

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING



Board of Psychology

APPLICATION INSTRUCTIONS FOR A PSYCHOLOGY ASSOCIATE

Your interest in becoming registered as a Psychology Associate 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 Associate registration in the District of Columbia. Follow the instructions provided below and complete all sections. If you require more space for work experience or explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents, the D.C. 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 the D.C. Jurisprudence Exam. Once a passing exam score is received, with Board approval, you will be issued a registration to practice as a Psychology Associate in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, Health Professional Licensing Administration's (HPLA) 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:

Department of Health
Health Professional Licensing Administration
Board of Psychology – Processing Center
899 North Capitol Street
First Floor
Washington, D.C. 20002

If you have any questions, call HPLA's toll-free Customer Service line 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.

FILING DEADLINES

Filing Deadlines

There are no filing deadlines for submitting your application for a Psychology Associate in the District of Columbia.

Pending Applications

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 registration after that time, she/he must submit and pay the required fee once again.

EXAMINATION

District of Columbia Jurisprudence Exam

All applicants must take the District of Columbia Jurisprudence Exam after all other requirements described in these instructions have been fulfilled. The District Jurisprudence Examination tests an applicant's knowledge of the District of Columbia statutes, rules and American Psychological Association (APA) ethical standards governing the practice of psychology. An applicant must receive a score of 65% to pass this examination. After the Board has approved an application preliminarily, the Board will notify the applicant of how to register for the D.C. Jurisprudence Examination. To access the study materials to prepare for the examination visit our website at www.doh.dc.gov (select the 'Health Professionals' tab, then 'Licensing Boards', and 'Psychology') The Jurisprudence Examination will be given daily at a local testing center.

NOTE: An applicant who fails the D.C. Local Exam once may retake the examination at the next scheduled test date. Upon a second failure, an applicant must wait six months to retake the exam. Subsequent failures require the applicant to wait one year from the date of the second failure.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

All applicants for a Psychology Associate registration 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 exhibit moral turpitude which bears directly on the applicant's fitness to be registered; and

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

1. A complete and signed application, including payment and required supporting documents (see list on application form);
2. 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 registration;
3. One (1) **clear photocopy of a government issued photo ID**, such as your valid driver's license, as proof of identity;
4. 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; and an
5. Official Transcript of Degree, indicating receipt of a minimum of a Master's degree in psychology.

COMPLETING THE REGISTRATION APPLICATION

Section 1. Registration Type & Fees

New Registration

If you are applying as a NEW REGISTRANT, you are required to submit all documents as specified on the application.

Endorsement

Applicants applying by endorsement must submit verification from the other jurisdiction(s) in which you are registered/certified as a Psychology Associate as a part of your application.

- a. The abbreviation (noted below) for the registration type for which you are applying is listed

Registration Abbreviation	Registration Description
PSY ASSOC	Psychology Associate

- b. Should you need to obtain additional copies of your registration to comply with laws and regulations pertaining to displaying your registration at each office where you conduct business, you may order duplicate registrations (for \$34 fee each). Mark the “duplicate registration” 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.
- c. 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 D.C. 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 authorization fee portion of the payment is refundable in the event of final denial of an authorization 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 re-apply for registration. It will take approximately six (6) weeks after first denial or withdrawal for you to receive your refund.

For your information, the application and registration fee portions of each application method are listed below:

FEE MATRIX

License Type	Application Fee	Registration Fee	Total Due	Mandatory Criminal Background Check (Separate Fee)
PSY ASSOC	\$145	\$85	\$230 <small>Check/Money Order made payable to D.C. Treasurer</small>	For payment and to schedule an appointment (Call 1-877-783-4187 or www.L1enrollment.com) <small>All applicants are required to undergo a Criminal Background Check</small>

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

D.C. Psychology Associate Registrations expire on December 31 of odd numbered years. Your initial registration 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 registration. Upon completion of the renewal questionnaire, attesting to completing continuing education, and payment of the renewal fee, your registration 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 within 30 days of the change. 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 2A. Applicant Name / Demographic Information

Enter your legal name exactly as it should appear on the registration. The Child Support and Welfare Reform Compliance Act of 2000, Act 13-559, requires that the Department of Health now collect and maintain social security numbers for all registrants. Your social security number will not be made available to the public, but if not provided, your application will be returned to you for completion. All applicants must be at least 18 years of age.

Section 2B. Other Names Used

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 high school or a training program 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.

Section 3A. 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 registration documents will be mailed.

Sections 3B. & 3C. 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 4A. Professional Schools Attended

List all schools you have attended in reverse chronological order, beginning with the most recent. Applicants educated in the United States must demonstrate educational qualifications by arranging for educational institution from which the applicant received an advanced (master's and/or doctoral) degree to send an official transcript to the applicant. The applicant should then submit the transcript in the original sealed envelope with their registration 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 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 degree was awarded after 1975 and the transcript does not indicate on its face that the degree is in psychology, then the following requirement 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 master's or doctoral degree is in psychology.

Applicants educated outside of 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 master's 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 the accredited master's and/or 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. The translation must be 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 4B. Post Graduate Experience

List all experience since graduation from a professional school in reverse chronological order, beginning with the most recent.

Section 4C. Professional Registration/Certification in Other Jurisdictions

List all states and jurisdictions in which you have ever held a similar professional certification/registration. If you are certified /registered in another jurisdiction, a statement of good standing must be submitted directly to the D.C. Board of Psychology by the applicable state boards. Applicants who have been registered in another jurisdiction for two (2) years or more must provide completed Certification of State registration form(s) (noting that the applicant is registered and in good standing) from all jurisdictions where the applicant is currently registered.

Section 5. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the box for each item you have included with your application package *or* requested to be sent under separate cover to HPLA on behalf of the Board of Psychology. Keep a photocopy of all supporting documents for your records.

Section 6A. Screening Questions

If you answer “yes” to questions A through F, then 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 6B. Clean Hands

This section must be completed by every applicant. Please be careful in responding, for 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).

Section 7. Registrant 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 HPLA’s website at www.doh.dc.gov (select the ‘Health Professionals’ tab, then ‘Licensing Boards’, and ‘Psychology’) or call HPLA’s Customer Service number at 1-877-672-2174. The forms that make up this package are:

Psychology Associate, New Registration Application
Psychology Associate, Supervisor Affidavit Form
Chapter 86 Psychology Associate Regulations
Psychology Associate Application Instructions
Psychology Associate Character Reference Form

SUMMARY OF REGISTRATION REQUIREMENTS

The following chart shows the registration submission requirements for all application methods. The law governing Psychology Associate registration in the District of Columbia is *D. C. Law 6-99, the Health Occupations Revision Act of 1985*. The regulations governing Psychology and Psychology Assistants are included in *DC Municipal Regulations Title 17, Chapters 40, 41, and 86*. 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 ASSOCIATE REGISTRATION REQUIREMENTS

	APPLICATION METHOD	
	New Registration	Endorsement
Signed Application	X	X
Psychology Associate Supervision Form	X	X
Two 2x2 Photos	X	X
Character Reference Form	X	X
Certified Letter of Good Standing*	O	X
Name Change Document**	X	X
Official Transcript of Degree	X	X
Check or Money Order***	X	X

X = Required

O = Not required

*Certified letters of good standing from all states/jurisdictions are required only if the applicant is registered/certified in other state(s)/jurisdiction(s).

** Where applicable

***Check or money order MUST be made payable to D.C. Treasurer