4. Voluntary resignation from an organization listed above when such resignation is made to avoid sanctions.

### N. Procedures for Infractions

Complaints against psychologists who are providing telepsychological services under the authority of PSYPACT shall be conducted as specified by the PSYPACT Commission.

Any public disciplinary actions imposed resulting from the complaint will be forwarded to ASPPB for inclusion in the ASPPB Disciplinary Data System, and will automatically result in revocation of the E.Passport.

# SECTION 6: INTERJURISDICTIONAL PRACTICE CERTIFICATE (IPC)

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## A. Program Description

*Interjurisdictional Practice Certificate* (IPC) began in 2007 and promotes standardization in criteria for short-term practice and interjurisdictional mobility by facilitating the process for licensed psychologists to provide short-term psychological services across jurisdictional lines without obtaining an additional license. The IPC also provides more consistent regulation of interjurisdictional practice and allows consumers of psychological services to benefit from regulated interjurisdictional practice. The IPC as a free-standing certificate was sunsetted in June 2020.

As of July 1, 2020, the ASPPB Interjurisdictional Practice Certificate is a certificate of the Mobility Program and is one of the requirements for the Temporary Authorization to Practice (TAP) certificates issued by the PSYPACT Commission

## B. Eligibility Requirements for the IPC

### 1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in an ASPPB member jurisdiction where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 6.B.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees

### 2. Disciplinary Actions

Have no history of disciplinary actions. If there a disciplinary action pending, the application will proceed through the review process. However, it is the responsibility of the applicant to let ASPPB know when the pending action has been resolved.

### 3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists; or (2) deemed to be equivalent to (1) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

An applicant who has been continuously licensed (active or inactive) to practice psychology at the independent level in one or more ASPPB member jurisdictions since January 1, 1985, based on a doctoral degree in psychology from a regionally accredited institution, is deemed to have met the educational requirements for the E. Passport and/or Interjurisdictional Practice Certificate (IPC).

### 4. Acknowledgments/Attestations

Completion of acknowledgments and attestations as required by the Mobility Committee.



### C. Foreign Trained Applicants

All applicants trained outside of the U.S. or Canada must have their education reviewed by a member of NACES or by another ASPPB recognized foreign credential evaluation service. Official results must be sent directly by the organization that conducted the review to ASPPB in a sealed envelope. The review must have been completed within 6 years of the application date. Any translated credential or document, or transcript being used to support an application must be accompanied by an official copy of the untranslated version.

### D. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E.Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB. See Appendix 6 for details and examples.

### E. Modification of IPC Eligibility Criteria

Eligibility criteria for obtaining the IPC may change as a result of action by the ASPPB Board of Directors. New criteria shall become effective on the date designated by the Board of Directors and apply to newly filed applications.

### F. IPC Application Review Process

An individual interested in obtaining the IPC certificate must complete an application through the ASPPB Central Office.

1. An application file shall be opened once any portion of an application and the fee is received.
2. Initial review of an application file shall be made by an ASPPB staff member. This initial review shall consist of the completion of an Application Checklist in order to verify that the required documentation has been submitted by the candidate and primary source verification completed.
3. If the application is deemed incomplete, the applicant will be notified in writing of the deficiencies precluding action on the application.
4. Once an application is determined to be complete, an evaluation of the application file shall be conducted by two (2) reviewers (ASPPB staff and/or Mobility Committee members. The first review shall consist of reviewing the credentials submitted, perform appropriate analysis, and, if necessary, return the application to staff for verification. After that reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer.. If all reviewers concur, the application will be deemed approved or denied by the Committee. If the reviewers do not concur, the application will be submitted to the entire Committee for a final determination.
5. Reviews by the Committee or Committee members may be completed by electronic means.
6. The applicant will be notified in writing of a decision to certify or deny certification. An individual whose application is denied will be advised of the procedures to remediate deficiencies or appeal the Committee's decision.

### G. Grounds for Denial

Applications for certification will be denied when the Committee determines that any of the following have occurred:

1. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies as described in *Section 6.B* above;
2. There is evidence of fraud or misrepresentation of qualifications;
3. The applicant failed to satisfy one or more qualifications necessary for obtaining the Certificate(s) as described in *Section 6.B* above; OR
4. The applicant failed to comply with all applicable statutory and regulatory requirements related to the practice of psychology.

