

Ohio Board of Psychology Entrance Examiner Procedures October 2015

The Ohio Board of Psychology entrance examiner is appointed under ORC 4732.10
Qualifications for admission:

(A) The state board of psychology shall appoint an entrance examiner who shall determine the sufficiency of an applicant's qualifications for admission to the appropriate examination. A member of the board or the executive director may be appointed as the entrance examiner.

Ohio Administrative Code (OAC) 4732-1-04 Entrance examiner states:

The entrance examiner appointed by the board pursuant to division (A) of section [4732.10](#) of the Revised Code shall determine whether an applicant meets the requirements of the applicable division of section [4732.10](#), or division (A)(2) of section [4732.22](#) of the Revised Code. If the entrance examiner determines that an applicant does not meet the requirements, the examiner shall propose to deny the application.

Although the COBA law and rules do not reference the entrance examiner, ORC 4732 gives the Board and entrance examiner authority to review "applications."

Introduction/General Considerations

- 1) **Cover sheet.** The review and approval (or proposed denial) of applications from psychologist, school psychologist, and COBA candidates is done in concert with staff. Application files are maintained in a cabinet in the office. The Program Manager 1 has primary responsibility for managing and compiling files, with assistance from the Administrative Professional 2 There is a cover sheet in each application file, on which the receipt of application materials and admission to the EPPP or the oral exam or COBA workshop is documented by staff and the entrance examiner. The use of initials and dates by staff and the entrance examiner serves as a good summary of what has been approved and which materials are pending.
- 2) **An application is opened** by staff upon receipt of the completed, notarized application and the application/initial license fee (\$300). Incomplete applications are returned to the applicant or additional information is sought by staff to complete the application form.
- 3) **The criminal/ethical background questions** must be reviewed by the entrance examiner to determine if there is a criminal history or licensure actions that could lead to a denial of the application or formal contact with the applicant. Any history of convictions or negative licensure actions should be accompanied by a written statement from the applicant describing the

incident(s). Applications can be held and referred to an Investigator for investigation and a report. These are handled on a case-by-case basis.

- 4) **Three letters of reference** are required for all applicants. They are generally extraordinarily positive and homogeneous. By rule up to five (5) letters can be required of Senior Psychologist applicants, although three letters have consistently been sufficient. Read the letters and check off the name of the author on the cover sheet (entered there by staff). Very rarely a letter will include recommendations for further training in a certain area. Those can be highlighted and dealt with during the oral examination or by reviewing the information with a COBA candidate.
- 5) **A signed receipt for the oral examination preparation manual or for the COBA workshop manual** is required prior to scheduling the applicant for an oral examination or workshop. This is critical especially for the psychologist and school psychologist candidates because it evidences receipt of the laws and rules from which questions are drawn and receipt of the details about the nature of the examination. Make sure that the receipt is not for an earlier version of the oral examination preparation manual (study guide).
- 6) **Criminal background check results** (FBI and Ohio Bureau of Criminal Identification—BCI) are received by mail. Staff enters the date of receipt on the application cover page. Chiquana oversees their review (“No Record” is the common result of the background check) and writes the date of Board receipt of the two forms on the cover sheet by staff. The background check documents are valid for one year of fingerprinting and must be retained confidentially in a file separate from the application file. Any “hits” on the background check are referred to the entrance examiner. The most common convictions are DUI and reckless operation. These are not conceptualized as crimes involving “moral turpitude” and they do not provide any evidence of impaired *practice* per se. Multiple convictions for alcohol-related driving arrests may be referred to enforcement and the secretary can be consulted to determine if a meeting with the applicant is in order. The background check must be completed in Ohio at a National Web Check site, so those from out of state usually will not have the background check on file until after the oral examination is completed (those licenses or COBA certificates are held pending receipt of a background check that is acceptable). Licenses and certificates are “issued” once listed on the Board’s website by Chiquana after all requirements are met (usually after passing the oral exam), and they are formalized when the entrance examiner report is approved during a board meeting.

