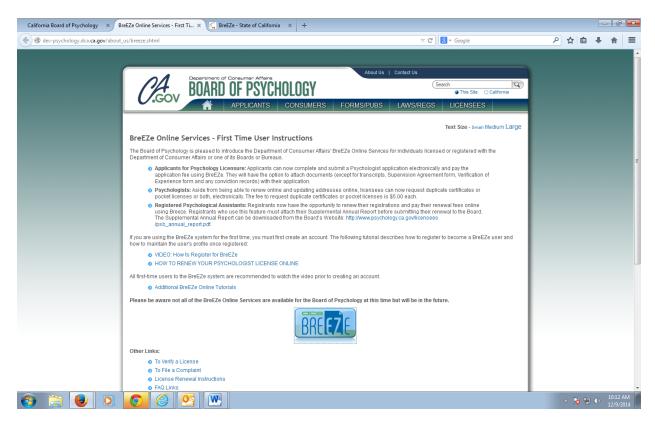
## **Versa Online Instructions**

# **HOW TO SUBMIT AN ONLINE APPLICATION FOR LICENSURE IN PSYCHOLOGY**

From the Board of Psychology Home Page (<u>www.psychology.dca.ca.gov</u>) and choose apply or go

directly to Breeze. This link will take you to Breeze Online Services . California Board of Psychology × ▼ C 8 - Go ₽☆自♣ 俞 ☰ APPLICANTS CONSUMERS FORMS/PUBS LAWS/REGS LICENSEES California Board of California Board of Psychology The California Board of Psychology (BOP) protects the safety and welfare of consumers of psychological services. BreEZe is here! Click on the BreEZe button below to APPLY for Psychology Licensure, RENEW your licenserregistration, VERIFY a license or registration, or FILE a complaint against a license or registration, to need technical assistance with BreEZe please call 855-227-9633. Assistance is available Monday-Friday, 8:00 a.m. - 5:00 p.m. (except Holidays). **Quick Hits**  Board Meetings **Psychologist Renewal Instructions**  Continuing Education
 Examinations The Board of Psychology has relocated. Our new address is: Expert Witness Recruitment Filing a complaint with the BOP Office Main Line 916-574-7720 License Verification

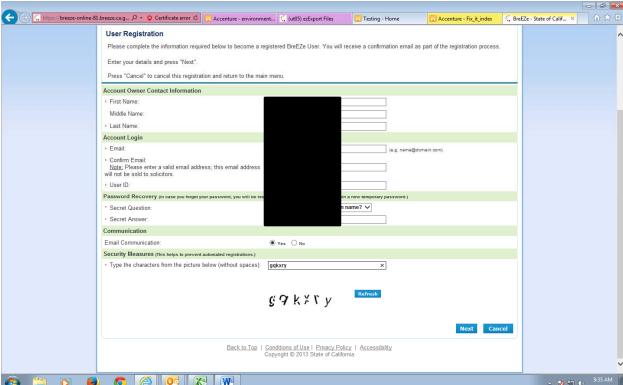
Breeze Online Services provides the tools you need to navigate Breeze. Click the Breeze Icon to go directly to DCA Breeze Online Services to apply or renew a license.