## H. Application Deficits and Remediation

The Mobility Committee retains the right to request any additional information to determine if the applicant meets all the requirements. Applicants will be afforded the opportunity to remediate deficits relative to examinations, postdoctoral supervision, and limited coursework deficiencies at the sole discretion of the Mobility Committee. No more than two (2) core course areas can be remediated. In such cases, applicants will be required to remediate deficits within one year of notification by the Mobility Committee. If remediation cannot be completed to the satisfaction of the Mobility Committee within one year of notification, the applicant will be required to submit a new application, pay the application fee in effect at the time of re-application, and meet all eligibility requirements in effect on the date of re-application.

## I. Appeals Process

Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. See Appendix 4 for appeals process information.

## J. Responsibilities of IPC holders

1. Certificate status shall be presented as reflecting the practitioner's basic qualifications and should not be represented as an additional qualification or as a superior level of psychological qualifications or service.
2. Certificate holders are expected to comply with all applicable statutory, regulatory, and ethical requirements.
3. The certificate holder is compelled to report to ASPPB any findings of criminal or unethical conduct or disciplinary actions against him/her that arise after application for the certificate.

## K. ASPPB'S Responsibilities

1. The Mobility Program shall not discriminate among applicants as to age, gender, race, religion, national origin, disability, or sexual orientation.
2. The Mobility Program shall comply with all requirements of applicable federal, provincial and state laws.

## L. Renewal of the IPC

1. The certificate is valid for one year from the date upon which the initial certification notification is sent to the applicant.

2. The certificate must be renewed annually by submission of the established fee and documentation of a current active license in an ASPPB member jurisdiction. This request for renewal will activate an update of the certificate holder's file, including a query of the ASPPB Disciplinary Data System. Renewal may be denied for any of the reasons stated in *Section 6.G* above or for failure to document possession of a current active license in an ASPPB member jurisdiction. If the current license is inactive, the certificate will be renewed in "inactive" status and cannot be used until such time ASPPB is provided verification that the license has been reactivated. However, the certificate will be considered renewed and no penalty fees will be charged.
3. Certificate renewal is the responsibility of the certificate holder. ASPPB will provide advanced notification of the renewal deadline to the certificate holder. Failure to receive a reminder from ASPPB does not excuse the certificate holder from renewing their certificate by the renewal date. Failure to renew by the renewal deadline will cause the certificate to expire.
4. The certificate holder may not practice under the certificate while it is expired.
5. The certificate holder may renew the certificate within 30 days of expiration with no additional fees. The holder may renew the certificate within two years of expiration by paying the renewal fees and reactivation fee. A certificate holder who does not renew within two years must apply anew and meet the requirements for certification in place at the time of reapplication.
6. In the event that a certificate holder's certificate is not renewed by his or her renewal date, ASPPB will report, upon inquiry by a licensing entity, the expired status of the certificate.

### M. Revocation of the IPC

A certificate *shall* be revoked upon reasonable proof of the following:

1. Any disciplinary sanction imposed upon a certificate holder's license by an ASPPB member board;
2. Proof of fraud in application;
3. Failure to comply with all applicable statutory, regulatory and ethical standards in representing certification status.

A certificate *may* be revoked upon reasonable proof of the following:

1. Expulsion from APA or CPA;
2. A sanction issued by an ethics committee or any other entity within APA or CPA;
3. Conviction of a serious crime, despite the pendency of any appeal or other legal proceedings. A "serious crime" shall include any felony; any lesser crime, an element of which under applicable law is fraud, bribery, extortion, theft, or attempt or conspiracy to commit another serious crime; and any other criminal act;
4. Voluntary resignation from an organization listed above when such resignation is made to avoid sanctions.

### N. Procedures for Infractions

Complaints against psychologists who are providing temporary face-to-face, in-person psychological services under the authority of PSYPACT shall be conducted as specified by the PSYPACT Commission.

Any public disciplinary actions imposed resulting from the complaint will be forwarded to ASPPB for inclusion in the ASPPB Disciplinary Data System, and will automatically result in revocation of the IPC.

