

FREQUENTLY ASKED QUESTIONS

Application for a Psychologist License in the state of Ohio

Complete information available from Ohio Revised Code Chapter 4732, Ohio Administrative code Chapter 4732, or Board office

Question 1: What are the basic requirements for a Psychologist license?

Answer: You must be of good moral character, at least 21 years of age, hold a doctoral degree in psychology or school psychology (or a doctoral degree deemed equivalent by the Board) from a fully accredited educational institution, and have completed at least two years of supervised training. One year of experience must be post-doctoral. Candidates with a qualifying degree may be admitted to the Examination for Professional Practice in Psychology (EPPP - the national psychology examination owned by the Association of State and Provincial Psychology Boards). Ohio adopted use of the computerized version when it first became available in April 2001. When the EPPP is passed, and training experiences are completed to the satisfaction of the Board, you may take the Ohio oral exam.

Question 2: When should I submit my application for admission to the EPPP?

Answer: Applicants may be admitted to the EPPP upon receipt of an application and fee, and the Board's determination that a qualifying degree has been completed. This is a recent change from a policy that required completion of the post-doctoral training experience prior to admission to the EPPP.

Question 3: How long is an application valid?

Answer: An application is valid for five years from the date it was received at the Board office. If your doctorate is (or will be) in a related field (other than psychology or school psychology), you may want to submit your application prior to graduation for the Board Examiner to determine whether your coursework meets the equivalency criteria described in Ohio Administrative Code (OAC) rule 4732-9-01 (A)(2) [psychology] or 4732-9-01 (D)(2) [school psychology]. Only graduate coursework completed prior to award of the doctorate is considered in the equivalency evaluation of that doctorate.

Question 4: How much does the application/examination process cost?

Answer: The application and license fee is \$125 (personal check acceptable, Treasurer, State of Ohio). ASPPB's fee for the EPPP is \$450 (money order/ certified or cashier's check, payable to Professional Examination Service). There is also a credit card/debit card charge of \$65 to Prometric for the exam administration. After you pass the EPPP, there is no charge for the Ohio oral exam unless it must be repeated. The re-administration fee is \$50.

Question 5: When is the EPPP (national exam) administered?

Answer: The exam is administered via computer on an individual schedule. A separate EPPP application packet will be sent to you after your education is approved by the Board Examiner [based on official doctoral degree transcript]. When you send the EPPP application and exam fee to the Board and your application is approved, your fee

will be sent to the Professional Examination Service. Within ten business days thereafter, PES sends you an "authorization-to-test" letter that allows you to schedule an exam appointment with Prometric. The date of that letter begins the 60-day period in which you may schedule an exam appointment.

Question 6: What is the passing score on the Examination for Professional Practice in Psychology [EPPP]?

Answer: Two hundred questions are scored on each form of the examination that also includes 25 "trial" questions. Four hours and 15 minutes are allowed to take the exam. You must achieve a scaled score of at least 500 to pass the exam. If you do not achieve a passing score, the EPPP process starts over [\$450 exam fee and \$65 administration fee]. Ohio Revised Code 4732.11 specifies that an applicant failing the EPPP may retake the examination after no less than 6 months have passed.

Question 7: What materials do I need to submit to apply for the Psychologist license?

Answer: You will need the \$125 application and license fee, a notarized application form, graduate transcript(s) sent directly to the Board office by each university [or you may send an official transcript that is still in a university-sealed envelope], notarized statement(s) from supervisor(s) documenting two years of training supervision including at least one year post-doctoral, three references from Psychologists, the oral examination notification form, and a photo ID [with your name on it]. In addition to documenting a passing score on the EPPP, all required documents must be in your file before you will be approved for admission to the oral examination.

Question 8: What if my doctoral degree is not in psychology or school psychology?

Answer: On the basis of an official application (including \$125 fee), your doctoral program will be evaluated by the Board Examiner to determine whether it meets the Board's course area and dissertation requirements for equivalence to a doctorate in psychology or school psychology, as described in OAC rule 4732-9-01 (A)(2) or (D)(2). It is to your advantage to file an official application before your doctorate is awarded, because **only** graduate courses completed **before** award of the doctorate are considered toward equivalency of a doctorate in another field. The case-by-case equivalent degree path is being phased out and will end on May 1, 2010.

Question 9: What type of experience counts toward the 1800 hours for each of the two years of supervision?

Answer: At least 1500 hours of supervised training must be in your applied area(s) of psychology, and at least 375 hours per year must be in client contact hours. A maximum of 30% (540 hours) of your training (in each year) may be in research and/or graduate teaching, but **only** if the work directly affects client welfare. Also, your supervised experience must comply with all requirements for training supervision [refer to OAC 4732-9-01 (H), 4732-13-03 and 4732-13-04 (B) and (C)].

Question 10: What is necessary to comply with training supervision?

Answer: You must comply with all rules of supervision, including that five per cent of weekly client contact hours must be spent in weekly individual, face-to-face supervision [4732-13-04 (B)(22)(c)].

Question 11: Can my supervised experience be acquired on a part-time work schedule?

Answer: You are permitted a total of three years to complete the 1800 hours required for equivalence to one year's experience and another three years to complete the second year's equivalence. The Board credits no more than 40 hours per week for training supervision and no more than 1800 hours per year.

Question 12: What accommodations can be made for taking the test if I have a disability?

Answer: Advise the Board at the time of your application that you have a disability. We will require medical documentation (including accommodations made during graduate school), and then appropriate accommodations (time and a half or double time) may be made so that you can take the computerized version of the EPPP. Other accommodations considered on a case-by-case basis.

Question 13: When will I receive my license?

Answer: After your passing score on the EPPP is reported to the Board, and all other application requirements are met, you will be scheduled for the Ohio oral jurisprudence exam. When you pass the oral, within five working days the Board President and Board Examiner will send you written notification of your license number, effective on the date of that letter. Your name, license number, and issue date will then be included in the minutes of the next meeting of the State Board of Psychology.

NOTE: These are brief answers to frequent questions. For detailed information, call the Board office at (614) 466-8808. The application form, instructions, and Law and Rules are all posted on this web site.