

# BOARD OF PSYCHOLOGY PSYCHOLOGY ASSOCIATE REGISTRATION

All applicants must complete every section of this application and submit the original application and all required supporting documents. If more space is needed 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. If you have any questions, call HPLA Customer Service at 1-877-672-2174 Monday through Friday, 8:30 AM to 4:30 PM EST. **A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208)**  
**Please Note: Please refer to application instructions before completing this form.**

## SECTION 1. REGISTRATION TYPE & FEES

**Please check one:**

New Registration \$230.00

Registration by Endorsement \$230.00

Duplication Registration Print (limit of 5) \_\_\_\_\_X \$34.00

**CRIMINAL BACKGROUND CHECK: [A separate payment is required for each applicant]** To schedule an appointment (Call 1-877-783-4187 or [www.Llenrollment.com](http://www.Llenrollment.com))  
 All applicants are required to undergo a Criminal Background Check

**REGISTRATION EXPIRATION:** All registrations expire **December 31st** every odd numbered year

**For Registration Fees ONLY, make check or money order payable to:** D.C. Treasurer  
 MAIL TO:  
 DC Board of Psychology  
 P.O. Box 37802  
 Washington, D.C. 20013

**Criminal Background Check Fees are separately payable to Morpho Trust**

## SECTION 2A. APPLICANT INFORMATION

**Note: LEGAL NAME: (Do not use any initials unless they are a part of your name)**

\_\_\_\_\_

FIRST NAME                      MI                      LAST NAME                      (SUFFIX: Jr., Sr. etc.)

\_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_\*                      GENDER:  MALE     FEMALE

Date of Birth                      Social Security Number

**\*All Applicants must provide a Social Security Number (SSN). If you do not have a SSN or are waiting for one to be issued, you must submit with your application a sworn affidavit attesting that you will provide your SSN to the Board of Psychology within 15 days of obtaining it from the government of the United States . Your registration will not be issued without a valid SSN.**

## SECTION 2B. OTHER NAMES USED: (Please print clearly)

Enter your legal name exactly as it should appear on the registration. If your name on this application is different from the name on your supporting documentation provide a copy of a legal name change document. Acceptable documents for individuals are marriage certificates, divorce decrees, court orders and spouse's death certificate.

\_\_\_\_\_

FIRST NAME                      MI                      LAST NAME                      (SUFFIX: Jr., Sr. etc.)

\_\_\_\_\_

FIRST NAME                      MI                      LAST NAME                      (SUFFIX: Jr., Sr. etc.)

\_\_\_\_\_

Place of Birth : State/Providence/Territory                      Country if not USA

## SECTION 3A. PREFERRED MAILING ADDRESS

**Note: A P.O. BOX MAY NOT BE USED FOR AN ADDRESS. PLEASE PROVIDE A STREET ADDRESS.**

Indicate your preferred mailing address by placing an "X" in the appropriate box. This will be the address to which all future registration documents will be mailed.

HOME ADDRESS                       BUSINESS ADDRESS

**SECTION 3B. HOME ADDRESS**

You are statutorily required to notify the DC Board of Psychology in writing of an address change within 30 days. Failure to do may result in your not receiving your registration, renewal notice or other official notices and can result in a disciplinary action or a fine.

**Home Address**

ADDRESS: \_\_\_\_\_  
(Street Number and Street Name) (City) (State/Province/Territory) (Zip Code)

APARTMENT # \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) : \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**SECTION 3C. BUSINESS ADDRESS**

You are statutorily required to notify the DC Board of Psychology in writing of an address change within 30 days. Failure to do may result in your not receiving your registration, renewal notice or other official notices and can result in a disciplinary action or a fine. Please note: This information will be made available to the public.

**Business Address**

ADDRESS: \_\_\_\_\_  
(Street Number and Street Name) (City) (State/Province/Territory) (Zip Code)

APARTMENT # \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**SECTION 4A. SCHOOLS ATTENDED**

List all high schools, colleges, and universities that you have attended, beginning with the most recent at the top.

| School Name, City, State, Country | Date of Graduation<br>mm/yyyy | Degree/Certificate |
|-----------------------------------|-------------------------------|--------------------|
|                                   |                               |                    |
|                                   |                               |                    |
|                                   |                               |                    |
|                                   |                               |                    |