# SECTION 7: CERTIFICATE OF PROFESSIONAL QUALIFICATION IN PSYCHOLOGY (CPQ)

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## A. Program Description

*The Certificate of Professional Qualification in Psychology (CPQ)* is based upon standards established by the ASPPB Mobility Committee and endorsed by the ASPPB Board of Directors. The CPQ is a means by which a doctoral level licensed psychologist can easily demonstrate to a psychology board that he or she has met ASPPB recommended standards for licensure which include specific requirements relative to his or her educational background, supervised experience, and performance on the EPPP.

## B. Eligibility for the CPQ

There are two options available to apply for the CPQ: Option 1, the standard method with all requirements for licensure being documented and verified and Option 2 for persons holding an ABPP credential in a specialty area who meet the other requirements. In order to be eligible for a CPQ applicants must meet all of the criteria set out below under either Option 1 (Standard Application) or Option 2 (ABPP Application):

### Option 1: Standard Application

#### 1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in an ASPPB member jurisdiction where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 7.B.Option1.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees

#### 2. Disciplinary Actions

Have no history of disciplinary actions. If there a disciplinary action pending, the application will proceed through the review process. However, it is the responsibility of the applicant to let ASPPB know when the pending action has been resolved.

#### 3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) regionally accredited by bodies approved by the council on postsecondary accreditation and the United States Office of Education, or (2) a university recognized as such by the designated provincial or territorial authority; or a foreign college or university deemed to be equivalent to (1) or (2) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

In addition to the above, the applicant's doctoral program must meet the criteria as set out in either *Section 7.B.Option1.3.a* or *Section 7.B.Option1.3.b* below and graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.

<b>a. APA/CPA Accredited Programs or Designated Programs</b>	<b>b. All Other Programs</b>
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<p>A program accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists;</p>	<p>A program that is not accredited by the American Psychological Association, the Canadian Psychological Association or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial and Psychology Boards and the National Register of Health Service Psychologists must meet the following requirements at a minimum:</p> <ol style="list-style-type: none"> <li>i. The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists;</li> <li>ii. The psychology program must stand as a recognizable, coherent organizational entity within the institution;</li> <li>iii. There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines;</li> <li>iv. The program must consist of an integrated, organized sequence of study;</li> <li>v. There must be an identifiable psychology faculty sufficient in size and breadth to carry out its responsibilities;</li> <li>vi. The designated director of the program must be a psychologist and a member of the core faculty;</li> <li>vii. The program must have an identifiable body of students who are matriculated in that program for a degree;</li> <li>viii. The program must include supervised practicum, internship, or field training appropriate to the practice of psychology;</li> </ol>
<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one</p>	<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of</p>

<p>continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>	<p>less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>
	<p>The core program shall require every student to demonstrate competence in each of the following substantive areas. This typically will be met through substantial instruction in each of these following areas, as demonstrated by a minimum of three graduate semester hours or the equivalent (five or more graduate quarter hours; when an academic term is other than a semester, credit hours will be evaluated on the basis of fifteen hours of classroom instruction per semester hour):</p> <ol style="list-style-type: none"> <li>a. scientific and professional ethics and standards;</li> <li>b. research design and methodology;</li> <li>c. statistics;</li> <li>d. psychometric theory;</li> <li>e. biological bases of behavior(e.g. physiological psychology, comparative psychology, neuropsychology, sensation and perception, and psychopharmacology);</li> <li>f. cognitive-affective bases of behavior(e.g. learning, thinking, motivation, and emotion);</li> <li>g. social bases of behavior (e.g. social psychology, group processes, organizational and systems theory);</li> <li>h. individual differences (e.g. personality theory, human development, and abnormal psychology);</li> <li>i. assessment/evaluation (e.g. psychological testing, program evaluation, organizational analysis); and</li> <li>j. treatment/intervention (e.g. therapy, consultation, evaluation)</li> </ol>

#### 4. Professional Work Experience

Have a record of practicing psychology at the independent level for at least five (5) years in an ASPPB member jurisdiction(s) under the authority of a license which is based on receipt of a doctoral degree in psychology as attested to by another licensed doctoral level psychologist who was licensed during the time period for which he/she is attesting (ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date

expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees). The attestor may not be under direct or indirect authority or supervision of the applicant. The attestor may not be a relative or a significant other of the applicant.

