

STATE BOARD OF PSYCHOLOGY of OHIO

POLICY AND PROCEDURE MANUAL

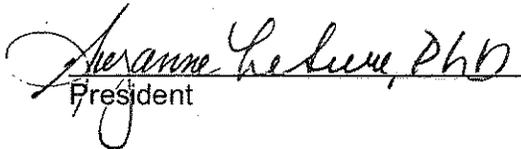
SECTION 7: BOARD MEMBER ROLES AND RESPONSIBILITIES

POLICY 7.3: ENTRANCE EXAMINER ROLE AND RESPONSIBILITIES

PRIOR DATE EFFECTIVE: JUNE 9, 2003

AMENDED AND EFFECTIVE: APRIL 29, 2013

REVIEWED AND APPROVED:

 7/17/13  5/9/13
President Date Executive Director Date

REFERENCES: 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"; meeting minutes April 29-30, 2013

POLICIES

1. The Board shall appoint an Entrance Examiner during the first meeting convened on or after October 5 of each year.
2. A set of Entrance Examiner standard operating procedures shall be approved by the Board and made available to members.
3. The Entrance Examiner determines whether an applicant meets the requirements for admission to examination, or meets the requirements for approval to provide psychological services in Ohio for not more than thirty days each year pursuant to ORC 4732.22 (B).
4. For applicants who do not meet requirements to take the exam, the Examiner issues a proposal to deny the application thereby making an appeal process available to the applicant.
5. For applications requiring a proposal to deny, the Examiner approves the Notice of Opportunity letter in consultation with the Board's legal counsel.
6. The Entrance Examiner maintains license application files and communicates with applicants regarding the status of their application.
7. At Board business meetings, the Examiner presents the names of persons who have been issued licenses by the Board President and Examiner since the last Board meeting. New licenses, reinstatements, and 30-day practice approvals are always formally approved by Board vote.
8. The Entrance Examiner must evaluate applications for licensure exam following due process procedures even if the applicant's license has been revoked previously.
9. The Entrance Examiner may use his/her discretion to review, and/or request any additional information, including an optional personal interview, to make the final determination about whether an individual's application to sit for the licensing exam shall be accepted or denied without guidance or advice from the Board.
10. The Entrance Examiner shall consult current Board guidelines for the supervised professional experience for license applicants with doctoral degree specialties in Industrial Organizational psychology.