California Board of
PSYCHOLOGY

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ISSUE MEMORANDUM

DATE	October 24, 2016
TO	Board of Psychology
FROM	Cherise Burns Central Services Manager
SUBJECT	Agenda Item #15(a) – Regulatory Update and Review

Background:

This report covers the psychological assistant regulatory package currently underway by the Board.

a) Title 16 California Code of Regulations (CCR) Sections Psychological Assistants Package

This regulatory package is being submitted to the Board for review and approval. The changes in this regulatory package implement the statutory changes relating to Psychological Assistants established by the Board's sunset bill SB 1193 (Chapter 484, Statutes of 2016). These changes were reviewed and approved by the Licensing Committee at their September meeting.

Action Requested:

Review draft regulatory language and move to accept the language as written and proceed with a rulemaking file.

Attachment A is the regulatory package under preliminary review by the Department of Consumer Affairs.

TITLE 16. BOARD OF PSYCHOLOGY

NOTICE IS HEREBY GIVEN that the Board of Psychology (hereinafter "Board") is proposing to take the action described in the Informative Digest. Any person interested may present statements or arguments orally or in writing relevant to the action proposed at a hearing to be held:

Board of Psychology Meeting
Tuesday, January 17, 2017, at 10:00 a.m.
Department of Consumer Affairs – El Dorado Room
1625 N Market Blvd Suite 220
Sacramento CA, 95834

Written comments, including those sent by mail, facsimile, or e-mail to the addresses listed under Contact Person in this Notice, must be received by the Board at its office no later than 5:00 p.m. on January 16, 2017, or must be received by the Board at the hearing. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposals substantially as described below or may modify such proposals if such modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, the full text of any modified proposal will be available for 15 days prior to its adoption from the person designated in this Notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal or who have requested notification of any changes to the proposal.

Authority and Reference: Pursuant to the authority vested by section 2930 and 2940 of the Business and Professions Code, and to implement, interpret or make specific sections 2913, 2948 and 2987 of said Code, the Board is considering changes to Division 13.1 of Title 16 of the California Code of Regulations as follows:

INFORMATIVE DIGEST

The Board proposes to amend Sections 1391.1, 1391.2, 1391.5 - 1391.12 and 1392.1 of Title 16 of the California Code of Regulations. These changes are to conform to statutory changes to Business and Professions Code section 2913, as enacted by SB 1193 (Chapter 484, Statutes of 2016).

The provisions within current regulations are contradictory to the new provisions in Section 2913 of the Business and Profession Code, which allow psychological assistants to apply for and renew annually one consolidated registration with the Board, independent from their supervisor(s) or employer(s). These changes do not remove the requirement for supervision of the psychological assistant and maintains a license relationship with the supervisor, which ensures that the Board can continue to monitor

the number of psychological assistants a Psychologist supervises, and verify that the psychological assistant is not practicing independently. Current regulations mandate that every psychological assistant obtain a separate registration under each of their supervisors or employers.

Additional changes also place the onus of annual reporting on the registered psychological assistant instead of the supervisor or the employer. Currently, the employer notifies the Board of a termination of a psychological assistant registration or a change of address. The Proposed regulation will require the psychological assistant to notify the Board of any supervisor or location changes. This package will also remove redundancy relating to who pays the psychological registration fee, as this is already specified in statute, and makes confirming changes to language that provide clarity and consistency with other regulatory provisions.

A. Objectives/Anticipated Benefits of Proposal

The anticipated benefits include a more streamlined administrative process for psychological assistant applications and renewals, as staff will no longer be required to issue and renew multiple registration numbers because each psychological assistant will now have only one (1) registration number. Although each psychological assistant will have their own registration number, they will maintain appropriate reporting and supervision requirements, as they will continue to be required to declare all supervisors and employers to the Board. Additionally, the removal of the limitation for who can supervise and employ a psychological assistant as amended in SB 1193, and the requirement for a single registration as stated in the regulation language, increases the portability of the psychological assistant registration.

B. Consistency and Compatibility with Existing State Regulations

During the process of developing these regulations and amendments, the Board has conducted a search of similar regulations on this topic and has concluded that these regulations are neither inconsistent nor incompatible with existing state regulations.

INCORPORATION BY REFERENCE

Psychological Assistant form 15-303 (rev. 9/16)

FISCAL IMPACT ESTIMATES

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: Minor and absorbable

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to any local agency or school district which must be reimbursed in accordance with Government Code Sections 17500 – 17630: None

Business Impact:

The Board has made an initial determination that the proposed regulatory action would have no significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states.

The following studies/relevant data were relied upon in making the above determination:

- None

Cost Impact on Representative Private Person or Business:

The Board is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

Effect on Housing Costs:

None

EFFECT ON SMALL BUSINESS

The Board has determined that the proposed regulations would not affect small businesses, as it does not increase reporting or administrative burdens on small private practices.

RESULTS OF ECONOMIC IMPACT ASSESSMENT/ANALYSIS:

Impact on Jobs/Businesses:

The Board has determined that this regulatory proposal will not have any impact on the creation of jobs, new businesses, the elimination of jobs, existing businesses, or the expansion of businesses in the State of California.