#### 5. Supervised Experience

- a) Two years of supervised experience, at least one of which shall have been completed after receipt of the doctoral degree, for a minimum of 3,000 total clock hours, as attested to by the primary supervisor or individual currently responsible for the agency where the supervision took place;
- b) Each year [or equivalent] shall be comprised of no less than 10 months, but no more than 24 months, and at least 1,500 hours of professional service including direct contact, supervision and didactic training.
- c) Pre-doctoral internship/residency may be counted as one of the two years of experience.
- d) The minimum standard requirement shall be one hour per week of individual face-to-face supervision from a licensed doctoral psychologist (ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees); however in the case of geographical or confirmed physical hardship, the Committee may consider variance in the frequency of supervision sessions providing that a minimum of four hours per month of individual one-to-one face-to-face supervision shall be maintained.

#### 6. Examination

Successful completion of the Examination for Professional Practice in Psychology (EPPP) with a score that meets or exceeds the established ASPPB recommended passing score at the time of application.

### **Option 2: ABPP Application**

#### 1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in an ASPPB member jurisdiction where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 7.B.Option2.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees

#### 2. Disciplinary Actions

Have no history of disciplinary actions. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

#### 3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) regionally accredited by bodies approved by the council on postsecondary accreditation and the United States Office of Education, or (2) a university recognized as such by the designated provincial or territorial authority; or a foreign college or university deemed to be equivalent to (1) or (2) above by a foreign credential evaluation service that is a member of the



National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

In addition to the above, the applicant's doctoral program must meet the criteria as set out in either *Section 7.B.Option2.3.a* or *Section 7.B.Option2.3.b* below and graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.

<b>a. APA/CPA Accredited Programs or Designated Programs</b>	<b>b. All Other Programs</b>
<p>A program accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Providers in Psychology;</p>	<p>A program that is not accredited by the American Psychological Association, the Canadian Psychological Association or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial and Psychology Boards and the National Register of Health Service Providers in Psychology must meet the following requirements at a minimum:</p> <ol style="list-style-type: none"> <li>i. The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists;</li> <li>ii. The psychology program must stand as a recognizable, coherent organizational entity within the institution;</li> <li>iii. There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines;</li> <li>iv. The program must consist of an integrated, organized sequence of study;</li> <li>v. There must be an identifiable psychology faculty sufficient in size and breadth to carry out its responsibilities;</li> <li>vi. The designated director of the program must be a psychologist and a member of the core faculty;</li> <li>vii. The program must have an identifiable body of students who are matriculated in that program for a degree;</li> <li>viii. The program must include supervised practicum, internship, or field training appropriate to the practice of psychology;</li> </ol>

<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>	<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>
	<p>The core program shall require every student to demonstrate competence in each of the following substantive areas. This typically will be met through substantial instruction in each of these following areas, as demonstrated by a minimum of three graduate semester hours or the equivalent (five or more graduate quarter hours; when an academic term is other than a semester, credit hours will be evaluated on the basis of fifteen hours of classroom instruction per semester hour):</p> <ol style="list-style-type: none"> <li>a. scientific and professional ethics and standards;</li> <li>b. research design and methodology;</li> <li>c. statistics;</li> <li>d. psychometric theory;</li> <li>e. biological bases of behavior(e.g. physiological psychology, comparative psychology, neuropsychology, sensation and perception, and psychopharmacology);</li> <li>f. cognitive-affective bases of behavior(e.g. learning, thinking, motivation, and emotion);</li> <li>g. social bases of behavior (e.g. social psychology, group processes, organizational and systems theory);</li> </ol>

	<ul style="list-style-type: none"> <li>h. individual differences (e.g. personality theory, human development, and abnormal psychology);</li> <li>i. assessment/evaluation (e.g. psychological testing, program evaluation, organizational analysis); and</li> <li>j. j. treatment/intervention (e.g. therapy, consultation, evaluation)</li> </ul>
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#### 4. Professional Work Experience

Have a record of practicing psychology at the independent level for at least five (5) years in an ASPPB member jurisdiction(s) under the authority of a license which is based on receipt of a doctoral degree in psychology as attested to by another licensed doctoral level psychologist who was licensed during the time period for which he/she is attesting (ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees). The attestor may not be under direct or indirect authority or supervision of the applicant. The attestor may not be a relative or a significant other of the applicant.

