

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Health Professional Licensing Administration



APPLICATION INSTRUCTIONS AND FORMS
FOR A LICENSE TO PRACTICE PSYCHOLOGY
IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed as a Psychologist in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a psychology license in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

PLEASE NOTE: All new applications will be kept on file for a maximum of 120 days, unless you are pending passing exam scores. If all required documents are not received within 120 days, your application will be CLOSED. A \$65 processing fee will be imposed for all CLOSED applications. Please see page 4 of this instruction book for refund details. If your application is CLOSED, you will then have to resubmit a new license application and fees in order to be considered for a license in the District of Columbia.

THE APPLICATION PROCESS

Upon submission of the required application documents, the DC Board of Psychology will review your application. The Board of Psychology normally meets on the third Friday of each month. Upon preliminary approval, you will be notified to schedule either the national exam (i.e., Examination for Professional Practice in Psychology, also known as EPPP) or the DC Local Exam. Upon passing both examinations, you will be issued a license to practice in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, HPLA's processing staff will notify you of the deficiencies. If the Board has questions or concerns, you will also be notified.

WHERE TO FILE

All documents should be sent to the following address:

DC Board of Psychology
P.O. Box 37802
Washington, D.C. 20013

If you have any questions, call HPLA's Customer Service at 1-877-672-2174 between 8:30 a.m. and 4:30 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications and applications submitted without required signatures or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

All applicants for a psychology license in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and

2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and

All applicants must submit the following in order to be considered for licensure:

3. A complete and signed application, including required supporting documents;
4. Please submit two (2) identical, recent passport-size photographs (2x2 inches in size) on a plain background, which are front-view and fade-proof. The photos must be original photos and cannot be computer-generated copies or paper copies. In addition, we will not accept 3x3 or larger Polaroid - type photos. Please be sure to mail in your two photos and write on the back of the photos your full name and either your license number or Social Security Number. Photos will be placed on the pocket license.
5. You will also need to submit one (1) clear photocopy of a government issued photo ID, such as your valid driver's license, as proof of identity.
6. Official transcript showing proof of receipt of a doctoral degree in psychology;
7. List (on a separate sheet of paper) of the names and addresses of three responsible persons (other than relatives, instructors, or employers) who have known you for at least one year and can attest to your character;
8. Completed Notification of Supervised Practice in Psychology form(s) (PS Form 04), which is included in this packet, as proof of post-doctoral supervised practice. Please note that these forms **MUST** be sent directly to the Board of Psychology; see the "Supervised Practice" section of this instruction packet for further information.

EXAMINATIONS AND FILING DEADLINES

EPPP Exam - Postdoctoral Experience

The examination for professional practice of psychology (EPPP) may be taken as soon as the candidate's application is approved by the board as having fulfilled the educational requirements for licensure including predoctoral internship. The EPPP may be taken at a time during the postdoctoral experience years. After this exam is passed, the candidate may then sit for the District of Columbia jurisprudence examination. Only after the candidate has satisfied all requirements may a license be issued.

District of Columbia Local Exam

All applicants must take the District of Columbia Local Exam after all other requirements described in these instructions have been fulfilled. The District Examination tests an applicant's knowledge of District of Columbia statutes, rules and American Psychological Association ethical standards governing the practice of psychology. An applicant must receive a score of 75% to pass this examination.

After the Board has approved an application, the Board will notify the applicant of the place of the DC Local Examination and send study materials to prepare for the examination.

An applicant who fails the DC Local Examination must re-submit a license application to re-take the exam. An applicant who fails the DC Local Exam once may retake the examination at the next scheduled administration. Upon a second failure an applicant must wait six months. Subsequent failures require the applicant to wait one year from the time of the failure.

Deadlines for submission of applications via the District of Columbia Local Examination and Re-examination are as follows:

First time examination applicants – ninety (90) days prior to the examination

Re-examination applicants – sixty (60) days prior to the examination

Please note that the DC Local Exam is usually given the last week of each month.

National Examination

Applicants who have taken a national examination shall demonstrate passage of the national examination by arranging for the testing service to forward their scores directly to Board of Psychology. An applicant must have received one of the following:

1. A recommended passing score of 500 on the Examination for Professional Practice in Psychology (EPPP) sponsored by the American Association of State and Provincial Psychology Boards (ASPPB) or
2. A diploma from the American Board of Professional Psychology (ABPP) as determined by that Board.

An applicant may rely upon national examination scores received within the five (5) year period prior to the date of application.

An applicant who has taken the national examination more than five (5) years prior to the date of application may not be required to retake the examination if the applicant has been continuously licensed and practicing as a psychologist in the United States since the date s/he passed the examination. A curriculum vitae, or equivalent, must be submitted so that the Board may make a determination on the applicant's status as to licensure and practice.