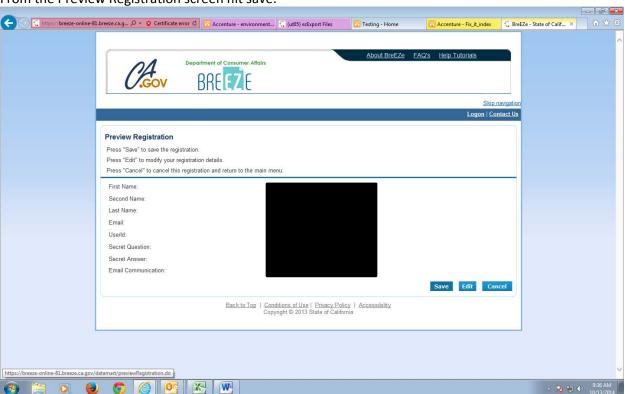
#### **Choose New User**



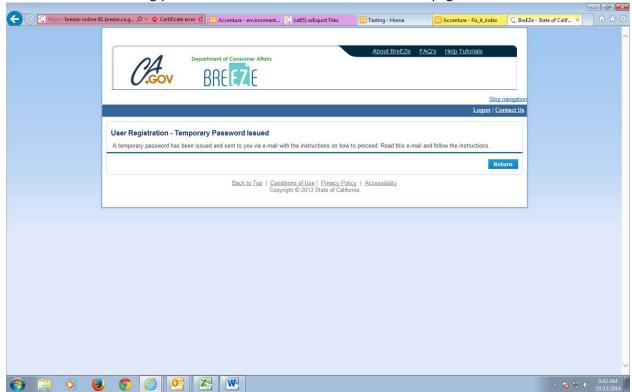
Create User Registration. Enter all required information and hit next.



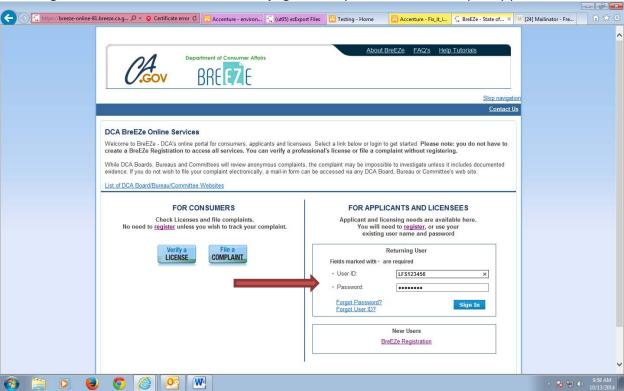
From the Preview Registration screen hit save.



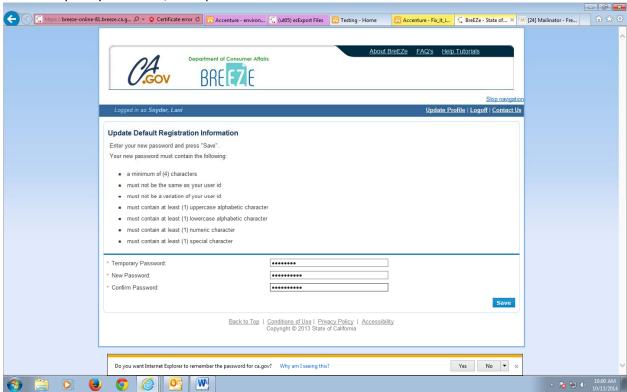
Hit return. This will bring you back to the Breeze Online Services home page.



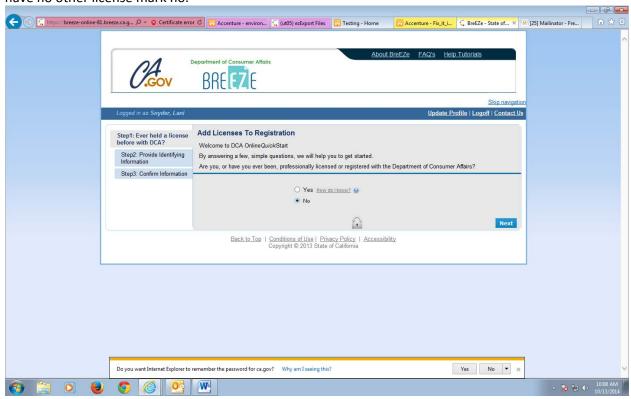
Your temporary password will be emailed to the email address entered. **Copy Temporary password and go back to the Breeze Online Home page.** Enter your UserID and temporary password.



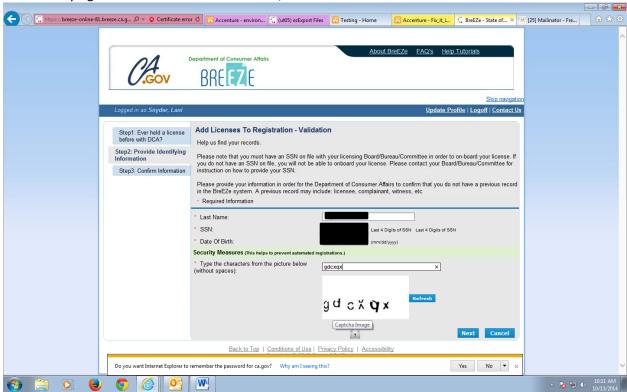
Enter Temporary Password, New password and Confirm New Password and hit save



From this screen you can link your other registrations or other licenses to your profile, if any. If you have no other license mark no.