#### 5. ABPP Diploma

Possess an active registration/certificate from the American Board of Professional Psychology (ABPP).

### C. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E.Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB. See Appendix 6 for details and examples.

### D. Foreign Trained Applicants

All applicants trained outside of the U.S. or Canada must have their education reviewed by a member of NACES or by another ASPPB recognized foreign credential evaluation service. Official results must be sent directly by the organization that conducted the review to ASPPB in a sealed envelope. The review must have been completed within 6 years of the application date. Any translated credential or document, or transcript being used to support an application must be accompanied by an official copy of the untranslated version.

### E. Modification of CPQ Eligibility Criteria

Eligibility criteria for obtaining the CPQ may change as a result of action by the ASPPB Board of Directors. New criteria shall become effective on the date designated by the Board of Directors and apply to newly filed applications.

### F. CPQ Application Review Process

An individual interested in obtaining the CPQ certificate must complete an application through the ASPPB Central Office.

1. An application file shall be opened once any portion of the application and the fee is received.

2. Initial review of an application file shall be made by an ASPPB staff member. This initial review shall consist of the completion of an Application Checklist in order to verify that the required documentation has been submitted by the candidate and primary source verification completed.
3. If the application is deemed incomplete, the applicant will be notified in writing of the deficiencies precluding action on the application.
4. Once an application is determined to be complete, an evaluation of the application file shall be conducted by three (3) reviewers (ASPPB staff and/or Mobility Committee members), two (2) of whom are psychologists. The first review shall consist of reviewing the credentials submitted, perform appropriate analysis, and, if necessary, return the application to staff for verification. After that reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer. If the next reviewer concurs, the application is forwarded to the third reviewer. If all reviewers concur, the application will be deemed approved or denied by the Committee. If the reviewers do not concur, the application will be submitted to the entire Committee for a final determination.
5. Reviews by the Committee or Committee members may be completed by electronic means.
6. The applicant will be notified in writing of a decision to certify or deny certification. An individual whose application is denied will be advised of the procedures to remediate deficiencies or appeal the Committee's decision.

## G. Grounds for Denial

Applications for certification will be denied when the Committee determines that any of the following have occurred:

1. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies as described in *Section 7.B* above;
2. There is evidence of fraud or misrepresentation of qualifications;
3. The applicant failed to satisfy one or more qualifications necessary for obtaining the Certificate(s) as described in *Section 7.B* above; OR
4. The applicant failed to comply with all applicable statutory and regulatory requirements related to the practice of psychology.

## H. Application Deficits and Remediation

The Mobility Committee retains the right to request any additional information to determine if the applicant meets all the requirements. Applicants will be afforded the opportunity to remediate deficits relative to examinations, postdoctoral supervision, and limited coursework deficiencies at the sole discretion of the Mobility Committee. No more than two (2) core course areas can be remediated. In such cases, applicants will be required to remediate deficits within one year of notification by the Mobility Committee. If remediation cannot be completed to the satisfaction of the Mobility Committee within one year of notification, the applicant will be required to submit a new CPQ application, pay the application fee in effect at the time of re-application, and meet all eligibility requirements in effect on the date of re-application.

## I. Appeals Process

Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. See Appendix 4 for appeals process information.

## J. Revocation of the CPQ

1. A certificate shall be revoked upon reasonable proof of the following:
  - a. Any disciplinary sanction imposed upon a certificate holder's license by an ASPPB member board;
  - b. Proof of fraud in application;
  - c. Failure to comply with all applicable statutory, regulatory and ethical standards in representing certification status; or
2. A certificate may be revoked upon reasonable proof of the following:
  - a. Expulsion from APA or CPA;
  - b. A sanction issued by an ethics committee or any other entity within APA or CPA;
  - c. Conviction of a serious crime, despite the pendency of any appeal or other legal proceedings. A "serious crime" shall include any felony; any lesser crime, an element of which under applicable law is fraud, bribery, extortion, theft, or attempt or conspiracy to commit another serious crime; and any other criminal act; or
  - d. Voluntary resignation from an organization listed above when such resignation is made to avoid sanctions.

