

## MEMORANDUM

<b>DATE</b>	April 24, 2018
<b>TO</b>	Licensing Committee
<b>FROM</b>	 Lavinia Snyder Examination Coordinator
<b>SUBJECT</b>	Agenda Item #4: Examination Subject Matter Expert (SME) Qualifications

The Licensing Committee had requested the review and revision of the Examination Subject Matter Experts (SME) forms. These forms are as follows:

- SME Email Invitation to the Board of Psychology CPLEE Workshop (Attachment A)
- SME Application (Attachment B)
- SME Participation Confirmation (Attachment C)

Additionally, at the February Board Meeting, Dr. Marilyn Immoos raised a concern about state employees prohibited from participating as SMEs. Staff investigated this issue and confirmed that state employees can participate as SMEs in the Examination Development Process, but are required to provide an employer certification from the SME's Human Resources Department that serves as documentation that the state employee participating as an SME does not violate Government Code 19990 (Attachment D). This code outlines the activities that would be considered or perceived as a conflict of interest while in government service.

### Action Requested:

The committee approve the revised SME forms and report their recommendations at the next Board Meeting. The item regarding Government Code Section 19990 is for informational purposes only. No further action is required.

Attachment A: SME Email Invitation to the Board of Psychology CPLEE Workshop  
Attachment B: SME Application  
Attachment C: SME Participation Confirmation  
Attachment D: Government Code Section 19990

## \*\*\*ATTENTION PSYCHOLOGISTS\*\*\*

The Board of Psychology (Board) is recruiting qualified licensees to serve as Subject Matter Experts (SMEs) to participate in an annual, two-day workshop to assist in developing the California Psychology Laws and Ethics Examination (CPLEE).

### **Benefits to participation at a 2-day workshop include the following:**

- \$300.00 per diem fee each day
- Certification of Completion for 16 hours of Continuing Education credit
- Satisfactory completion of the laws and ethics training required for license renewal.

The Board encourages licensee participation in examination development by serving as Subject Matter Experts (SME), including new licensees (licensed 5 years or less). Your input is needed to maintain standards at the entry level of the profession. Such examinations could not exist without the willingness of licensees to assist with this important responsibility.

### **To qualify to serve as a Subject Matter Expert, licensees MUST:**

- Hold a current license as a psychologist (PSY);
- Be in good standing, with no prior or pending disciplinary actions, and no pending investigations or enforcement actions against them; and
- Agree to not participate in any examination coaching or preparation activities upon participation in CPLEE development activities.

All workshops will take place at the Office of Professional Examination Services (OPES). They are located at 2420 Del Paso Road, Suite 265, Sacramento. The workshop will start at 8:30 a.m. and finish by 5:30 p.m. each day. The types of workshops available throughout the year are:

- **Item Writing:** The purpose of this workshop is to develop items for the CPLEE. Participants will receive training in item writing principles and will work in conjunction with a testing specialist to develop Laws and Ethics multiple-choice questions for the examination.
- **Item Review:** The purposes of this workshop are to: 1) review newly-developed items (i.e., standard multiple-choice items) for clarity, relevance, and technical



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accuracy; and 2) evaluate previously used items based on item statistics, candidate comments, etc. Participants will work as a group to ensure that potential items are acceptable for inclusion on future examination forms.

- **Examination Construction:** The purpose of this workshop is to select potential items based on the examination plan of the CPLEE. Participants will evaluate items for each content area included in the examination and select those that best represent the knowledge required for entry into the profession.
- **Passing Score:** The purpose of this workshop is to establish the passing score for the CPLEE. Under the facilitation of a testing specialist, participants will apply competence standards to establish a criterion-referenced passing score.

#### Travel Benefits:

Participants, who travel 50 miles or more each way to workshops will also receive reimbursement for travel expenses. Flights and/or rental car arrangements can be made directly with the Board. If you require hotel accommodations, you must book your own hotel and the Board will reimburse you the cost of the hotel at the state rate of \$95.00/day plus taxes. The Board will provide a list of hotels that offer the state rate. A per diem is provided for food for all participants.