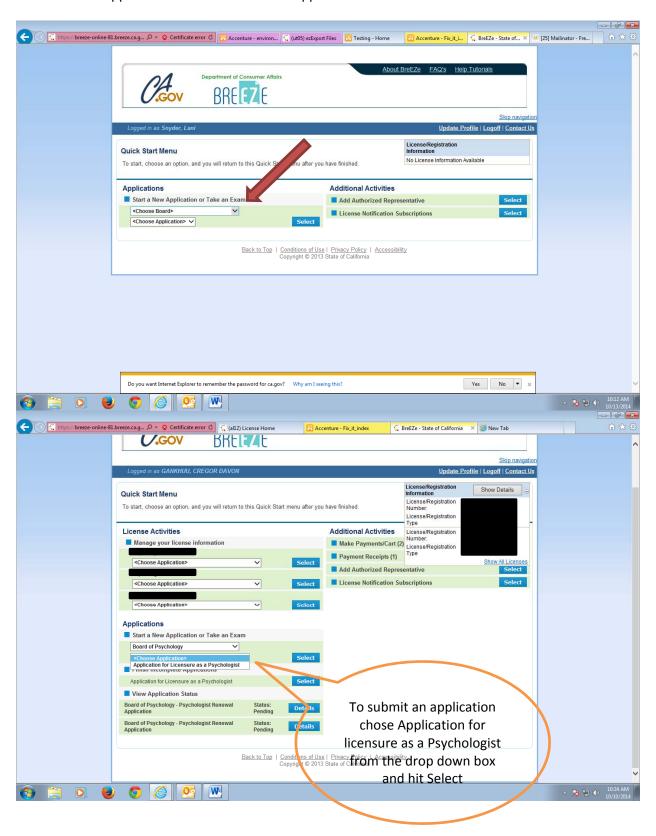


Add Identifying information such as Last name, SSN and Date of Birth



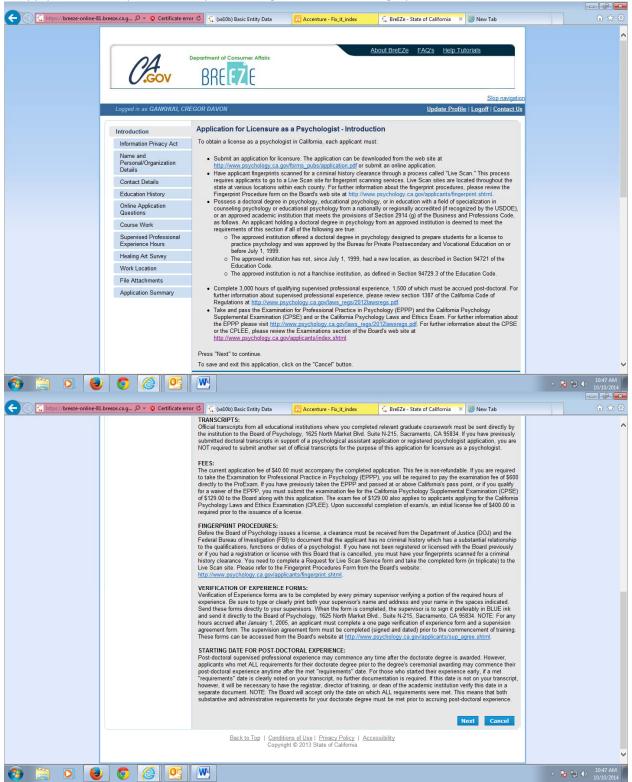
### **Quick Start Menu**

To start a new application choose a Board and application



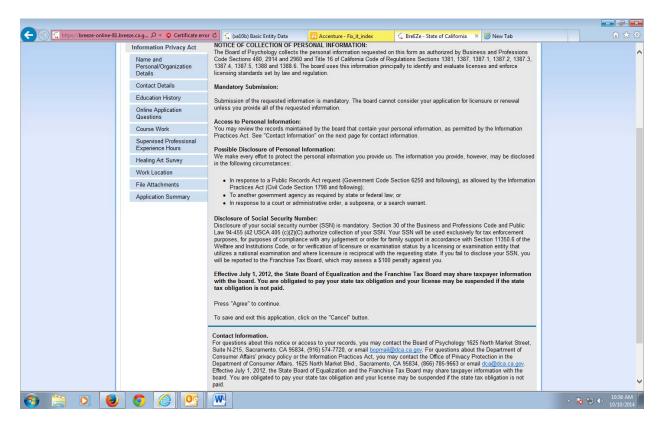
#### Introduction

This section provides applicant information on who can apply and what documents are needed in order to apply (i.e. transcripts, VOE, supervision agreement form, fingerprints etc.)