## K. Responsibilities of CPQ holders

1. Certificate status shall be presented as reflecting the practitioner's basic qualifications and should not be represented as an additional qualification or as a superior level of psychological qualifications or service.
2. Certificate holders are expected to comply with all applicable statutory, regulatory, and ethical requirements.
3. The certificate holder is compelled to report to ASPPB any findings of criminal or unethical conduct or disciplinary actions against him/her that arise after application for the certificate.

## L. ASPPB'S Responsibilities

1. The Mobility Program shall not discriminate among applicants as to age, gender, race, religion, national origin, disability, or sexual orientation.
2. The Mobility Program shall comply with all requirements of applicable federal, provincial and state laws.

## M. Responsibilities and roles of state and provincial psychology boards regarding CPQ

1. ASPPB member regulatory boards that agree to accept the CPQ as evidence that licensure requirements related to education, supervised experience and examinations are satisfied, will not impose additional requirements on CPQ holders except for locally required assessments. These

additional requirements do not include such things as additional application materials or procedures to support the application. However, a jurisdiction may ask an applicant to provide information regarding intended areas of practice or to participate in an oral interview.

2. ASPPB member jurisdictions accepting the CPQ will verify that an individual seeking licensure under the CPQ program holds a valid and current CPQ.

# SECTION 8: ASPPB SCORE TRANSFER SERVICE

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## A. Program Description

The ASPPB Score Transfer Service was started in 1997, and maintains a permanent record of EPPP scores. At the psychologist's request, the service will report the psychologist's EPPP score to the licensing board of another state or province in which the psychologist seeks licensure or certification. The EPPP score report will also include a review of ASPPB's Disciplinary Data System to determine if a disciplinary sanction imposed on the psychologist's license has been reported by a psychology licensing board. EPPP scores are automatically registered with ASPPB EPPP Score Transfer Service.

ASPPB has the EPPP score records on file since the first administration of the EPPP. It is important to note records prior to 1/1/1985 are in paper format and may require additional information in order to locate.

## B. Requesting a Score Transfer

To request a transfer of an EPPP score or scores, a psychologist should complete the EPPP score transfer request form. This form is available by request from ASPPB or on the ASPPB website ([www.asppb.net](http://www.asppb.net)). A psychologist's examination fee includes a report of his/her score to the licensing board in which he or she seeks initial licensure.



# SECTION 9: ASPPB CLOSED RECORD VERIFICATION SERVICE (CRVS)

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## A. Program Description

In July 2008, ASPPB agreed to become the Agent of Record for closed psychology training programs. ASPPB has signed agreements with each program that forwards psychology training records to ASPPB indicating that ASPPB will maintain the records indefinitely and that the records forwarded to ASPPB by the programs are complete, accurate and unchanged from the original records.

## B. Accessing Training Records

To request information maintained by ASPPB regarding stored information in the closed records program, a psychologist must complete a Closed Records Verification Service request within PSY|PRO ([www.psypro.org](http://www.psypro.org)).

# Appendix 1:

## ASPPB Mobility Program and Committee

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### A. ASPPB Mobility Program

1. The ASPPB Mobility Program operates as a program of ASPPB and under the authority of ASPPB.
2. Even though it operates under ASPPB, the Mobility Program is an independent decision-making entity in matters dealing with certification.
3. All administrative support contributed to the Mobility Program (including staff) is provided by ASPPB.
4. Funding for the ASPPB Mobility Program comes primarily from the fees collected from the mobility programs and services.
5. Activities for the Mobility Program are carried out by the ASPPB Mobility Committee.

### B. ASPPB Mobility Committee

1. The ASPPB Mobility Committee (Committee) shall be comprised of at least five (5) members and shall include:
  - a) A Chair of the committee who shall be a psychologist and is either an ASPPB staff member or a current member of the ASPPB Board of Directors
  - b) Four (4) additional members who are current or former members or administrators of an ASPPB member board; one of which must be a current or former public member of an ASPPB member board; and
  - c) At least one member of the ASPPB Board of Directors shall serve on the Committee, and no more than two (2) current members of the ASPPB Board of Directors shall serve on the Committee simultaneously.
2. Committee members shall be appointed by the Board of Directors and may be disqualified pursuant to (E) or (F) or for cause, and thereafter removed by the Board of Directors. The term "cause" shall be interpreted as defined in the ASPPB Policies and Procedures Manual.
3. Each member shall be appointed for a two (2) year term. Members of the Committee may be reappointed by the ASPPB Board of Directors.
4. The Committee shall meet at least two (2) times per year with additional meetings as deemed necessary. Committee meetings shall be conducted in accordance with the parliamentary rules and usages prescribed in the Association Bylaws, and with the policies and procedures established for operation of the ASPPB Mobility Program.
5. A Committee member shall resign from the Committee if he or she is unable to attend more than one scheduled Committee meeting in any one year of service; or if a situation arises that would create a conflict of interest in engaging in the Committee's decision-making role; or, if his or her license to practice psychology is sanctioned in any ASPPB member jurisdiction.
6. A Committee member shall disqualify and remove himself or herself from decision-making regarding an applicant(s) where there may be bias or the appearance of bias because of financial, personal, professional or other reasons. It is the responsibility of the Committee member to disclose potential conflicts of interest and where appropriate recuse himself or herself from deliberation and voting in such situations.