Licenses interested in serving as an examination SME, must complete and return the attached **SME Application and the SME Workshop Dates Response Form by (deadline date)** to enable staff enough time to plan for the workshop. Please return the form via email to [Lavinia.Snyder@dca.ca.gov](mailto:Lavinia.Snyder@dca.ca.gov) or by fax to the Board at (916) 574-7346.

Please choose at least two workshop dates you can attend. Space is limited and the workshops fill up quickly, so having at least two workshop dates increases your opportunity to attend at least one of your chosen dates.

Thank you for your consideration and attention to this invitation. Should you have any questions, please do not hesitate to contact me at (916) 574-7178 or via email at [Lavinia.Snyder@dca.ca.gov](mailto:Lavinia.Snyder@dca.ca.gov).

Sincerely,



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Lavinia Snyder  
Examination Coordinator

***Please note that due to a potential conflict of interest, undue influence and/or security considerations, Board/Committee members who are appointed to serve in an advisory capacity within the statutory authority of the Director of the Department of Consumer Affairs, or instructors engaged in formal or informal instruction to candidates for licensure in psychology, and who have a personal and or financial interest in increased pass rates for their students and or training institution by which they are employed, cannot serve as, nor participate in, any aspect of the licensure examination development or administration. This is in accordance to the Department of Consumer Affairs policy OPES 11-01.***



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## CALIFORNIA PSYCHOLOGY LAWS AND ETHIC EXAMINATION WORKSHOP

### SUBJECT MATTER EXPERT APPLICATION

NAME: \_\_\_\_\_ Degree: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE: ( ) \_\_\_\_\_ MOBILE: ( ) \_\_\_\_\_

LICENSE #: PSY \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Do you hold an active valid license, in good standing, with no prior or pending disciplinary actions, and no pending investigations or enforcement actions against them; and free from discipline?

Yes  No If yes, what year were you licensed? \_\_\_\_\_

Has any licensing board, agency or hospital filed or taken formal disciplinary action against you regarding any healing arts license, registration, certificate or credential to practice psychology or any other profession or occupation in any state in the United States or foreign country? If yes, please attach a detailed explanation.

Yes  No

Are you currently a teacher, trainer, mentor, or other person engaged in formal or informal instruction to candidates for licensure in psychology and who has personal and/or financial interest in increased pass rate for his or her student(s) and/or training institution for which he or she is employed?

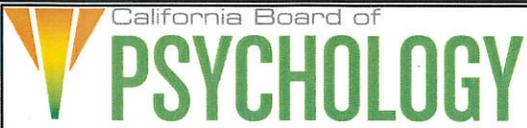
Yes  No

Do you currently or plan to participate in any examination coaching or preparation activities upon commencement of examination development activities?

Yes  No

What services do you perform?

Health Service Psychology  General Applied Psychology  Both



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Please select one or more of the following areas for which you could serve as a subject matter expert:

**Ethics and Laws:**

- Administrative
- Confidentiality & Privilege
- Interpersonal Relationships
- Intervention Evaluation and Assessment
- Reporting Requirements
- Professional Relationships
- Recordkeeping and Maintenance
- Scientific Research and Publication
- Teaching, Training and Supervision

**Location of Primary Work Setting**

- Urban
- Rural

**Type of Practice**

- Academic - Administration
- Academic – Supervision
- Academic – Teaching
- Assessment
- Community
- Consulting
- Forensic (Please specify below)
- General Clinic (Please specify below)
- Health Psychology
- Human Resources
- Industrial/Organizational Psychology
- Multicultural
- Neuropsychology
- Psychotherapy

**Work Setting:**

- Community Mental Health
- Consulting Firm
- Corrections
- County Mental Health
- Employee Assistance Program
- Government (please specify below)
- Health Maintenance Organization (HMO)
- Hospital
- Forensic
- Military
- Nonprofit
- Nursing Home
- Outpatient
- Private Industry
- Private Practice
- Research (please specify below)
- School (K-12)
- University/College
- Veterans Affairs (VA) Hospital
- Behavioral Medicine (Please specify below)
- Other (please specify below):