### **Information Privacy Act**

This page provides the laws and regulations that allow the Board to collect personal information. Once you've read this section hit the agree button in order to proceed.

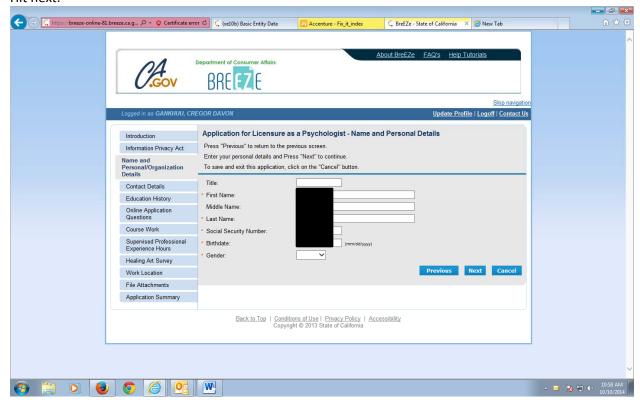


# Name and Personal/Organization

Applicants are required to submit the following:

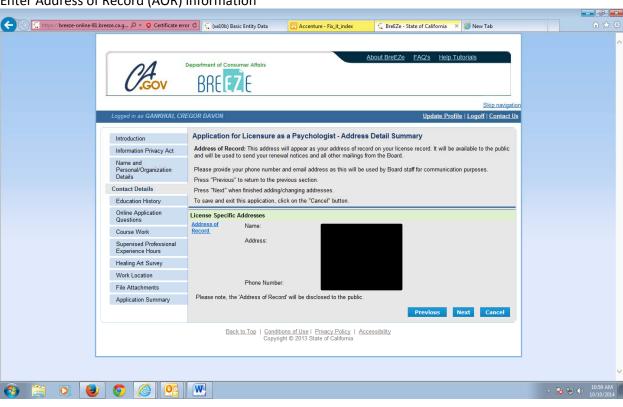
- 1. Full name
- 2. SSN
- 3. Birthdate
- 4. Gender

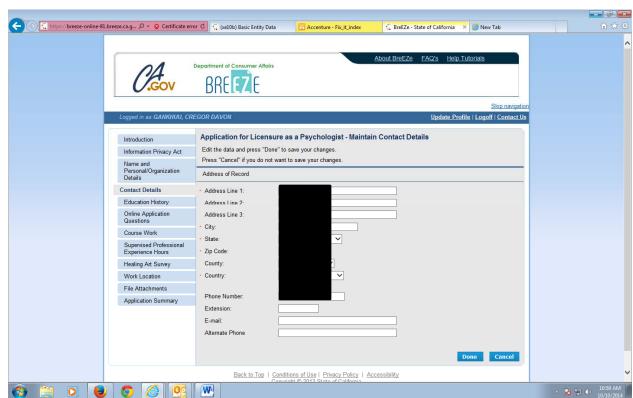
### Hit next.



