




MEMORANDUM

DATE	February 11, 2014
TO	Psychology Board Members
FROM	Karen Johnson Licensing Coordinator 
SUBJECT	Agenda Item 8(f) Licensing Action Plan - Proposed Improvements to the Licensing Process

Staffing:

Staff has continued to maintain application processing timeframes to within seven business days to review initial applications for licensure, and within three business days to review applications for psychological assistant registration. When received, registered psychologist applications are reviewed within seven business days.

Colette McDowell, Continuing Education Analyst, received a promotional opportunity with the Contracts Unit at the Department of Consumer Affairs. Her last day with the Board was on February 2, 2015. We will be scheduling interviews to fill the Continuing Education Analyst position within the next couple of weeks.

Update on new online features in BreEZe:

The online *Application for Licensure as a Psychologist* and the online renewal of *Psychological Assistant Registrations* were implemented on November 9, 2014. Applicants for licensure are able to submit an *Application for Licensure as a Psychologist* online and pay the application fee. Psychological assistants can renew their registrations instantly online and pay the renewal fee.

The Board has received 292 licensing applications since the implementation of the online *Application for Licensure as a Psychologist*. Of the 292 application received, 75 (26%) were submitted online.

Application review process called *The River* halted:

The new application processing system termed *The River* was implemented on September 15, 2014. With *The River*, a new application is processed by one of the Licensing Analysts at random. When the analyst completes his/her review, the file is

placed in a central location (*The River*) until new information via e-mail, phone or mail is received for that applicant. Applications are no longer assigned to a particular analyst.

After a trial period of over four months, the Licensing Unit staff determined that the prior procedures for processing an application are more effective and provide better customer service to our applicants. Therefore, beginning February 9, 2014, when a new application for licensure or registration is received, it will be assigned to a Licensing Analyst. That analyst would retain that applicant's file on his/her desk until the application is issued a license/registration.

Proposed Statutory and Regulatory Change:

Business and Professions Code Section 2982 would be amended to state that licenses will expire and become invalid two years from the initial issuance date rather than continuing to utilize the currently established birth date renewal program. The Board's proposed language is being authored by Assemblymember Baker.

A comprehensive review of all statutes and regulations affecting the pathways to licensure will be reviewed by staff (i.e.: supervision requirements, psychological assistants, primary and delegated supervisor's responsibilities, out-of-state experience, etc.). Staff would then work with SOLID to put together an interested parties meeting. Suggested changes from that meeting would then be reviewed by the Licensing Committee. The Committee's recommendations would be presented to the full Board at the August Board meeting.

SB 1159 is requiring all licensing programs within the Department of Consumer Affairs to accept Individual Taxpayer Identification Numbers for an individual applicant that does not have a social security number. A notice has been placed on our website home page, social media sites, and a listserv message was sent to the Education/Training Issues list and General Information list.

Action

This item is for informational purposes and will be a standing Committee item for updates.