Psychologist Application Specifics

- 1) **Qualifying degrees and EPPP admission/score verification.** EPPP admission is handled via email to the applicant from Chiquana or Denitra. Once authorized to test by email from Board staff, EPPP applications and fees (\$600) are handled directly by the candidate via an online ASPPB portal. Score reports are posted by ASPPB weekly on a secure website and are retrieved by staff. The score and test information is recorded on the back of the application cover page.

Many applicants have already passed the EPPP as a candidate in another jurisdiction. The score must be verified on an ASPPB score report (not from another jurisdiction) and is written on the back of the cover sheet by staff. The passing score is 500 on the computer based test and 140 on the old paper/pencil version. If the applicant is applying for Ohio Board admission to the EPPP (i.e. has not passed the EPPP), then the file can be approved for admission to the EPPP if the transcript evidences a doctorate in psychology from an accredited academic institution (or from a college of education for a few accredited counseling psychology degree programs). Readmission to the EPPP following a failure (upon request of the applicant) can be authorized by entrance examiner thirty (30) days after the failed administration.

The *institution* must be listed as "accredited" by one of the entities in 4732-3-01. This is almost always listed on the back of the transcript. Institution accreditation can also be found here: <http://www.chea.org/>

OAC 4732-3-01 Definitions:

(F) "**National or regional accrediting agencies**" means one of the following agencies:

- (1) "Middle States Association of Colleges and Schools - Commission on Higher Education"
- (2) "New England Association of Schools and Colleges"
- (3) "North Central Association of Colleges and Schools" (now called "Higher Learning Commission")
- (4) "Northwest Association of Schools and Colleges"
- (5) "Southern Association of Colleges and Schools"

- (6) "Western Association of Schools and Colleges - Accrediting Commission for Senior Colleges"

To apply under the "new law" (effective 4/7/09):

(G) "**Academic program accreditation**" means that the doctoral degree granting program holds "accreditation," "designation," or "approval" by one or more of the following entities:

- (1) "The American psychological association office of program consultation and accreditation";
- 2) The accreditation office of the Canadian psychological association;
- 3) The association of state and provincial psychology boards/national register designation committee;
- 4) The national association of school psychologists.

>>The entrance examiner initials and dates the cover sheet to authorize Chiquana or Denitra to upload the candidate's identifying information and email address into the ASPPB EPPP portal. That triggers instruction emails to the candidate from ASPPB and Pearson VUE authorizing admission to the EPPP. From there it's up to the candidate to pay the fees and schedule the EPPP administration online. If the applicant has already earned a passing score on the EPPP, then "NA" can be written on the cover sheet re: admit to EPPP (evidence of the passing EPPP score will be in the file in the form of an ASPPB EPPP Score Report). EPPP scores do not expire.

Almost every degree program we see is APA accredited:

<http://www.apa.org/ed/accreditation/programs/index.aspx>

CPA Accreditation:

[http://www.cpa.ca/accreditation/CPAaccreditedprograms/:](http://www.cpa.ca/accreditation/CPAaccreditedprograms/)

ASPPB/NR Designation only (all expire June 1, 2018):

<http://www.nationalregister.org/resources-links/doctoral-programs/approved-programs-with-asppbnr-designation-only/>

NASP-approved doctoral programs in school psychology:

<http://www.nasponline.org/certification/NASPAapproved.aspx>

Very rarely do we receive applications with transcripts from unaccredited “diploma mills.” Those applications need to be closed after the candidate is notified that the degree is not qualifying. If the applicant does not accept that decision, then the hearing process is available. The examiner works with the Board’s AAG on these matters to write a Notice of Opportunity for Hearing (“proposal to deny application”) citing the degree requirements in law and OAC 4732-3-01 (F).

Non-U.S./Canadian degrees. Every couple of years an application is received and the degree needs to be reviewed for equivalence based on the following rule:

OAC 4732-9-01.2 A doctoral degree in psychology or any other field from an educational institution outside the United States shall be evaluated for equivalence to a doctoral degree in psychology from a fully accredited educational institution in the United States. The board prescribes that for any degree earned from an institution outside of the U.S.:

“...the academic transcript underlying the relevant degree shall be translated into English (as applicable) and *shall be evaluated by a member organization of the national association of credential evaluation service (NACES). The degree shall be judged by a NACES member organization to be equivalent to a doctoral degree in psychology or school psychology from a regionally accredited academic institution in the U.S.*” (This is waived in law for applicants with doctoral degrees from academic programs accredited by the accreditation panel of the Canadian psychological association).