Benefits of Regulation:

The Board has determined that this regulatory proposal will benefit the health and welfare of California residents, worker safety, and the state's environment because increased portability of registration for psychological assistants removes administrative burdens allowing psychological assistants to better access employment opportunities that provide psychological services to vulnerable communities in California.

CONSIDERATION OF ALTERNATIVES

The Board must determine that no reasonable alternative it considered to the regulation or that has otherwise been identified and brought to its attention would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposal described in this Notice, or would be more cost effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above-mentioned hearing.

INITIAL STATEMENT OF REASONS AND INFORMATION

The Board has prepared an initial statement of the reasons for the proposed action and has made available all the information upon which the proposal is based.

TEXT OF PROPOSAL

Copies of the exact language of the proposed regulations, the initial statement of reasons, and all of the information upon which the proposal is based, may be obtained at the hearing or prior to the hearing upon request from the person designated in the

Notice under Contact Person, or by accessing the Board's website, www.psychology.ca.gov

AVAILABILITY AND LOCATION OF THE FINAL STATEMENT OF REASONS AND RULEMAKING FILE

All the information upon which the proposed regulations are based is contained in the rulemaking file which is available for public inspection by contacting the person named below. You may obtain a copy of the final statement of reasons once it has been prepared, by making a written request to the contact person named below or by accessing the website listed below.

CONTACT PERSON

Inquiries or comments concerning the proposed rulemaking action may be addressed to:

Name:	Jason Glasspiegel
Address:	1625 North Market Blvd., Suite N215 Sacramento, CA 95834
Telephone No.:	(916) 574-7137
Fax No.:	(916) 574-8672
E-Mail Address:	Jason.Glasspiegel@dca.ca.gov

The backup contact person is:

Name:	Cherise Burns
Address:	1625 North Market Blvd., Suite N215 Sacramento, CA 95834
Telephone No.:	(916) 574-7227
Fax No.:	(916) 574-8672
E-Mail Address:	Cherise.Burns@dca.ca.gov

Website Access:

Materials regarding this proposal can be found under "Proposed Regulations" here: http://www.psychology.ca.gov/laws_regs/index.shtml

§1391.1. Registration; Limitation of Registration Period.

(a) Any person who meets the requirements of section 2913 of the Code ~~desiring to supervise~~ may apply to be registered as a psychological assistant by submitting ~~shall submit~~ an application on ~~a~~ form 15-303 (rev. 9/16), which is hereby incorporated by reference ~~provided by the Board~~. If applying to register with more than one supervisor, the person shall also submit form [ ].
(b) Effective October 23, 2011, ~~R~~registration as a psychological assistant shall be limited to a cumulative total of six years (72 months). Each registration shall be subject to annual renewal pursuant to section 1391.12. For any psychological assistant registered prior to the effective date of this subdivision, subsequent renewals or registrations shall be limited to a cumulative total of six years (72 months) from the date of the psychological assistant's next registration or renewal, whichever occurs first. Upon showing of good cause as determined by the Board, these specified time limitations may be reasonably modified.

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

§ 1391.2. Withdrawal of Applications.

An a~~A~~pplications for registration ~~which~~ that has~~ve~~ not been completed within ninety (90) days after additional information has been requested by the Board shall be deemed ~~to be~~ withdrawn.

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

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

(a) A psychological assistant shall be under the direction and supervision of a licensed psychologist or board-certified psychiatrist who is employed in the same setting in which the psychological assistant is employed. A licensed psychologist who is supervising psychological assistants must comply with the supervision course requirements set forth in section 1387.1.
(b) The supervisor shall provide a minimum of one (1) hour per week of individual supervision to the psychological assistant, unless more such supervision is required under Section 1387 or by the nature of the psychological functions performed by the psychological assistant.
(c) A registered psychological assistant ~~employed by one of the organizations specified in section 2913 of the code~~ may receive delegated supervision pursuant to section 1387(c) from a qualified psychologist or a board certified psychiatrist other than the primary supervisor ~~to whom he/she is registered~~ if the delegated supervisor is also

employed within the same organization.~~ Otherwise, supervision may not be delegated under a psychological assistant registration.~~

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

§1391.6. Supervisor's Responsibility.

(a) Every supervisor of a psychological assistant shall have ~~be responsible for supervising the psychological functions performed by the psychological assistant and ensuring that~~ the education training and experience in the areas of psychological practice for which they will supervise, and shall be responsible for supervising the psychological functions performed by the psychological assistant ~~extent, kind and quality of the psychological functions performed by the assistant are consistent with the supervisor's training and experience,~~ and ensure that the psychological assistant complies with the provisions of the code, the B~~b~~oard's regulations, and the ethical standards established by the American Psychological Association.
(b) The supervisor shall ~~inform~~ ensure that each client or patient is informed, prior to the rendering of services~~ by the psychological assistant~~, that the psychological assistant is unlicensed and is under the direction and supervision of the supervisor. ~~as an employee~~ Each client or patient shall also be informed ~~and~~ that the supervisor shall have access to the client or patient's chart in fulfilling his/or her supervisory~~ion~~ duties.
(c) The supervisor shall be available to the psychological assistant 100% of the time the psychological assistant is performing psychological functions. The availability can be in-person, by telephone, by pager or by other appropriate technology.
(d) The supervisor shall ensure that a plan is in place to protect the client or patient ~~or client~~ in the event a client or patient~~/client~~ crisis or emergency occurs during any time the supervisor is not physically present at the established site at which the supervisee is working. The supervisor shall ensure that the supervisee thoroughly understands the plan in the event a client or patient crisis or emergency occurs.