### **Contact Details**

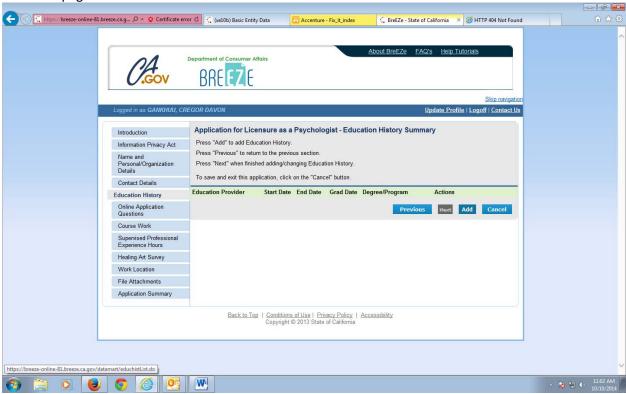
Enter Address of Record (AOR) information





# **Education History**

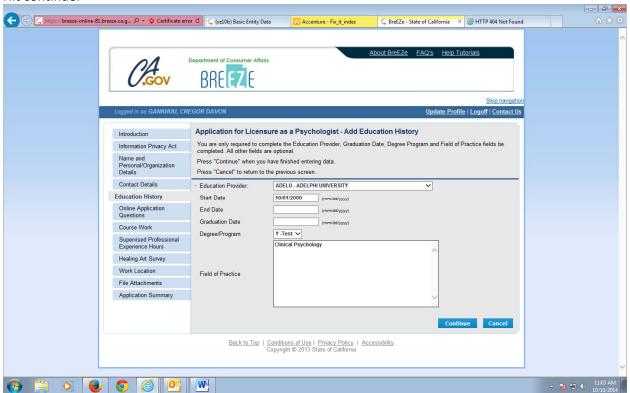
From this page hit add.



# Applicants must enter the following fields:

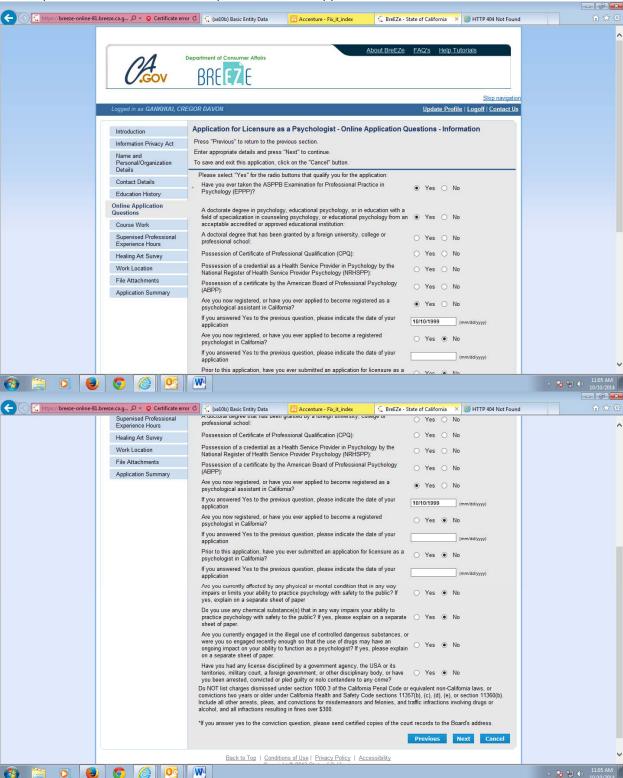
- 1. Education Provider
- 2. Graduation Date
- 3. Degree Program
- 4. Field of Practice.