These applicants are required to demonstrate evidence of 3,600 hours supervised experience including a minimum 1,800 hours post-doc under paragraph (A) of rule 4732-9-01 (A). That rule requires 3,600 hours under a psychologist in the U.S. or Canada, although for seasoned psychologists practicing overseas, some judgment calls can be made regarding experience and training based on letters of reference and verifications from psychologists in the country at issue. At a minimum, the 1,800 hour U.S. post-doc has always been viewed as mandatory.

ASPPB PLUS applications. These applications are made to the Board on a modified license application form and must include the \$300 Board application fee. The application form is kept on file and a copy is sent to ASPPB via email and the applicant then works with a licensure specialist at ASPPB to complete the application (\$200 ASPPB fee). Completed PLUS applications are sent to the Board, indicating compliance with the Ohio laws and rules other than the background check and oral exam.

2) The 3,600 hours of supervised training must be verified.

- a. Any candidate can use the "old law" form (Psychological Training Supervision Documentation) to have supervisors document supervised training requirements that do not include pre-internship training. Typically there is one form submitted by a supervisor for the pre-doc internship and one form for the post-doc year, but some candidates doing a two-year post-doc will have all 3,600 hours of the experience documented on one "old law" form. The old law form includes a space to verify that a minimum of 375 hours of the 1,800 hours was in direct client contact. When reviewing the forms, note that forty five weeks is required to reach 1,800 hours at 40 hours weekly. A minimum of 5% of the direct client contact time must be reflected on the form as individual face-to-face supervision. This is rarely an issue, as most candidates get at least 2 hours weekly.

LICENSE MOBILITY CREDENTIALS AND WAIVER OF EPPP/TRAINING

By rule, applicants are exempt from EPPP and training verification requirements if one of the following credentials is verified by staff: ABPP diplomate; ASPPB Certificate of Professional Qualification (CPQ); National Register of Health Service Provider in Psychology (NRHSPP). The credential is noted at the top of the cover sheet and primary source verification of the credential (website or letter) is placed in the file for entrance examiner review. For admission to the oral examination these individuals only need the background check and letters of reference.

SPECIAL CONSIDERATION FOR VETERAN STATUS

Members of the active duty military, veterans, and spouses/surviving spouses are granted special consideration in rules of the Board. Qualified applicants go to the top of the pile when reviewing applications, and a special oral examination should be offered if a deployment is scheduled within 60 days of the application being completed. See highlights below. This status is part of the application form, and is marked by staff on the top of the cover sheet.

OAC 4732-9-05 Consideration of military experience, education, training and term of service:

(C) Initial application for licensure as a psychologist or school psychologist.

- (1) Each applicant for initial licensure shall report on the board's application form in a manner prescribed by the board, one's status as a member or a veteran, or the spouse or surviving spouse of a member or veteran.
- (2) The board shall in its electronic licensing database record, track, and monitor applications received from a member, veteran, or the spouse or surviving spouse of a member or veteran for the purpose of prioritizing and expediting licensure for each applicant who is a member, veteran, or the spouse or surviving spouse of a member or veteran.

(3) The board licensing staff shall conspicuously mark the electronic and paper application file of each member, veteran, or the spouse or surviving spouse of a member or veteran for the purpose of prioritizing the review and approval of those files for admission to examination processes prior to other files.

(4) An applicant who is a member, veteran, or the spouse or surviving spouse of a member or veteran, who verifies in a manner prescribed by the board that active duty deployment is scheduled within sixty days, shall be granted priority of service by the board relative to the application review process and being admitted to the relevant examinations in an expedited manner so long as the applicant has evidenced compliance with the other requirements for the licensure application to be deemed complete.