Deadlines for submission of applications change yearly and are stated in the national examination application packet.

Pending License Applications

Pending license applications will become invalid after 120 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, s/he must submit and pay the required fee once again.

SUPERVISED PRACTICE

This allows a psychology student or applicant to practice in the District of Columbia under the general and immediate supervision of a psychologist, psychiatrist, or independent clinical social worker licensed in the District of Columbia, prior to applying for licensure.

Only the following persons shall be authorized to practice under this supervision:

1. doctoral students whose practice is not in fulfillment of educational requirements for licensure,
2. graduates fulfilling post-doctoral requirements,
3. applicants practicing while initial application for licensure is pending.

NOTE: In the District of Columbia, all practice of unlicensed individuals must be under General Supervision as listed above. General Supervision means that the supervisor is available to the student or graduate either in person or by a communications device. Five percent (5%) of all supervised practice during any one month must be under immediate supervision. Immediate supervision means that the supervisor is physically present with the student or graduate and either observing or discussing the student's or graduate's practice.

REQUIREMENTS:

1. Submit a completed Supervised Practice Form (completed by your supervisor), which is included in this packet, to:

DC Board of Psychology
P.O. Box 37802
Washington, D.C. 20013

A person who has been disciplined or against whom such action is pending (including a complaint pending resolution) in the District of Columbia or another jurisdiction, cannot work under supervised practice unless authorized by the Board to do so.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type/Fees

a. The methods for becoming licensed in the District of Columbia are outlined below.

Examination (E)	First attempt at the Examination for Professional Practice in Psychology (EPPP) sponsored by the American Association of State and Provincial Psychology Boards (ASPPB). (The DC Local Examination will then be taken <u>after</u> successful completion of the EPPP exam.)
Re-examination (R)	Second or a later attempt at the Examination for Professional Practice in Psychology (EPPP) sponsored by the American Association of State and Provincial Psychology Boards (ASPPB) and meet other requirements. (The DC Local Examination will then be taken <u>after</u> successful completion of the EPPP exam.)
Endorsement (N)	Prior successful completion of the Examination for Professional Practice in Psychology (EPPP) sponsored by the American Association of State and Provincial Psychology Boards (ASPPB) and <u>first</u> attempt at DC Local Examination, may be licensed in another jurisdiction.
Re-Endorsement (L)	Prior successful completion of the Examination for Professional Practice in Psychology (EPPP) sponsored by the American Association of State and Provincial Psychology Boards (ASPPB) and <u>second or later</u> attempt at DC Local Examination, may be licensed in another jurisdiction.

NOTE: An applicant who fails the DC Local Examination must re-submit a license application to re-take the exam. An applicant who fails the DC Local Exam once may retake the examination at the next scheduled administration. Upon a second failure, an applicant must wait six months. Subsequent failures require the applicant to wait one year from the time of the failure.

b. Check the box next to the abbreviation for the license type for which you are applying on the "Requested License Type" line in section one of the application. The corresponding license description is provided for you with the license abbreviation. One license type is available under the Board of Psychology:

License Abbreviation	License Description
PSY	Psychologist

c. No specialties are available under the Board of Psychology.

d. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order up to five (5) duplicate licenses (a \$34 fee for each duplicate). Mark the "duplicate licenses" box and indicate the number of duplicates needed on the line provided. Indicate the total amount due for duplicates on the line to the right.

You may pay the application and license fee by a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to DC Treasurer and submitted with your application packet. Do NOT send cash. Please print your name on your check, if it is not pre-printed. The application portion of the fee is NOT refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed below:

Fee Matrix

License Type	Application Method	Application Fee	License Fee	Local/DC Exam Fee	Total Due
PSY	National (EPPP) Examination (E)	\$85	\$236.60	\$26	\$321.60
PSY	National (EPPP) Re-examination (R)	\$85	n/a	\$26	\$119.00
PSY	Local/DC Examination (N)	\$85	\$236.60	\$26	\$321.60
PSY	Local/DC Re-endorsement (L)	\$85	n/a	\$26	\$119.00

*The Total Due amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

DC Psychology licenses expire on December 31 of odd numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license/certification. Upon completion of the renewal questionnaire and payment of the renewal fee, your license will be renewed for a two-year period. You should know that you are required by regulation to report all changes of your business or residence address to the Board. HPLA will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to HPLA at the address in the middle of page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your legal name exactly as it should appear on the license. All applicants must be at least 18 years of age.

Section 3. Supporting Documents Required

The required supporting documents are listed in this section. Place an "X" in the "YES" box for each item you have included with your application package or requested to be sent under separate cover to the DC Board of Psychology.