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

§ 1391.8.~~Employer~~ Supervisor~~-Employee~~Psychological Assistant ~~Business~~ Relationship.

(a) No ~~supervisor or employer of a~~ psychological assistant may ~~charge~~pay a fee, monetary or otherwise, ~~require monetary payment~~ in consideration for the ~~employment or~~ supervision provided~~of a psychological assistant~~. The supervisor or employer shall supply all provisions necessary to function as a psychological assistant.
(b) The psychological assistant shall have no proprietary interest in the business of the supervisor or the employer.

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

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

§ 1391.10. Annual ~~Reports~~Update.

One year after the effective date of the psychological assistant registration and annually thereafter, every psychological assistant shall submit to the Board ~~On or before the expiration of a registration, every supervisor of a psychological assistant shall submit to the Board~~ an update for the registration that is completed by the supervisor, and signed by the psychological assistant. ~~on a form provided by the Board a report for the registration period showing:~~ Such update shall include at minimum the following:
(a) ~~The nature of the psychological functions performed by the psychological assistant being supervised.~~ Name and license number of all primary supervisors since the effective date of the registration or the last update.
(b) ~~Certification of employment.~~ Address of all locations where psychological services are currently being provided.
~~(c) The locations at which the psychological assistant provided the psychological functions and the type, extent and amount of supervision.~~
(c~~d~~) ~~A certification~~ An attestation from all current primary supervisors that during the period supervised, the ~~psychological functions performed by the~~ psychological assistant has demonstrated an overall performance at or above the level of competence expected for his or her level of education, training and experience, and ~~were performed~~ at a level satisfactory to ensure safety to the public.
(d) Failure to submit a completed annual update shall render the registration ineligible for renewal.

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

§ 1391.11. Notification of ~~Termination.~~ Change of Primary Supervisor or Location

Within thirty (30) days after ~~the termination of the employment~~any change or addition of a primary supervisor or in the location where services are being rendered by the ~~of a~~ psychological assistant, the ~~employer~~ psychological assistant shall notify the B~~b~~oard in writing ~~of such termination~~, on form [ ]. ~~setting forth the date thereof.~~ If a change of supervisor has occurred and the psychological assistant is accruing Supervised Professional Experience, a new supervision agreement, pursuant to section 1387, is required.

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

§ 1391.12. Psychological Assistant Renewals.

(a) A new registration shall expire one year after issuance. The registration of a psychological assistant shall be renewed ~~by the employer~~ annually, on or before its expiration.
(b) A registration renewed 30 days after its expiration must be accompanied by the delinquency fee required in section 1392.1 in order to be renewed.
(c) A psychological assistant who has been registered with the Board but whose registration has expired and has not been renewed ~~by the employer~~ shall not function as a psychological assistant.
~~(d) A psychological assistant employed and registered by more than one employer shall have his or her registration renewed by each employer.~~
(d~~e~~) A registration not renewed within 60 days after its expiration shall ~~become void~~ cancel, and a new application for registration ~~shall be submitted by the employer~~ will be required for a registration to issue.

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

§ 1392.1. Psychological Assistant Fees.

(a) The application fee for registration as~~of~~ a psychological assistant ~~which is payable by the supervisor~~ is $40.00.
(b) The annual renewal fee for registration of a psychological assistant is $40.00.
(c) The delinquency fee for a psychological assistant is $20.00.

Note: Authority cited: *Section 2930 and 2940, Business and Professions Code. Reference: Sections ~~2688~~2948 and ~~2689~~2987, Business and Professions Code.*

Board of Psychology
Department of Consumer Affairs

INITIAL STATEMENT OF REASONS

HEARING DATE: January 17, 2017

Subject Matter of Proposed Regulations: Psychological Assistant Registration

Section(s) Affected: Title 16, California Code of Regulations Sections 1391.1-1391.12 and 1392.1

Specific Purpose of each adoption, amendment, or repeal:

On September 22, 2016, Governor Brown signed SB 1193 (Hill) (Chapter 484, Statutes of 2016). This bill makes changes to the psychological assistant registration classification, which necessitates a regulatory change.

SB 1193 (Hill) makes changes to section 2913 of the Business and Professions Code. The changes to the introductory text of 2913 remove language that discusses where employment is permitted as a psychological assistant. Prior to this change the language limited the settings where a psychological assistant was able to work. Changes to Section 2913(a), adds in specific language specifying that a psychological assistant will register themselves with the Board of Psychology, and will renew this registration annually. Prior to this change, this section named the supervisor as the person responsible for submitting and renewing the registration. The removal and renumbering of Section 2913(d) removes language which specified that the supervisor or employment site was required to submit the application for the psychological assistant, and renew this registration annually. Section 2913(c)(2) replaces the former Section (d)(2) and removes language which limits how many psychological assistants employment sites other than licensed psychologists and or psychiatrists may have. Previously, this language was necessary as the introductory text mandated who could employ a psychological assistant. Section 2913(e) was renumbered to be Section 2913(d). These changes will be effective January 1, 2017.