A NOTE ABOUT FORMS AND QUALIFICATIONS

Applicants are required to indicate on the application whether the application is being submitted under the old law (post-doc completed by requirement or choice) or the new law (post-doc may or may not be completed). The new law training verification forms for the internship and post-internship/post-doc are more detailed than the old law forms, and they are generally accepted as evidence of complying with the old law if submitted by the training supervisor. This is especially true with Form A, which is for an accredited pre-doctoral internship—this form is automatically accepted toward 1,800 hours under the old law, even though it was designed for the new law. Judgment and flexibility is used when comparing the verified experiences to the requirements in the rules.

“OLD LAW” CANDIDATES (“INSTITUTION ACCREDITATION” WITHOUT ACADEMIC PROGRAM ACCREDITATION)

The law effective 9/29/15 retains license eligibility for any person who is awarded a doctorate in psychology or school psychology from a regionally *accredited academic institution* and requires 3,600 hours of qualifying supervised experience, **at least 1,800 hours of which must be post-doctoral.**

Old law training verification form for each (1800 hours) of the two years:

[http://psychology.ohio.gov/Portals/0/Licensing/TRAINING%20SUP%20DOCUMENTATION%20FORM%20\(OLD%20LAW\).pdf](http://psychology.ohio.gov/Portals/0/Licensing/TRAINING%20SUP%20DOCUMENTATION%20FORM%20(OLD%20LAW).pdf)

Those with degrees from accredited doctoral psychology programs may apply under the “new law,” which requires a pre-doc internship of between 1,500 and 2,000 hours (max), and allows use of qualifying pre-internship (practicum) placements toward the 3,600 hours. There are different forms for those applying under the “new law” (Forms A through G).

New Law Forms:

<http://psychology.ohio.gov/Portals/0/Licensing/PSYCH%20LAWS%20AND%20TRAINING%20VERIFICATION%20SUMMARY%208.13.15.pdf>

INTERNSHIP TRAINING VERIFICATION FORMS

FORM A: VERIFICATION OF APA-ACCREDITED, CPA-ACCREDITED, OR APPIC-MEMBER PRE-DOCTORAL INTERNSHIP. This form exists for accredited/APPIC member internship sites to verify completion of the internship, which shall be automatically accepted by rule to satisfy the internship requirement.

FORM B: DCT VERIFICATION OF PRE-APPROVED NON-ACCREDITED, NON-APPIC MEMBER INTERNSHIP. This form must be completed by the doctoral program DCT or Coordinator or designee as evidence that a non-accredited, non-APPIC member internship was pre-approved by the program.

FORM C: VERIFICATION OF NON-ACCREDITED, NON-APPIC MEMBER PRE-DOCTORAL INTERNSHIP. This form must be completed by the Internship Director of non-accredited/non-APPIC member internships.

POST-INTERNSHIP (INCLUDING POST-DOCTORAL) TRAINING VERIFICATION FORMS

FORM D: VERIFICATION OF ACCREDITED OR APPIC-MEMBER POST-DOCTORAL TRAINING. Form D will only be required when the candidate has **completed** an accredited or APPIC-member post-doctoral residency. Post-doctoral residents who are, for example, one year into a two-year post-doctoral program should use Form E if wishing to become licensed prior to the completion of the post-doctoral program.

FORM E: VERIFICATION OF POST-INTERNSHIP (INCLUDING POST-DOCTORAL) TRAINING. This form is to be completed by the director(s) of post-internship training experiences other than **completed** APA-accredited or APPIC member postdoctoral residencies. For example, any candidate completing non-accredited/non-APPIC member post-doctoral training experiences will be required to have this form completed.

PRE-INTERNSHIP TRAINING VERIFICATION FORMS

FORM F: DCT VERIFICATION OF ALL PRE-INTERNSHIP TRAINING is to be completed by the DCT or Program Coordinator when pre-internship experiences are to be put forward for consideration. This form serves to provide the Board with a list **every** pre-internship doctoral program placement and an evaluation by the DCT/Coordinator.