Place an "X" in the "NO" box for each item that does not apply for the license type (or licensure method) for which you are applying. Keep a photocopy of all supporting documents for your records.

Section 4. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, court order or spouse's death certificate.

Sections 5A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. Even if you have a PO Box, a street address should also be provided.

Section 5C. Preferred Mailing Address

Place an "X" in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed.

Section 6A. Professional Schools Attended

List all schools that you have attended in reverse chronological order, beginning with the most recent at the top.

Applicants educated in the United States must demonstrate educational qualifications by arranging for the educational institution from which the applicant received a doctoral degree to send an official transcript to the applicant. The applicant should then submit the transcript in the original sealed envelope with the license application to the Board. Some universities' policies may require sending the transcript directly to the Board of Psychology.

An applicant educated in the United States must have received a doctoral degree from an institution which was accredited, at the time the degree was conferred by an accrediting body recognized by the Secretary of the U.S. Department of Education or the Commission on Recognition of Post-secondary Accreditation (CORPA).

If the doctoral degree was awarded after 1975 and the transcript does not indicate on its face that the degree is in psychology, then one of the following requirements must be met:

1. The applicant shall arrange for the Office of the Registrar of the applicant's educational institution to submit directly to THE BOARD OF PSYCHOLOGY a certification that the doctoral degree is in psychology, or
2. The applicant's doctoral program must be listed in the edition of Designated Doctoral Programs in Psychology published annually by the American Association of State Psychology Boards and the Council for the National Register of Health Service Providers in Psychology (The National Register), applicable to the year in which the degree was conferred, or
3. The applicant must be listed currently in The National Register, or
4. The applicant must provide a CPQ (Certificate of Professional Qualifications) issued by the ASPPB.

Applicants educated outside the United States must demonstrate that their education and training are substantially equivalent to that received by graduates of accredited psychology programs in the United States by one of the following methods:

1. Proof satisfactory to the Board that the applicant has received a doctoral degree from a foreign institution which was accredited, at the time the degree was conferred, by an accrediting body recognized by the national government of the country in which the institution is located; or
2. Certification from a private education evaluation service approved by the Board that the applicant's foreign education is substantially equivalent to the education provided in an accredited doctoral program in psychology in the United States.

If a required document is in a language other than English, it is the applicant's responsibility to arrange for its translation into English by a translation service acceptable to the Board which translation is signed by a translator attesting to its accuracy.

The Board may interview an applicant to help determine whether the education or training requirements are met.

Section 6B. Postgraduate Experience

The examination for professional practice of psychology (EPPP) may be taken as soon as the candidate's application is approved by the board as having fulfilled the educational requirements for licensure including predoctoral internship. The EPPP may be taken at a time during the postdoctoral experience years. After this exam is passed, the candidate may then sit for the District of Columbia jurisprudence examination. Only after the candidate has satisfied all requirements may a license be issued.

List all experience since graduation from medical/professional school in reverse chronological order, beginning with the most recent at the top.

All unlicensed applicants and applicants who have been licensed in another jurisdiction for fewer than two (2) years shall demonstrate experiential qualifications by submitting the following with the license application:

Verification of Supervised Employment Forms (Form 02) - a separate form must be completed and signed by each person who supervised the applicant during the required period of supervision; each to accompany the application in their original sealed envelope.

The Verification of Supervised Employment Form must evidence the following:

1. That the applicant practiced psychology for a minimum of four thousand (4,000) hours after receipt of the applicant's doctoral degree and before the application was submitted;
2. That the required practice was completed within a three-year time span. Note that if this is not so, a written explanation must accompany this application;
3. That all of the required practice was completed under the general supervision of a psychologist, psychiatrist or independent clinical social worker licensed in the United States. General supervision is supervision that is available to the applicant either in person or by communication device while the applicant is practicing. For supervised practice that took place in the District during the period of supervision;
4. That at least two hundred (200) hours of immediate supervision (defined as that which the supervisor is physically with the applicant and either discussing or observing the applicant's practice) that meet the following requirements:
 - A. The hours were completed under the immediate supervision of a professional described above.
 - B. At least one hundred (100) of the two hundred hours were completed under the immediate supervision of licensed psychologists. The professionals described above in paragraph 2c could provide the balance of the immediate supervision.
 - C. At least one hundred and fifty (150) of the two hundred hours were under individual supervision. No more than fifty (50) of the two hundred hours may have been under group supervision; and
5. That the applicant's performance during the period of required practice was rated as at least satisfactory by each supervisor.

