

**APPLICATION FOR REGISTRATION AS A PSYCHOLOGICAL
ASSOCIATE APPLICATION CHECKLIST****INTRODUCTION:**

This checklist is to assist you in gathering the required documents for an Application for Registration as a Psychological Associate to obtain a registration. This checklist is provided for your reference. **Do not submit this checklist to the Board.** See the [Step by Step Instructions](#) on our website for more information on registered psychological associates.

Mailing Address of the Board of Psychology: 1625 North Market Blvd., Suite N-215, Sacramento, CA 95834

To apply to become a Registered Psychological Associate, mail the following in your application packet:

- [Application for Registration as a Psychological Associate \[PSB 100 \(New 2024\)\]](#)
- Fee
 - Application fee is \$424 and is nonrefundable.
 - Make check payable to the California Board of Psychology.
 - *Note: An application will not be assigned to the processing queue until the required fee is received and processed.*
- Official Transcript
 - Official transcript for the qualifying degree must be sent to the Board in one of the following three ways:
 - » Submitted electronically by the educational institution to BOPLicensing@dca.ca.gov. (recommended)
 - » Mailed directly to the Board by your educational institution.
 - » Mailed in an envelope that has been sealed and signed by the educational institution.
 - Official transcript must reflect the degree conferred and awarded date.
 - If advanced to candidacy, in addition to receiving an official transcript directly from the educational institution, the Board must receive a letter from the University Registrar or Dean certifying the date and degree of advancement, after having satisfactorily completed three or more years of post-graduate coursework in psychology and having passed preliminary doctoral examinations.
 - If applying based on a degree obtained outside of the United States or Canada, the applicant shall demonstrate to the Board that they possess a doctoral degree in psychology or education as specified in Business and Professions Code 2914. An evaluation service that is a member of NACES, or the NRHSP must submit the following directly to the Board by mail, or to BOPLicensing@dca.ca.gov:
 - » An evaluation of the doctoral degree, and
 - » A transcript of the degree in English, or translated into English, and
 - » An indication that the degree used to qualify is verified using primary sources.
- [Original Supervision Agreement](#) (if applicable)
 - Completed original supervision agreement is required if intending to accrue supervised professional experience toward licensure.
 - Mail completed, signed, and dated original supervision agreement to the Board.

[Fingerprints](#)

- Submit a set of fingerprints using the Live Scan service for licensure.
- See the [Fingerprint Procedures](#) page for the Live Scan form and information.
- Mail a copy of the completed Live Scan form to the Board.

If applying for a registration with more than one primary supervisor, mail the additional fee and documents in your application packet:

[Notification to Add or Change Supervisor or Service Location for a Psychological Associate \[PSB 101 \(New 2024\)\]](#)

- Separate notifications are required to add each additional primary supervisor.

Fee

- Notification fee to add a primary supervisor is \$210 and is nonrefundable.
- Separate fee is required for each additional primary supervisor.
- Make check(s) payable to the California Board of Psychology.
- *Note: A notification will not be assigned to the processing queue until the required fee is received and processed.*

Electronic Signatures

The Board accepts electronic signatures if they are accompanied with certificates of completion (e.g., Adobe, etc.), or the stamp of certification that includes the date and time signed.

Delivery Information

If you would like to know more about whether the Board has received your documents, you will need to use a mail tracking service when mailing the documents to the Board. The Board will also send you a courtesy acknowledgment of receipt via email after each of your documents have been received for applications submitted with the required fee.

Processing Timeframes

Our [processing timeframes](#) are updated on our website bimonthly.