

TO: Psychologist /School Psychologist
FROM: State Board of Psychology--Ohio
RE: Request for Letter of Reference for applicant _____

The above-named applicant is seeking licensure as a school psychologist in Ohio. These instructions were included with application materials sent from the Board office. It is the responsibility of the applicant to forward this letter to psychologists or school psychologists who are licensed in Ohio or another jurisdiction. With your signature please include your psychology/school psychology license number and the name of the issuing jurisdiction.

Please give the Board your opinion regarding this applicant's school psychological work experience and his/her ability to function independently as a school psychologist. Describe the circumstances under which you have known the applicant. In what area(s) of school psychology has the applicant worked? Does the applicant function within acceptable standards of ethics and professional practice? In light of the fact that the school psychologist license in Ohio is a general license, in your opinion does the applicant have the capacity and judgment to restrict psychological work to the area(s) in which (s)he is competent? Please supply the Board with any other information that you believe could be useful in evaluating the applicant.

It is this Board's mission to help maintain the integrity of the profession of psychology. Your conscientious -- and prompt -- reply will not only help the Board in its work but it will be greatly appreciated by the applicant who is seeking licensure in Ohio. A reference letter becomes part of the application/license file that is a public record and, as such, is available for inspection in the Board office. Applicants are advised to avoid sending this reference request letter to any supervisor who will be completing a notarized statement to verify specific supervised experience, since an evaluation is included in the notarized statement.

Please mail your letter of reference directly to the Board office at the address above. On behalf of the State Board of Psychology, thank you for your kind attention.

Regards,

Ronald R. Ross, Ph.D., CPM
Executive Director