## Hit continue.



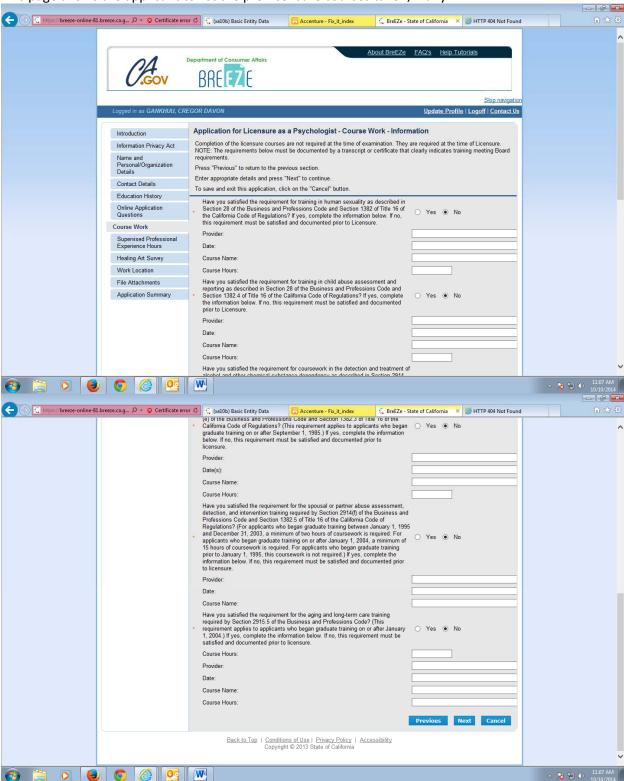
## **Online Application Questions**

These questions relate to the same questions on the application form.



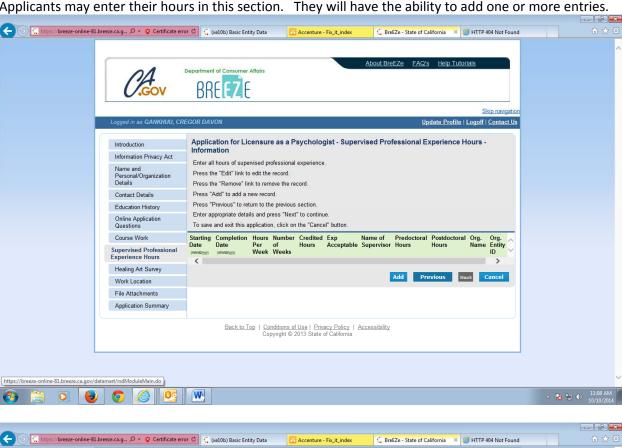
#### Coursework

This page allows the applicant to list the pre-licensure courses taken, if any.



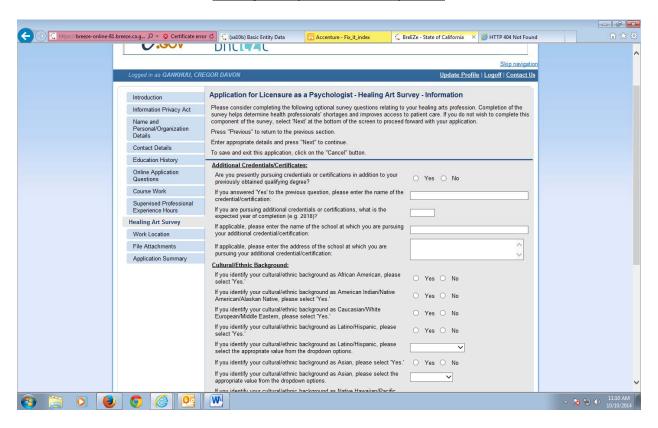
### **Supervised Professional Experience Hours**

Applicants may enter their hours in this section. They will have the ability to add one or more entries.