FORM G: SUPERVISOR VERIFICATION OF PRE-INTERNSHIP

EXPERIENCE must be completed by the primary supervisor of each pre-internship placement/experience being put forward for consideration by the Board in partial fulfillment of the 3,600 hours of required training.

Form G's generally require the most attention. This form is used to document pre-internship placements by the placement supervisors. Form G experiences should be listed on Form F by the Director of Training as an approved placement within the structure of the accredited training program.

Prerequisites in rule indicate that, to be considered, the pre-internship hours must:

- **Follow academic coursework of a minimum of forty eight (48) semester hours or seventy two (72) quarter hours taken for academic credit with an evaluation of satisfactory or better;** students having credit from a master's or doctoral program in applied psychology or school psychology and evidenced on graduate program transcript(s) may have said credit count toward the minimum coursework required in this paragraph.

>> This requires tallying the number of graduate course hours and not counting any training experiences that occurred prior to the coursework prerequisite being met. For example, if the transcript shows only 47 semester hours at the end of a given semester, then pre-internship experiences occurring through that semester would not be qualifying.

- Follow introductory practicum experience(s) in applied professional psychology of a minimum duration of *four hundred hours*. **It's easiest to use Form F and use the first 400 practicum hours toward the prerequisite.** Those with graduate degree credits from a master's or other doctoral program in applied professional psychology or school psychology, and evidenced on graduate transcript(s) may have documented practicum experience serve in full or partial fulfillment of the four hundred hours required so that the pre-licensure training sequence may commence.

>> Do not count the first 400 hours of supervised experience toward the pre-internship hours. Usually the applicant completes in excess of 400 hours of introductory training during the completion of the coursework prerequisite.

Common Issue: Although the supervisor might indicate on page 2 of Form G (Question #5) that face-to-face supervision was provided at a ratio of no less than one hour per 10 hours on site, the actual numbers on page 1 must be calculated. It is common that an experience is not compliant with the rules in terms of the required supervision ratio. Although the applicant might believe that all of the hours have been "submitted" and therefore "accepted," this is based on an assumption that each placement will be compliant, and most applications contain compliant and noncompliant Form G's. The criteria for the intensity of the supervision and other requirements must all be met.

>> A minimum of one hour of individual weekly supervision by a psychologist must be documented on page 1 of Form G, regardless of the number of hours worked on site. Calculate the number of weeks on site based on "Dates of training experience." The number of "Total hours of individual supervision by psychologists" must be equal to or greater than that number.

Common Issue: Although the supervisor might indicate on page 2 of Form G (Question #4) that weekly face-to-face client contact was 25% of the total training time, the actual numbers on page 1 must be calculated. It is common that an experience is not compliant with the rules in terms of the percentage of time (25%) on the placement being in direct client contact.

>> A minimum of 25% of the placement time must be documented on page 1 of Form G as having been in "direct client/patient contact hours." Calculate the percentage by dividing the client contact by total hours on placement. If this ratio is 25% or higher, then this criteria is met. Placements with less than 25% client contact need to be declared noncompliant with the rule.

- c. To ease the burden on staff and applicants, training verification forms from other jurisdictional psychology boards may be used to verify the 3,600 hours of experience, especially when the applicant has a doctoral degree in psychology, he or she holds that jurisdiction's license, and the jurisdiction requires a post-doc year. It can be a burden to locate supervisors for the purpose of completing the Ohio Board forms, so some flexibility is in place.
- d. Admission to the oral examination is offered when requirements are met re: EPPP, training verification, and letters of reference.