7. There shall be at least one (1) ASPPB staff member assigned by the ASPPB Chief Executive Officer to the Mobility Committee.
8. The Committee shall periodically disseminate information regarding the Mobility Program to the Board of Directors, member boards and other appropriate organizations. The information shall include, but not be limited to certificate purposes and goals; certificate requirements; fees; recognizing jurisdictions; Mobility Program policies and procedures; and benefits of certification.
9. The Mobility Committee has the following responsibilities:
  - a) The Committee shall instruct recipients of the certificate(s) on appropriate representation of the certificate(s) and shall require of the candidates that they appropriately represent the certificate(s);
  - b) The Committee shall periodically review the eligibility criteria and application procedures to ensure that they are fair and equitable and reflect appropriate documentation of eligibility for licensure in an ASPPB member jurisdiction; and
  - c) The Committee shall notify all ASPPB member boards of any revocations of any certificate once such revocation is final.

# Appendix 2: Fees

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Fees associated with programs discussed in this manual will be determined by the ASPPB Board of Directors. All fees are nonrefundable. Fees associated with programs discussed in this manual will be reviewed and revised by ASPPB as necessary. A listing of the current fee structure can be found on the ASPPB website at [www.asppb.net](http://www.asppb.net).

# Appendix 3:

## History of CPQ Application Options

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### A. Previous CPQ Application Requirements

When the CPQ Program was initiated in 1998, there were three (3) application options to qualify for the CPQ. All three (3) application options required the applicant to demonstrate:

1. a current license to practice psychology at the independent level in an ASPPB member jurisdiction where such license was based on receipt of an acceptable doctoral degree;
2. a record of practicing psychology (including but not limited to applied or direct-client services) for at least five (5) years at the independent doctoral level in any ASPPB member jurisdiction as attested to by another licensed doctoral psychologist who was licensed during the time period for which he/she is attesting, and;
3. no record of any reported disciplinary action. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

### B. Previous CPQ Application Options

1. Option 1 (Standard Application), or the standard application method, required applicants to meet additional criteria as described in earlier sections of this document;
2. Option 2 (ABPP and/or Canadian or National Register Option) was a waiver of some of the requirements imposed under Option 1 in recognition of the applicant's holding other accepted credentials in psychology such as a diplomate from the American Board of Professional Psychology (ABPP) in a specialty area of practice or listing in either the National or Canadian Registers of Health Service Providers in Psychology. The requirements waived included documentation of two years of supervised experience (including one year postdoctoral), passage of the EPPP at the ASPPB recommended pass point, and passage of an oral exam, all of which were difficult for many psychologists to meet given the variations in licensing laws and the changes in training and credentialing that occurred over many years. Option 2 was later modified such that after December 31, 2001, only individuals holding a credential from ABPP could apply under the waiver of requirements offered by Option 2.
3. Option 3 (Grandparenting Option) - Between August, 1998, and December 31, 2000, an individual could apply for the CPQ under a time-limited grandparenting provision known as Option 3. Option 3 had a waiver of some requirements similar to Option 2, but in order to qualify under Option 3 an individual had to have been licensed in an ASPPB member jurisdiction by 1981 in the United States and 1986 in Canada on the basis of an acceptable doctoral degree and have practiced without discipline above a reprimand throughout his/her career. These dates were selected to coincide with changes in training and credentialing standards in the two countries. Effective, December 31, 2000, Option 3 was no longer available to CPQ applicants. (ABPP and/or Canadian or National Register Option) was a waiver of some of the requirements imposed under Option 1 in recognition of the applicant's holding other accepted credentials in psychology such as a diplomate from the American Board of Professional