Current statutory and regulatory language requires a supervisor or approved corporation/clinic to employ a psychological assistant, and to submit an application to the Board for each psychological assistant they employ. This registration is renewed annually. The result of this language is that psychological assistants are registered to their supervisor or employer through their registration with the Board. If a psychological assistant chooses to have multiple supervisors/employers, registration with the Board is required for each place of employment.

One purpose of the proposed regulatory language is to conform to statutory changes and allow the psychological assistants to register themselves to the Board of Psychology, and allow that single registration to be renewed annually. This registration will be independent from their supervisor(s) or employer(s).

Another purpose of the proposed regulatory language is to remove redundancy relating to who pays the psychological assistant registration fee, as this is already specified in statute.

The problem to be addressed:

Current regulations require each employer of a psychological assistant to apply for and renew the registration for each psychological assistant they employ. Additionally, statutory limitations further restrict the types of employers who could employ a psychological assistant. Combined, these issues were administratively burdensome to all parties without enhancing accountability for psychological assistants during the completion of their required hours of supervised professional experience.

In addition, both statute and regulations dictate who is responsible for the psychological assistant registration fee. This is problematic as duplicative language increases the potential for conflicting statutory and regulatory requirements due to the dual reference.

Anticipated Benefits:

The anticipated benefits include a more streamlined administrative process for psychological assistant applications and renewals, as staff will no longer be required to issue and renew multiple registration numbers because each psychological assistant will now have only one (1) registration number. Although each psychological assistant will have their own registration number, they will maintain appropriate reporting and supervision requirements, as they will still be required to notify the board about all supervisors and employers. Additionally, the removal of the limitation for who can employ a psychological assistant increases the portability of a registration as a psychological assistant and may enhance access to psychological services in vulnerable communities.

Factual Basis Rationale

Amendments to § 1391.1 change the party responsible for submitting the application for a psychological assistant from the psychological assistant's employer to the psychological assistant applicant. This change is necessary to conform to statutory changes to Business and Professions Code (B&P) section 2913, as enacted by SB 1193 (Chapter 484, Statutes of 2016).

Amendments to § 1391.2 make grammatical changes for clarity by changing the reference to the withdrawal of an application for failure to respond the Board's request for information from plural to singular since there will only be one registration for each psychological assistant.

Amendments to §1391.5 remove language referring to organizations that can employ a psychological assistant as referred to in B&P section 2913, since the amendments to B&P section 2913 no longer reference who can employ a psychological assistant. Additional changes remove references to the registration of a psychological assistant to a supervisor, and remove limitations for which psychological assistants are allowed to receive supervision by a delegated supervisor, since the limitation on who can provide supervision was removed from B&P section 2913. This change is necessary to conform to statutory changes to Business and Professions Code (B&P) section 2913, as enacted by SB 1193 (Chapter 484, Statutes of 2016).

Amendments to § 1391.6 add language to specify that a supervisor must possess training and experience in the areas they will supervise. It also changes the requirement from the supervisor notifying the patient that the psychological assistant is unlicensed and under supervision to ensuring that the patient is notified of this change. This section also ensures that the supervisor has access to the client or patients chart.

Amendments to § 1391.8 removes language stating supervisors and employers cannot charge the psychological assistant for supervision, and adds language specifying that the psychological assistant cannot pay a fee for supervision. This change is necessary as the onus for the registration will now be with the psychological assistant, and they will be under supervision regardless of their employment status.

Amendments to § 1391.10 redefine the requirement for and content of the annual update, which is now required to be completed by the psychological assistant rather than the supervisor. Additional language was added to require the psychological assistant to disclose the name and license number for all of their primary supervisors. This is necessary as the Board will no longer be requiring each supervisor to register their psychological assistant.

Amendments to § 1391.11 remove the requirement that supervisors notify the Board in cases of termination. The proposed language would mandate that the psychological assistant notify the Board of any changes to his or her supervisor(s) or location where services are provided, and upon a change in supervisors, mandates that a new supervision agreement be completed when a psychological assistant is accruing supervised professional experience.

Amendments to §1391.12 remove the requirement for each employer to renew psychological assistant registrations, and instead requires the renewal to be completed by the psychological assistant.

Amendments to §1392.1 removes the requirement for the psychological assistant application fee to be paid by the supervisor since this is already specified in statute.

Underlying Data

Licensing Committee Meeting Minutes from Monday, September 19, 2016.

Business Impact

This regulation will not have a significant adverse economic impact on businesses. This initial determination is based upon the fact that changes to these regulatory sections would impact businesses positively because it shifts the responsibility for annual reporting requirements to the psychological assistant and away from the business employing them.