Senior Psychologist

The specific requirements for those applying under the "senior psychologist" rule are in OAC 4732-9-01 (C). Persons making application for licensure as a "senior psychologist" to be exempt from supervised experience rules and the requirement to show a passing EPPP score must demonstrate:

- 1) Application and fee;
- 2) Evidence of active, current, unrestricted independent licensure as a psychologist from a United States or Canadian psychologist licensing board and evidence of *unrestricted psychologist licensure for a minimum total of ten years prior to the application being filed with the board*;
- 3) Receipt of an earned doctoral degree in psychology or school psychology from an accredited academic institution which served as the academic degree on which a current, active psychologist license was issued by a U.S. or Canadian psychology licensing board –OR- receipt of an earned master's degree in psychology from an accredited academic institution which served as the academic degree on which a current, active psychologist license was issued by a United States or Canadian psychology licensing board under a "grandfather" statute, which is generally in force during the first several years of the issuing board's being granted legislative authority to regulate the profession of psychology;
- 4) No disciplinary action taken by any state or provincial psychology board limiting, suspending or revoking the right to practice psychology, or evidence of license surrender in lieu of disciplinary proceedings or action;

>>This is on the application and can be confirmed or refuted by report from the licensing board(s) in the jurisdiction(s) in which the person has been licensed and we can require that the applicant pay ASPPB for a direct "score report," which includes any reported discipline from ASPPB-member boards.
- 5) No fewer than three written professional letters of reference, at the discretion of the board, from licensed psychologists or other mental health professionals deemed appropriate by the board, attesting to and documenting the applicant's work as a psychologist, spanning a minimum of ten years, and the applicant's areas of expertise, interest, and/or professional psychological competence; and,

- 6) Passing the oral examination.
- 7) Completing the background check.

School Psychologist Application Specifics

- 1) Qualifying degrees. The applicant must have at least a master's degree in school psychology or an earned graduate degree considered *equivalent* by the board, including at least ninety graduate quarter hours or sixty graduate semester hours in course work which may include practica relevant to the study of school psychology. The "equivalent" master's degree option has never been an issue, but it remains in law. The requirements are strict and are based on school psychology faculty's input relative to current standards for master's degree education. A worksheet that can be used by a candidate petitioning for a degree to be deemed equivalent to a master's degree in school psychology is in an appendix.
- 2) Experience. The applicant must have at least four years of school psychology experience, with a school psychology internship or other training experience acceptable to the board being considered for credit toward one year of said experience. See OAC 4732-9-02 for details about requirements for experience. The rule states that at least one-half (two years) of the four years of experience shall occur while practicing school psychology within the scope of employment by a board of education or by a private school meeting standards prescribed by the relevant state or provincial department or board of education. Almost every applicant has completed a master's degree internship and at least three (3) years in a school district. The internship is reflected on the master's degree transcript and can be documented on a verification form if there are questions about it. The experience in a school is documented on the School Psychologist Employment Verification form (completed and notarized by a school official).
- 3) Praxis-II School Psychology Test Passing Score. The cut-off has historically been set by the Board to mirror the passing score set by the National Association of School Psychologists (NASP) for their Nationally Certified School Psychologist designation.

Starting July 1, 2015 applicants must achieve a passing score of 147 on the updated Praxis II® School Psychologist Exam administered by the Educational Testing Service. Test scores older than ten (10) years are considered expired and would require the retaking of the examination.

Applicants who took the version of the Praxis exam between 2008 and 2014 must have achieved a passing score of 165. Those who took the exam prior to its 2008 revision must have achieved a passing score of 660.

Certified Ohio Behavior Analyst (COBA) Specifics

- 1) The Board Certified Behavior Analyst (BCBA) certificate is the primary requirement. This is verified by staff on the website of the Behavior Analyst Certification Board at www.bacb.com. A current BCBA is enough for the application to move forward, and by statute there is no authority to require a graduate degree transcript of verification of supervised experience. The BACB is relied upon to make those judgments as part of their processes.
- 2) **“Equivalence” to the BCBA.** The rules governing “equivalence” to holding a BCBA are in 4783-4-01 (B)(1)(a). By the time those requirements are met, the person should apply for the BCBA, as it’s not clear how one would meet the statutory requirement to “Evidence of a passing score on a psychometrically valid written examination in the subject area of applied behavior analysis administered by a nationally accredited credentialing organization, recognition of which shall be made by the board on a case-by-case basis.” Applicants applying under the “equivalent” rule can have the coursework reviewed by using the coursework and experience requirements in the above rule. The specific requirements and instructions are on the website:
<http://psychology.ohio.gov/Applicants/Certified-Ohio-Behavior-Analyst>