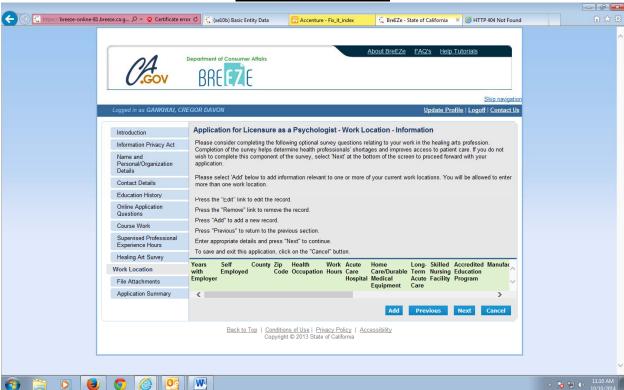




## **Healing Survey Information (Optional)**

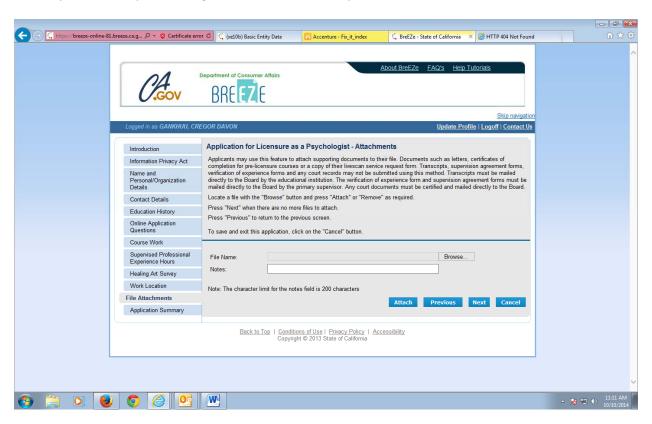


**Work Location (Optional)** 

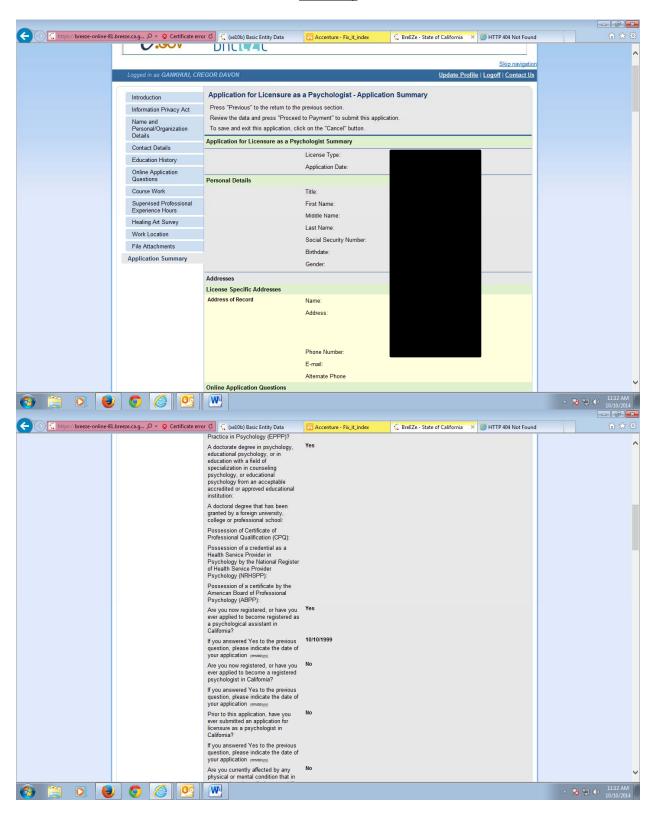


### **File Attachments**

Applicants will have the ability to attach supporting documents such as letters or certificates of completion for pre-licensure courses or livescan service request form. Applicants <a href="mailto:may not">may not</a> submit official transcripts, VOEs, supervision agreements forms and any court documents.