Economic Impact Assessment

This regulatory proposal will have the following affects:

- It will not create or eliminate jobs within the State of California because the proposed regulatory changes do not change the requirement for supervision of psychological assistants, only how many registrations are required.
- It will not create new business or eliminate existing businesses within the State of California because the proposal relates to the amount of registrations each psychological assistant is required to obtain with the Board.
- It will not affect the expansion of businesses currently doing business within the State of California because the proposal relates to the amount of registrations each psychological assistant is required to obtain with the Board.
- This regulatory proposal benefits the health and welfare of California residents, because it does not remove the supervision requirements for psychological assistants and allows enhanced portability of the psychological assistant registration to multiple supervisors and/or employers.
- This regulatory proposal does not affect worker safety because the proposal relates to the amount of registrations each psychological assistant is required to obtain with the Board.
- This regulatory proposal benefits the state's environment because it reduces the amount of duplicative registration applications and renewals mailed to and from the Board.

Specific Technologies or Equipment

This regulation does not mandate the use of specific technologies or equipment.

Consideration of Alternatives

No reasonable alternative to the regulatory proposal would be either more effective in carrying out the purpose for which the action is proposed or would be as effective or less burdensome to affected private persons and equally effective in achieving the purposes of the regulations in a manner that ensures full compliance with the law being implemented or made specific.

Set forth below are the alternatives which were considered and the reasons each alternative was rejected:

- Not adopt the amendments. This alternative was rejected because this regulatory proposal will conform to statutory changes to Business and Professions Code section 2913, as enacted by SB 1193 (Chapter 484, Statutes of 2016).

California Board of PSYCHOLOGY

APPLICATION FOR REGISTRATION AS A PSYCHOLOGICAL ASSISTANT

INSTRUCTIONS:

- Answer each question fully and truthfully.
- Attach sheets of paper to this application when instructed or when space provided is not sufficient.
- Submit a check for $40 payable to the Board of Psychology with this application.
- Mail completed ORIGINAL application and payment to: 1625 N. Market Blvd., Suite N-215, Sacramento, CA 95834.
- Submit fingerprints via Live Scan at time of application. Please visit http://www.psychology.ca.gov/applicants/fingerprint.shtml for detailed instructions.
- Complete and submit "Notification to Add or Change Supervisor or Service Location for a Psychological Assistant" along with this application if registering with more than one primary supervisor.

SECTION I: PERSONAL INFORMATION

Is it your intention to count this experience towards licensure? Yes ☐ No☐

If you answered "Yes", please download the Supervision Agreement form from our website (http://www.psychology.ca.gov/forms_pubs/sup_agreement.pdf), complete, sign, and date the form, and attach it to the application.

Are you currently serving in, or have you previously served in, the military? Yes ☐ No☐

NAME OF PSYCHOLOGICAL ASSISTANT: **You must use your legal name.*

Last* | First* | Middle Initial | Jr., Sr., I, II

ALIASES List all other names by which the psychological assistant has been known. (If more than two, use additional paper.):

Last | First | Middle Initial | Jr., Sr., I, II

Last | First | Middle Initial | Jr., Sr., I, II

ADDRESS OF RECORD (AOR) (This is public information and will be used for all correspondence throughout the application process.):

Number and Street

City | State | Zip Code

E-mail Address

Cell Phone Number | Home Phone Number

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)[1] | Date of Birth

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

Number and Street

City | State | Zip Code

[1]Disclosure of your social security number (SSN) or Individual Tax Payer Identification Number (ITIN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 USCA 405(c)(2)(C)] authorize collection of your SSN or ITIN. Your SSN or ITIN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity that utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your SSN or ITIN, you will be reported to the Franchise Tax Board, which may assess a $100 penalty against you, and the registration will not be issued.

SECTION II: EDUCATION QUALIFICATION

This Psychological Assistant application is based upon (Check education qualification at time of application):

☐ Master's Degree

☐ Admission to Candidacy for Doctoral Degree
(Registrar's letter required with the transcript)

☐ Doctoral Degree

School: _____

Description of degree: _____

Date awarded/admitted: _____

An official qualifying transcript must be mailed from the graduate institution directly to the Board of Psychology. If using Master's/Doctoral Degree to qualify for registration, the transcript must show the degree awarded date.

SECTION III: SUPERVISOR

NAME OF PRIMARY SUPERVISOR: **You must use your legal name.*

Last* | First* | Middle Initial | Jr., Sr., I, II

License Number | E-mail

Supervisor is a (check one)**:**

☐ Licensed Psychologist

☐ Board-certified psychiatrist
(Board-certified in psychiatry by the American Board of Psychiatry and Neurology)

SECTION IV: LOCATION OF SERVICES

List the location at which the psychological assistant will be providing psychological services:

Name of Services Location

Number and Street

City | State | Zip Code

List additional location of services, if applicable, at which the psychological assistant will be providing psychological services (if more than two locations, please use an additional sheet of paper)**:**

Name of Primary Supervisor | License Number

Primary Supervisor's Phone Number | Primary Supervisor's Email

Name of Services Location

Number and Street

City | State | Zip Code

Note: You must notify the Board of any change or addition of a primary supervisor or location where services are being rendered on form "Notification to Add or Change Supervisor or Service Location for a Psychological Assistant".

SECTION IV: PSYCHOLOGICAL ASSISTANT QUESTIONNAIRE

Section IV to be completed by the prospective psychological assistant.