**SECTION 4B. POSTGRADUATE WORK EXPERIENCE**

List all work experience since graduation from college, university and professional school, in reverse chronological order, beginning with the most recent.

| Organization/Institution | Location | Start Date | End Date | Type of Position (Use Key Below)* | Full Time | Part Time |
|--------------------------|----------|------------|----------|-----------------------------------|-----------|-----------|
|                          |          |            |          |                                   |           |           |
|                          |          |            |          |                                   |           |           |
|                          |          |            |          |                                   |           |           |
|                          |          |            |          |                                   |           |           |
|                          |          |            |          |                                   |           |           |
|                          |          |            |          |                                   |           |           |
|                          |          |            |          |                                   |           |           |

\* TYPE OF POSITION KEY  
 A. Employment Training    B. Private Practice    C. Clinical Rotations    D. Instructor / Supervisor    E. Other (specify on separate sheet of paper)

**SECTION 4C. PROFESSIONAL REGISTRATION/CERTIFICATION IN OTHER JURISDICTIONS**

| MANDATORY FIELD                     | JURISDICTION | ACTIVE/<br>NOT ACTIVE | REGISTRATION/<br>CERTIFICATION NUMBER |
|-------------------------------------|--------------|-----------------------|---------------------------------------|
| Original Registration/Certification |              |                       |                                       |
| Current Registration/Certification  |              |                       |                                       |

**SECTION 4D. DOCTORAL/MASTERS PROGRAM OR PREDOCTORAL INTERNSHIP/APA APPROVED**

A. Was your masters/doctoral program APA, CPA or National Register approved?

Yes  No

B. Was your predoctoral internship APA, CPA or APPIC approved?

Yes  No

**IMPORTANT CONTACT INFORMATION**

District of Columbia Health Professional Licensing Administration  
 Attention: Board of Psychology  
 899 North Capitol Street, N.E., 2<sup>nd</sup> Floor  
 Washington, D.C. 20002

Check Application Status: [www.doh.dc.gov](http://www.doh.dc.gov)

HPLA Customer Service: 1-877-672-2174

Criminal Background Check (CBC) Unit Email: [doh.cbcu@dc.gov](mailto:doh.cbcu@dc.gov) Board Email: [hplacomments@dc.gov](mailto:hplacomments@dc.gov)

**SECTION 5. SUPPORTING DOCUMENTS REQUIRED**

**Your application along with all required supporting documents must be mailed in the same package to the Board office. Please mail in a 9X12 envelope and do not staple or fold application.**

Please indicate the supporting documents you have included with this package. Keep a photocopy.

**Criminal Background Check (CBC)** -To access form and instructions go to [www.doh.dc.gov](http://www.doh.dc.gov)  
 For questions contact the CBC unit at 202-442-9004.

**Passport-Type Photos** - Two recent and identical passport-type photos of the applicant's face (approx. 2"X2") with applicant's name printed on the back. The photos must be original photos and cannot be computer-generated copies or paper copies.

**Copy of legal document** supporting name change (if applicable). Acceptable documents are marriage certificates, divorce decree, court orders or spouse's death certificate.

**SSN Affidavit** (if no SSN issued)

**Verification(s) of registration/certification --** These must be provided in a sealed envelope from the issuing jurisdiction(s) for each registration/certification identified in Section 3D.

*Please note: A copy of your registration/certification from another jurisdiction may not be used to verify your status.*

**Provide a detailed explanation** if you answer "Yes" to any of the questions in Section 5. Submit copies of court reports, personnel actions (eg. termination due to unsafe practice), and actions taken against your registration/certification or other relevant documents

**SECTION 6A. SCREENING QUESTIONS Applicants must answer all of the following questions**

|    |  |                                 |                                |
|----|--|---------------------------------|--------------------------------|
| A. | Have you been diagnosed or treated for substance abuse or is your ability to practice your profession impaired by alcohol or drug use?   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| B. | Do you have a physical or mental condition that currently impairs your ability to practice your profession?  | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| C. | Since your last application, have you been arrested, convicted or charged for a felony or misdemeanor including DUI, OWI, DWI's (other than minor traffic violations for which a fine or ticket is the maximum penalty)? | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| D. | Have you ever been terminated or asked to resign from employment or a professional training program?   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |

