

## Verification of Experience Scenario Guide and Checklist

These are the most common scenarios for an applicant seeking licensure as a psychologist. The following checklist serves as a guideline to assist both the supervisor and supervisee to comply with the regulation changes that are effective on October 1, 2017, relating to the Supervision Agreement and Verification of Experience.

	<b>Supervisee A</b>	<b>Supervisee B</b>	<b>Supervisee C</b>
<b>Scenarios</b>	I have obtained my qualifying degree and accrued 1,500 hours of supervised professional experience (SPE) and would like to apply for the Examination for Professional Practice in Psychology (EPPP). But, I still need to accrue the remaining 1,500 hours of SPE required for licensure.	I passed the EPPP and have accrued the additional 1,500 hours of SPE required for licensure. I would like to apply for the California Psychology Law and Ethics Exam (CPLEE).	I have already accrued all 3,000 hours of SPE required for licensure and would like to take the EPPP. Upon passing the EPPP, I'll apply to take the CPLEE immediately.
<b>Supervisor(s)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete and sign the Verification of Experience (VOE) form(s)</li> <li><input type="checkbox"/> Retrieve the original signed Supervision Agreement (SA) from your records</li> <li><input type="checkbox"/> Make copies of the VOE and SA for your records</li> <li><input type="checkbox"/> Put the original signed VOE and SA in an envelope, seal, and sign across the seal</li> <li><input type="checkbox"/> Give the sealed envelope to the Supervisee</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete and sign the Verification of Experience (VOE) form(s)</li> <li><input type="checkbox"/> Retrieve the original signed Supervision Agreement (SA) from your records</li> <li><input type="checkbox"/> Make copies of the VOE and SA for your records</li> <li><input type="checkbox"/> Put the original signed VOE and SA in an envelope, seal, and sign across the seal</li> <li><input type="checkbox"/> Give the sealed envelope to the Supervisee</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete and sign the Verification of Experience (VOE) form(s)</li> <li><input type="checkbox"/> Retrieve the original signed Supervision Agreement (SA) from your records</li> <li><input type="checkbox"/> Make copies of the VOE and SA for your records</li> <li><input type="checkbox"/> Put the original signed VOE and SA in an envelope, seal, and sign across the seal</li> <li><input type="checkbox"/> Give the sealed envelope to the Supervisee</li> </ul>
<b>Supervisee</b>	Apply through the mail and submit the following with your <a href="#">application package</a> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application form</li> <li><input type="checkbox"/> Application Fee</li> <li><input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s)</li> </ul>	Upon passing the EPPP, submit the following via mail to the Board to apply for the CPLEE: <ul style="list-style-type: none"> <li><input type="checkbox"/> CPLEE request form</li> <li><input type="checkbox"/> CPLEE Fee</li> <li><input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) with the additional 1,500 hours accrued.</li> </ul>	1. Apply through the mail and submit the following with your <a href="#">application package</a> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application form</li> <li><input type="checkbox"/> Application Fee</li> <li><input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) with all 3,000 hours accrued</li> </ul> 2. Upon passing the EPPP, submit the following via mail to the Board to take the CPLEE: <ul style="list-style-type: none"> <li><input type="checkbox"/> CPLEE request form</li> <li><input type="checkbox"/> CPLEE Fee</li> </ul>
	<b>OR</b>		<b>OR</b>
	Apply online for licensure as a psychologist and submit the following via mail to the Board: <ul style="list-style-type: none"> <li><input type="checkbox"/> Application payment receipt</li> <li><input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s)</li> </ul>		1. Apply online for licensure as a psychologist and submit the following via mail to the Board: <ul style="list-style-type: none"> <li><input type="checkbox"/> Application payment receipt</li> <li><input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) with all 3,000 hours accrued</li> </ul> 2. Upon passing the EPPP, submit the following via mail to the Board to take the CPLEE: <ul style="list-style-type: none"> <li><input type="checkbox"/> CPLEE request form</li> <li><input type="checkbox"/> CPLEE Fee</li> </ul>