All applicants who have been licensed in another jurisdiction for two (2) years or more shall demonstrate experiential qualifications by submitting the following with the license application:

1. Statement Describing Nature of Practice which must demonstrate at least two years of full time independent practice in psychology. On a separate sheet of paper the applicant shall provide a brief summary of the nature of his/her duties within the last two years. This statement must be signed by an employer(s) or by the applicant if self-employed, and
2. Certification of State Licensure form(s) demonstrating a minimum of two (2) years of licensure. The Certification of Licensure form(s) must accompany the application in the original sealed envelope(s). In cases where a state will only send such a certificate to the Board, a written explanation by the applicant to this effect shall accompany the application, and
3. One of the following may be submitted in lieu of EPPP scores or transcript:
 - a. Copy of ABPP diploma; or
 - b. Certification of listing in the National Register; or
 - c. Certificate of Professional Qualifications (CPQ) issued by the ASPBP.

Section 6C. Professional Licenses in Other States / Jurisdictions

List all jurisdictions in which you have ever been licensed. If you are licensed in another jurisdiction, a statement of good standing must be submitted directly to the DC Board of Psychology by the applicable state boards.

Applicants who have been licensed in another jurisdiction for two (2) years or more must provide completed Certification of State Licensure form(s) (noting that the applicant is licensed and in good standing) from all jurisdictions where the applicant is currently licensed.

Section 6D. Doctoral Program Or Predoctoral Internship - Apa Approved

Please advise whether your doctoral program or predoctoral internship is APA approved.

Section 7. Screening Questions

If you answer "No" to question A or "Yes" to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 8. Licensee Affidavit

By signing the application you are attesting under penalty of perjury that all information and attached documents are true to the best of your knowledge.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit DOH/HPLA's website at www.hpla.doh.dc.gov or call HPLA's Customer Service at 1-877-672-2174. The forms that make up this package are:

- Psychology, Municipal Regulations
- Psychology, New License Instructions
- Psychology, New License Application
- PS Form 02 – Verification of Supervised Employment
- PS Form 03 – Certification of State Licensure
- PS Form 04 – Supervised Practice

SUMMARY OF LICENSURE REQUIREMENTS

The following chart shows the licensure requirements for all application methods. The law governing psychology licensure in the District of Columbia is D. C. Law 6-99, the Health Occupations Revision Act of 1985. The regulations governing psychology licensure are included in DC Municipal Regulations Title 17, Chapter 69. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Department of Health/Board of Psychology if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

SUMMARY OF PSYCHOLOGY LICENSURE REQUIREMENTS

License Type	Application Method	Signed Application for License	Two 2" x 2" Photos	Official Transcript ¹	EPPP Transfer Score	Character Reference List	Verification of Supervised Employment (PS Form 02) ²	Nature of Practice Statement	Certification of State Licensure (PS Form 03) ³	ABPP diploma or National Register listing, or CPQ ⁴	Supervised Practice Form (PS Form 04) ⁶	Check or Money Order ⁵
PSY	Examination	X	X	X	O	X	V	O	O	C	Y	\$321.60
	Re-examination	X	X	X	O	X	O	O	O	C	Y	\$119.00
	Endorsement	X	X	X	X	X	X**	Z	X	C	Y	\$321.60
	Re-Endorsement	X	X	X	O	X	O	O	O	C	Y	\$119.00

KEY:

V = The Board will allow the EXAM applicant to take the National Exam before completing the PS 02 form. If it is submitted anyway, that is OK.

X = Required

O = Not Required

Z = required only for applicants who have been licensed in another jurisdiction for two (2) years or more

Y = Required only for applicants who plan on working in the District of Columbia while the application is being processed. If they submit the form, that is OK.

C= *The ABPP or the National Register Listing or CPQ can be used in lieu of the Transcript, Test Score and 4000 hours (Form 02)

* = Only if name change's indicated on section 4 of the application.

**Needed by END applicants if they are licensed for less than 2 years in another jurisdiction

NOTES:

¹ May be sent directly from the school, but it is preferred that it accompany the application in a sealed envelope. See Section 6A. Professional Schools Attended section of these instructions for additional information/exceptions to this requirement.

² Each Verification of Supervised Employment form must accompany the application in its original sealed envelope.

³ NOTE: It is the applicant's responsibility to send the Certification of State Licensure form(s) to the appropriate state(s) and direct their return to HPLA at the address given on the form. Applicants should check with their states of licensure to find out the fee for completing Certification of State Licensure forms.

⁴ Applicants who have been licensed in another jurisdiction for two (2) years or more may submit one of the items listed.

⁵ Check or money order MUST be made payable to DC Treasurer.

⁶ This form is not a required supporting document for the Psychologist license application, but must be submitted directly to the DC Board of Psychology at the address given on the form. However, for each supervised practice form (PS Form 04) that you submit to the Board of Psychology prior to applying for licensure, you should complete a corresponding Verification of Supervised Employment (PS Form 02) and submit with your new license application.