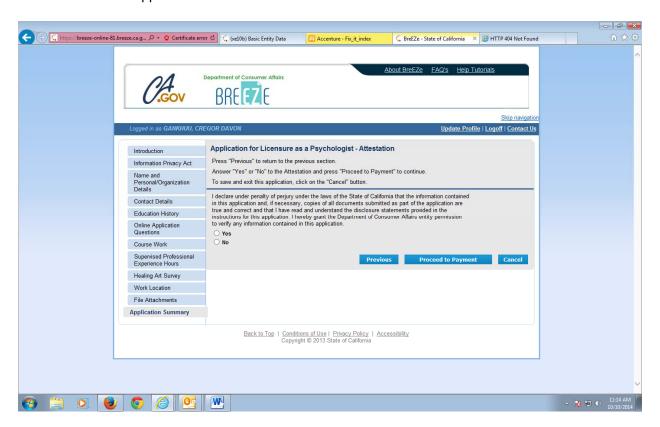
# **Summary**



## **Attestation**

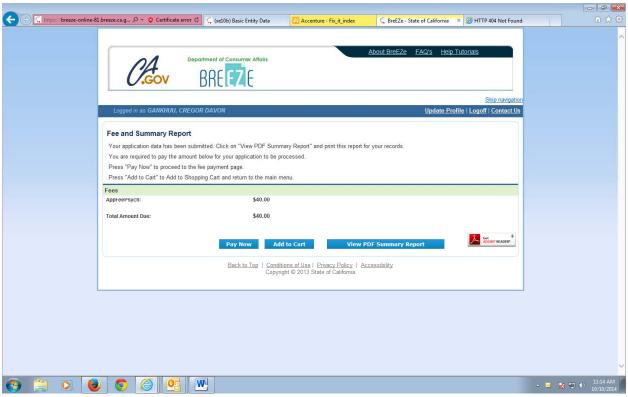
Applicants must answer yes in order to complete the application and click on "Proceed to Payment". Once you mark "Yes", your application will be sent to the Board. It is very important that you complete the transaction by paying the application fee.

In addition once the attestation and fee are paid, you will no longer have the ability to change any information on the application.



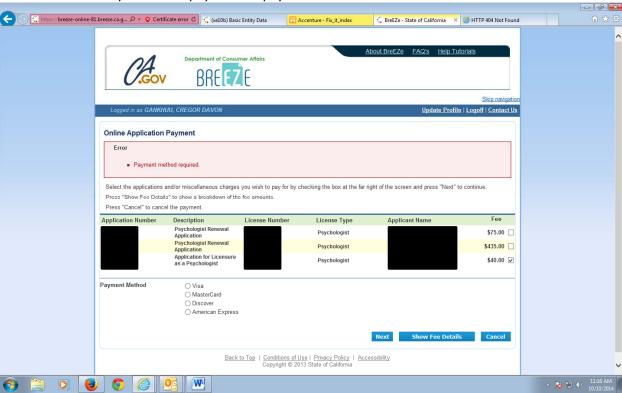
# **Fee and Summary Report**

An applicant has the option to "Pay Now" or "Add to Cart" and defer payment later. However keep in mind Board staff cannot process your application without a payment so it is very important to complete the transaction.



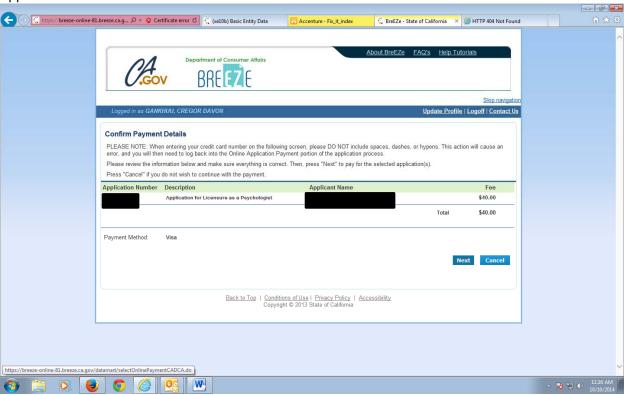
# **Online Application Payment**

Choose transaction you wish to pay and the payment method and hit next.



# **Confirm Payment Details**

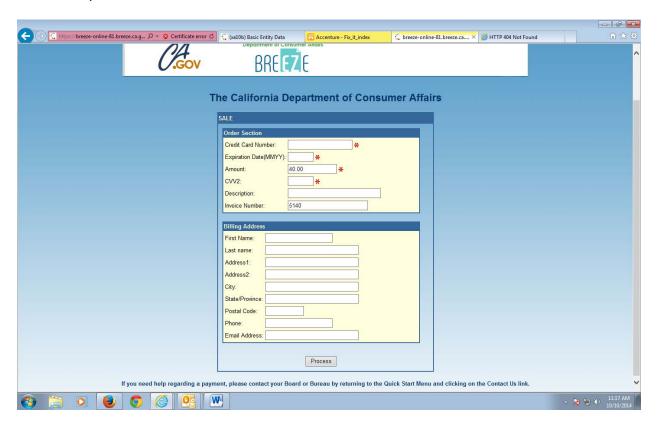
Applicants must review their transaction and hit "Next"



# Credit Card Info

# Enter the following info:

- Credit Card
- Expiration date
- CVV2
   Hit process



Once you complete transaction, you will receive the attached Summary report.