Psychology (ABPP) in a specialty area of practice or listing in either the National or Canadian Registers of Health Service Providers in Psychology. The requirements waived included documentation of two years of supervised experience (including one year postdoctoral), passage of the EPPP at the ASPPB recommended pass point, and passage of an oral exam, all of which were difficult for many psychologists to meet given the variations in licensing laws and the changes in training and credentialing that occurred over many years. Option 2 was later modified such that after December 31, 2001, only individuals holding a credential from ABPP could apply under the waiver of requirements offered by Option 2.

Only two options remain available to apply for the CPQ: Option 1, the standard method with all requirements for licensure being documented and verified, and Option 2 for persons holding an ABPP credential in a specialty area who meet the other requirements.

# Appendix 4:

## Appealing a Committee Decision

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1. Appeals shall be considered by the Certification Appeals Committee.
2. Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. The appeal must be received by the Certification Appeals Committee within 90 days of the date of the Mobility Committee's letter of notice regarding denial of certification.
3. An appeal must be based on the contention that the Mobility Committee erred in its decision based on the information submitted in the application and supporting documentation as of the applicant's last review. Additions or changes to the applicant's record may not be made on appeal but may be submitted to the Mobility Committee for reconsideration. An appeal may include written arguments regarding misapplication of standards or misinterpretation of information or documentation.
4. Nothing contained in the Mobility Program Policies shall entitle any applicant to a hearing on his or her application. An applicant and/or his/her attorney may submit arguments in writing so long as they are reasonable in length.
5. The decision of the Certification Appeals Committee will be final.
6. The ASPPB Certification Appeals Committee may conduct its reviews by electronic means or correspondence. The Certification Appeals Committee will be provided only the information that was available to the ASPPB Mobility Committee when it made its original decision. The Certification Appeals Committee may make the following decisions:
  - a. Affirm the Mobility Committee's decision;
  - b. Reverse the Mobility Committee's decision and issue a certificate; or
  - c. Send back to the Mobility Committee with a request to the applicant for additional information for the Mobility Committee to consider.



# Appendix 5:

## ASPPB Certification Appeals Committee

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The ASPPB Certification Appeals Committee is made up of three (3) members appointed by the Board of Directors, two of whom shall be psychologists and one of whom shall be a public member. Certification Appeals Committee members shall not be current or immediate former members (having served within the last year) of the Mobility Committee or the Board of Directors. The Certification Appeals Committee will meet on an as-needed basis.

# Appendix 6:

## Primary Source Verification

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Primary Source Verification refers to the verification by the ASPPB Mobility staff of credentials based upon evidence obtained from the issuing source of the credential. Credentials verified include but are not limited to education, training, examination, licensure and registration, certification, and work experience.

The following is a list of commonly verified credentials and the verification procedures:

- Regional Accreditation of the doctoral degree granting institution is verified through the appropriate accrediting body;
- APA/CPA Accreditation of doctoral programs status is verified through official documentation provided by APA or CPA;
- ASPPB/National Register Designation of doctoral program status is verified through official documentation directly with ASPPB/National Register;
- Degrees from foreign colleges or universities will be deemed to be equivalent as verified by a member organization of the National Association of Credential Evaluation Services (NACES), or by another ASPPB recognized foreign credential evaluation service;
- Examination for Professional Practice in Psychology (EPPP) scores are verified with ASPPB;
- All licensure history and status will be verified directly with the issuing licensing board;
- Work History Verification form is received directly from the attestor. ASPPB will contact the attestor directly to verify the information is accurate and was completed by the attestor;
- Internship Verification Form is received directly from the internship director. ASPPB will contact the director directly to verify the information is accurate and was completed by the director;
- Postdoctoral Supervised Experience Form is received directly from the supervisor. ASPPB will contact the supervisor directly to verify the information is accurate and was completed by the supervisor; Disciplinary history is verified directly with the ASPPB Disciplinary Data System;
- American Board of Professional Psychology (ABPP) status is verified with ABPP directly; and
- Graduate degree transcripts are sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.
- Any additional documents as determined by ASPPB