Clearly mark the appropriate column ("yes" or "no") for each item below.

YES	NO	
		Are you presently registered, or have you ever been registered, or filed an application to be registered, as a psychological assistant? **If yes, list name(s) of supervisor(s):**
		Are you currently registered, were you previously registered, or have you ever filed an application to register to engage in psychological services under section 2909(d) of the Business and Professions Code (Registered Psychologist)? **If yes, when?**
		Have you ever filed an application for a license as a psychologist with the Board? **If yes, when?**
		Do you have any proprietary interest in the business of the employer and/or supervisor?
		Do you rent, lease, sublease, or lease-purchase office space from the employer, supervisor, or any entity for purposes of functioning as a psychological assistant?
		Do you have a familial and/or interpersonal relationship with the employer and/or supervisor?
		Have you ever been convicted of, or plead guilty or nolo contendere to ANY criminal or civil offence in the United States, its territories, or a foreign country? This includes every citation, infraction (including traffic violations resulting in fines more than $500), misdemeanor and/or felony. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357 (b), (c), (d), (e), or section 11360 (b) that are two years or older should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4. 1203.4a, 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed. ***If "yes", complete the Conviction/License Disciplinary Action Form.*** Proof of Dismissal: If you have obtained a dismissal of your convictions(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit an original certified copy of the court order dismissing the conviction(s) with your application.
		Have you ever been arrested or had any license discipline by a government agency, the United States or its territories, military court, a foreign government, or other disciplinary body? ***If yes, complete the Conviction/License Disciplinary Action Form.***
		Have you ever been denied a license, registration, certificate or credential to practice psychology or any other profession in any state or country? ***If yes, complete the Conviction/License Disciplinary Action Form.***
		Have you ever voluntarily surrendered a license, registration, or credential to practice psychology or any other profession or occupation in any state or country? ***If "yes", please complete the Conviction/License Disciplinary Action form.***
		Have you ever been subject to review and/or action by the ethics committee of any professional organization in any state or country? ***If yes, complete the Conviction/License Disciplinary Action Form.***
		Are you required to register as a sex offender pursuant to section 290 of the Penal Code? ***If yes, complete the Conviction/License Disciplinary Action Form.***
		Do you currently have any physical or mental condition that in any way impairs or limits your ability to practice psychology with safety to the public? ***If yes, please explain on a separate sheet of paper.***
		Are you currently engaged in the illegal use of controlled dangerous substances, or were you so engaged recently enough so that the use of drugs may have an ongoing impact on your ability to function as a psychological assistant (use of any controlled substance as defined in Division 10 (commencing with section 11000) of the Health and Safety Code, or dangerous drug, or any alcoholic beverage to the extent or in a manner dangerous to himself or herself, any other person, or the public, or to an extent that this use impairs his or her ability to perform the work of a psychological assistant with safety to the public)? ***If "yes", please explain on a separate sheet of paper.***

SECTION V: SUPERVISOR QUESTIONNAIRE

Section V to be completed by the prospective supervisor.

Clearly mark the appropriate column ("Yes" or "No") for each item below.

YES	NO	
		Have you ever been convicted of, or plead guilty or nolo contendere to ANY criminal or civil offence in the United States, its territories, or a foreign country? This includes every citation, infraction (including traffic violations resulting in fines more than $500), misdemeanor and/or felony. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357 (b), (c), (d), (e), or section 11360 (b) that are two years or older should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4. 1203.4a, 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed. ***If "yes", complete the Conviction/License Disciplinary Action Form.*** Proof of Dismissal: If you have obtained a dismissal of your convictions(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit an original certified copy of the court order dismissing the conviction(s) with your application.
		Have you ever been denied a license, registration, certificate or credential to practice psychology or any other profession in any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you had a license, registration, certificate or credential to practice psychology or any other profession or occupation subjected to discipline by any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you voluntarily surrendered a license, registration, certificate or credential to practice psychology or any other profession or occupation in any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you ever been subject to review and/or action by the ethics committee of any professional organization in any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you completed the required six-hour course in supervision within the last two years as required by Title 16 California Code of Regulations (16 CCR) section 1387.1(b)?
		Do you rent, lease, sublease, or lease-purchase office space to the psychological assistant?
		Do you have a familial and/or interpersonal relationship with the psychological assistant?
		Will you provide a minimum of one hour per week of individual face-to-face supervision to the psychological assistant?
		Will you inform clients that the psychological assistant is unlicensed, and is under the direction and supervision of the supervisor as an employee, in person or in writing, prior to the rendering of services, pursuant to 16 CCR sections 1387.1(g) and 1391.6?
		Will you be employed by the same work setting as the psychological assistant and be available to the psychological assistant 100% of the time the psychological assistant is providing psychological services?

SECTION VI: ACKNOWLEDGEMENTS

Section VI to be completed by both the prospective psychological assistant and supervisor.