|    |  |  |
|----|--|--|
| E. | Please answer with respect to DC or any other jurisdiction/state:<br><br>(1) Have you withdrawn an application to practice your profession or voluntarily surrendered a registration/certification after formal charges have been filed against you or while under investigation?<br>(2) Has any authority or peer review board taken adverse action against your registration/certification or privileges or informed you of any pending charges not previously reported to this Board?<br>(3) Have you been (or are you currently being) investigated by any authority or peer review board for any violation of state, federal, or local law?<br>(4) Has any authority or peer review board informed you of any pending charge(s) or investigation not previously reported to this Board?<br>(5) Have you voluntarily surrendered your registration/certification?<br>(6) Have you ever surrendered your clinical privileges or had your clinical privileges denied, revoked or suspended at any psychology office or health care facility? | YES NO<br><br>1) <input type="checkbox"/> <input type="checkbox"/><br>2) <input type="checkbox"/> <input type="checkbox"/><br>3) <input type="checkbox"/> <input type="checkbox"/><br>4) <input type="checkbox"/> <input type="checkbox"/><br>5) <input type="checkbox"/> <input type="checkbox"/><br>6) <input type="checkbox"/> <input type="checkbox"/> |
| E. | Have you been party to a malpractice action or had a malpractice action brought against you?   | YES NO<br><input type="checkbox"/> <input type="checkbox"/>  |

**SECTION 6B. CLEAN HANDS**

**Clean Hands Before Receiving a License or Permit Act of 1996 Certification Form Requirement**

Please read the information below carefully before responding to this yes or no question, as **any false information provided requires that the Department of Health proceed immediately to revoke the registration** for which you are now applying, and fine you one thousand dollars (\$1,000.00), pursuant to D.C. Official Code § 47-2864 (2001).

**PLEASE NOTE: Pursuant to D.C. Official Code §47-2862(a) (FY 2007 Budget Support Act of 2006) you cannot be issued a registration if you have failed to file your District tax returns.**

IF YOU ANSWER "YES" TO THIS QUESTION, PLEASE SUBMIT PROOF OF THE ARRANGEMENTS YOU HAVE MADE TO PAY THE OUTSTANDING DEBT. IF YOU DO NOT HAVE AN APPROVED PAYMENT SCHEDULE TO PAY THE AMOUNT YOU OWE OR IF NO APPEAL IS PENDING, THE LAW REQUIRES THAT YOUR RENEWAL APPLICATION BE DENIED.

As of this date, do you owe more than one hundred dollars (\$100.00) to the District of Columbia Government as a result of any of the following:

1. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 8, Chapter 8 (Litter Control Administrative Act of 1985);
2. Fines or interest assessed pursuant to D.C. Official Code Title 8, Chapter 9 (Illegal Dumping Enforcement Act of 1994);
3. Fines, penalties, or interest assessed pursuant to D.C. Official Code Title 2, Chapter 18 (Civil Infractions Act of 1985);
4. Past due taxes;
5. Past due District of Columbia Water and Sewer Authority service fees; or
6. Fines or penalties assessed pursuant to D.C. Official Code Title 50, Chapter 23 (Traffic Adjudication)?

YES NO

Information presented above is in compliance with the requirement to submit with your application for licensure under the *Clean Hands Before Receiving a License or Permit Act of 1996*, effective May 11, 1996 (D.C. Law 11-118, D.C. Code §47-2861 et seq.).

**SECTION 7. REGISTRANT AFFIDAVIT**

*I hereby attest that the information given in this application, including all writings and exhibits attached hereto, is true and complete to the best of my knowledge. I understand that the making of a false statement on this application, including all writings and exhibits attached hereto, is punishable by criminal penalties.*

\_\_\_\_\_  
**REGISTRANT SIGNATURE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**\*PLEASE NOTE: PRINT AND MAIL ORIGINAL APPLICATION TO THE BOARD OF PSYCHOLOGY – PROCESSING CENTER AND RETAIN A COPY FOR YOUR FILES.**

To report waste, fraud, or abuse by any DC Government office or official, call the DC Inspector General at 1-800-521-1639.

**REPORT FRAUD, WASTE, AND ABUSE:** To report fraud, waste, or abuse within the District government, contact the DC Office of the Inspector General’s hotline by phone at 1-800-521-1639 (toll free) or 202-724-TIPS (8477), by email at [hotline.oig@dc.gov](mailto:hotline.oig@dc.gov), or by TTY at 711. For additional information, visit the Office of the Inspector General’s website at [oig.dc.gov](http://oig.dc.gov).