Supervisor's Initials	Psychological Assistant's Initials	Please read each statement below and indicate that you understand by placing your initials in the corresponding box in BLUE ink.
		I understand that supervisors of psychological assistants may not delegate any portion of individual supervision to anyone else. *(16 CCR section 1387(c)(1))*
		I understand that no psychological assistant may bill clients directly for any services rendered. *(16 CCR section 1387.1(g))*
		I understand that the psychological assistant shall at all times and under all circumstances identify him/herself to clients as a psychological assistant of his or her employer or responsible supervisor when engaged in any psychological activity in connection with that employment. *(16 CCR section 1396.4(b))*
		I understand that every supervisor of a psychological assistant shall have the education training and experience in the areas of psychological practice for which they will supervise, and shall be responsible for supervising the psychological functions performed by the psychological assistant and ensuring the psychological assistant complies with the provisions of the Business and Professions Code, the Board's regulations, and the ethical standards established by the American Psychological Association. *(16 CCR section 1391.6(a))*
		I understand that a psychological assistant shall be under the direction and supervision of a licensed psychologist or Board-certified psychiatrist who is employed in the same setting in which the psychological assistant is employed. *(16 CCR section 1391.5(a))*
		I understand that no psychological assistant may pay a fee, monetary or otherwise, in consideration for supervision provided. *(16 CCR section 1391.8(a))*
		I understand that within 30 days after the termination of the employment of a psychological assistant, the psychological assistant shall notify the Board in writing of such termination. *(16 CCR section 1391.11)*
		I understand that within 30 days after any change or addition of a primary supervisor or in the location where services are being rendered by a psychological assistant, the psychological assistant shall notify the Board in writing, indicating the effective date of the change or addition. Failure to comply could result in an enforcement action. (*16 CCR section 1391.11)*
		I understand that upon a change or addition of primary supervisor, a new supervision agreement is required to be completed with the primary supervisor if I intend to accrue the hours for supervised professional experience towards licensure. (*16 CCR section 1391.11*)
		I understand that a psychological assistant shall not advertise for his or her services including on any websites. Any business card of a psychological assistant must include his or her name, the fact that he or she is a psychological assistant, and include the name and license number of the supervisor and the location where services are provided. *(16 CCR sections 1396.4(b) and 1397)*
		I understand that no psychological services may be provided by the psychological assistant prior to the approval of this application by the Board. (*Business and Professions Code section 2913)*
		I understand that registration as a psychological assistant shall be limited to a cumulative total of six years. *(16 CCR section 1391.1(b))*
		I understand that the registration of a psychological assistant expires one year after date of issuance and that the registration shall be renewed by that date. A psychological assistant whose registration has not been renewed shall not function as a psychological assistant. Registrations not renewed within 60 days of the expiration date become canceled and a new application must be submitted. I also understand that psychological assistants may not practice or accrue hours of supervised professional experience during any period of registration delinquency or supervisor's license delinquency. *(16 CCR section 1391.12)*
		I understand that annual update to the Board is required for purposes of renewal for this registration. *(16 CCR section 1391.10)*

NOTICE TO APPLICANT

Effective July 1, 2012, the State Board of Equalization and the Franchise Tax Board may share your taxpayer information with the Board. You are obligated to pay your state tax obligation and your license may be suspended if the state tax obligation is not paid.

SECTION VII: SIGNATURES

Please sign in BLUE ink.

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

Signature of Psychological Assistant _____ Date _____

Signature of Primary Supervisor _____ Date _____

California Board of PSYCHOLOGY

NOTIFICATION TO ADD OR CHANGE SUPERVISOR OR SERVICE LOCATION FOR A PSYCHOLOGICAL ASSISTANT

INSTRUCTIONS:

- Complete this form with your primary supervisor.
- Submit separate notification to add or change for each supervisor and location where psychological services are being provided.
- Complete Section II only if you are adding a service location with the same primary supervisor.
- Sign the notification in BLUE ink.
- Mail the ORIGINAL with signatures to: California Board of Psychology, 1625 N. Market Blvd., Suite N-215, Sacramento, CA 95834.
- Note: If you intend to accrue hours for supervised professional experience towards licensure, a supervisor agreement must be completed prior to the start of the experience.

SECTION I: FORMER PRIMARY SUPERVISOR OR SERVICE LOCATION INFORMATION

Name of Primary Supervisor _____ License Number _____

Primary Supervisor's Phone Number _____ Primary Supervisor's Email _____

Name of Service Location _____

Street Address _____ City _____ State _____ Zip Code _____

Supervision Period: From _____ To _____

SECTION II: NEW PRIMARY SUPERVISOR OR SERVICE LOCATION INFORMATION

Name of Primary Supervisor _____ License Number _____

Primary Supervisor's Phone Number _____ Primary Supervisor's Email _____

Name of Service Location _____

Street Address _____ City _____ State _____ Zip Code _____

Supervision Period: From _____ To _____

SECTION III: SUPERVISOR QUESTIONNAIRE

Section V to be completed by the prospective supervisor.

Clearly mark the appropriate column ("Yes" or "No") for each item below.

YES	NO	
		Have you ever been convicted of, or plead guilty or nolo contendere to ANY criminal or civil offence in the United States, its territories, or a foreign country? This includes every citation, infraction (including traffic violations resulting in fines more than $500), misdemeanor and/or felony. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357 (b), (c), (d), (e), or section 11360 (b) that are two years or older should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4. 1203.4a, 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed. ***If "yes", complete the Conviction/License Disciplinary Action Form.***

		Proof of Dismissal: If you have obtained a dismissal of your convictions(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit an original certified copy of the court order dismissing the conviction(s) with your application.
		Have you ever been denied a license, registration, certificate or credential to practice psychology or any other profession in any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you had a license, registration, certificate or credential to practice psychology or any other profession or occupation subjected to discipline by any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you voluntarily surrendered a license, registration, certificate or credential to practice psychology or any other profession or occupation in any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you ever been subject to review and/or action by the ethics committee of any professional organization in any state or country? **If yes, complete the Conviction/License Disciplinary Action Form.**
		Have you completed the required six-hour course in supervision within the last two years as required by Title 16 California Code of Regulations (16 CCR) section 1387.1(b)?
		Do you rent, lease, sublease, or lease-purchase office space to the psychological assistant?
		Do you have a familial and/or interpersonal relationship with the psychological assistant?
		Will you provide a minimum of one hour per week of individual face-to-face supervision to the psychological assistant?
		Will you inform clients that the psychological assistant is unlicensed, and is under the direction and supervision of the supervisor as an employee, in person or in writing, prior to the rendering of services, pursuant to 16 CCR sections 1387.1(g) and 1391.6?
		Will you be employed by the same work setting as the psychological assistant and be available to the psychological assistant 100% of the time the psychological assistant is providing psychological services?

SECTION IV: ACKNOWLEDGEMENTS

Section VI to be completed by both the prospective psychological assistant and supervisor.

Supervisor's Initials	Psychological Assistant's Initials	Please read each statement below and indicate that you understand by placing your initials in the corresponding box in BLUE ink.
		I understand that supervisors of psychological assistants may not delegate any portion of individual supervision to anyone else. *(16 CCR section 1387(c)(1))*
		I understand that no psychological assistant may bill clients directly for any services rendered. *(16 CCR section 1387.1(g))*
		I understand that the psychological assistant shall at all times and under all circumstances identify him/herself to clients as a psychological assistant of his or her employer or responsible supervisor when engaged in any psychological activity in connection with that employment. *(16 CCR section 1396.4(b))*
		I understand that every supervisor of a psychological assistant shall have the education training and experience in the areas of psychological practice for which they will supervise, and shall be responsible for supervising the psychological functions performed by the psychological assistant and ensuring the psychological assistant complies with the provisions of the Business and Professions Code, the Board's regulations, and the ethical standards established by the American Psychological Association. *(16 CCR section 1391.6(a))*
		I understand that a psychological assistant shall be under the direction and supervision of a licensed psychologist or Board-certified psychiatrist who is employed in the same setting in which the psychological assistant is employed. *(16 CCR section 1391.5(a))*
		I understand that no psychological assistant may pay a fee, monetary or otherwise,

		in consideration for supervision provided. *(16 CCR section 1391.8(a))*
		I understand that within 30 days after the termination of the employment of a psychological assistant, the psychological assistant shall notify the Board in writing of such termination. *(16 CCR section 1391.11)*
		I understand that within 30 days after any change or addition of a primary supervisor or in the location where services are being rendered by a psychological assistant, the psychological assistant shall notify the Board in writing, indicating the effective date of the change or addition. Failure to comply could result in an enforcement action. *(16 CCR section 1391.11)*
		I understand that upon a change or addition of primary supervisor, a new supervision agreement is required to be completed with the primary supervisor if I intend to accrue the hours for supervised professional experience towards licensure. *(16 CCR section 1391.11)*
		I understand that a psychological assistant shall not advertise for his or her services including on any websites. Any business card of a psychological assistant must include his or her name, the fact that he or she is a psychological assistant, and include the name and license number of the supervisor and the location where services are provided. *(16 CCR sections 1396.4(b) and 1397)*
		I understand that no psychological services may be provided by the psychological assistant prior to the approval of this application by the Board. *(Business and Professions Code section 2913)*
		I understand that registration as a psychological assistant shall be limited to a cumulative total of six years. *(16 CCR section 1391.1(b))*
		I understand that the registration of a psychological assistant expires one year after date of issuance and that the registration shall be renewed by that date. A psychological assistant whose registration has not been renewed shall not function as a psychological assistant. Registrations not renewed within 60 days of the expiration date become canceled and a new application must be submitted. I also understand that psychological assistants may not practice or accrue hours of supervised professional experience during any period of registration delinquency or supervisor's license delinquency. *(16 CCR section 1391.12)*
		I understand that annual update to the Board is required for purposes of renewal for this registration. *(16 CCR section 1391.10)*

We hereby certify that this relationship is that of supervisor/psychological assistant as required by the Laws and Regulations Relating to the Practice of Psychology. We declare under penalty of perjury under the laws of the State of California that the information provided on this form is true and correct. We further declare that the supervisor of the psychological assistant whose signature appears below is employed by the same work setting as the psychological assistant and available to the psychological assistant 100% of the time the psychological assistant is providing psychological services. We further declare that the limited psychological functions performed by the psychological assistant were performed at a level satisfactory to ensure safety to the public.

Signature of Primary Supervisor _____ Date _____

Signature of Psychological Assistant _____ Date _____