Specification:

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**Race (Optional)**

Please check *the boxes that best describes your race.*

- White or Caucasian
- Asian
- Black or African American
- American Indian or Alaska Native
- Hispanic or Latino (any race)
- Native Hawaiian or Pacific Islander
- Multiracial (two or more of the above)
- I choose not to identify

**Application Certification:**

I hereby certify under penalty of perjury that all statements made in this application are true, correct and complete, and I understand that any misstatements of material facts will subject me to disqualification.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Dear Licensees:

Thank you for agreeing to participate as a Subject Matter Expert (SME) in the Board of Psychology's California Psychology Laws and Ethics Examination (CPLEE) Item Writing Workshop. Participants will receive training and will work in conjunction with a testing specialist to develop multiple-choice test questions for the examination. Below are the dates, times, and location of this two-day workshop.

**LOCATION:** Office of Professional Examination Service  
2420 Del Paso Road, Suite 265  
Sacramento, CA 95834  
(916) 575-7240

**Dates:** TBD

**TIME:** 8:30 A.M. to 5:30 P.M.

**For your participation, you will receive a per diem fee of \$300.00/day and 8 hours of continuing education credit for each full day of participation. Also, this workshop will fulfill the Laws and Ethics course that is required for the renewal of your license.**

Attached are the contract information and travel arrangement forms you will need to complete. Fax the forms to (916) 574-7346 as soon as possible to allow the Board enough processing time. The forms are required to enable staff to arrange travel, pay for your services and to reimburse your travel claim.

Licensees will have to make their own hotel accommodations. The Board will cover the cost of the hotel, but only up to the State rate of \$95.00 plus tax/day. Please keep in mind that rates may vary, so it is best to book your rooms in advance. Below is the list of hotels that can accept the State rate, if available. When booking your hotel, notify the hotel you are a contracted government employee and would like to book the hotel at the government rate. You may use the approved contract as identification, if necessary.

**List of Hotels:**

- **Extended Stay America/Northgate**, 3825 Rosin Court, Sacramento, CA 95834, <https://www.extendedstayamerica.com/hotels/CA/Sacramento>
- **Extended Stay America/South Natomas**, 2810 Gateway Oaks Dr., Sacramento, CA 95833, <https://www.extendedstayamerica.com/hotels/CA/Sacramento>
- **Hawthorn Suites by Wyndham/Sacramento**, 321 Bercut Drive, Sacramento, CA 95814, <https://www.reservationcounter.com/hotels/show/136872/hawthorn->

[suites-by-wyndham-sacramento-sacramento-ca/?gclid=CilqsfQhtQCFY\\_hfgoduwlLJA&gclid=ds](https://www.holidayinn.com/hotels/us/en/sacramento/saccp/hoteldetail?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qIta=99504440&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&icdv=99504440&sicreative=76828389190833&siclientid=9948&sitrackingid=706813808&dp=true&glat=SEAR)

- **Holiday Inn Sacramento/Capitol Plaza**, 300 J St, Sacramento, CA 95814, [https://www.holidayinn.com/hotels/us/en/sacramento/saccp/hoteldetail?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qIta=99504440&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb\\_u=1&icdv=99504440&sicreative=76828389190833&siclientid=9948&sitrackingid=706813808&dp=true&glat=SEAR](https://www.holidayinn.com/hotels/us/en/sacramento/saccp/hoteldetail?qAdlt=1&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.sp.nd.ct&qChld=0&qFRA=1&qGRM=0&qIta=99504440&qPSt=0&qRRSrt=rt&qRef=df&qRms=1&qRpn=1&qRpp=20&qSHp=1&qSmP=3&qSrt=sBR&qWch=0&srb_u=1&icdv=99504440&sicreative=76828389190833&siclientid=9948&sitrackingid=706813808&dp=true&glat=SEAR)
- **Homewood Suites by Hilton Sacramento Airport/Natomas**, 3001 Advantage Way, Sacramento, CA 95834, [homewoodsuites3.hilton.com](http://homewoodsuites3.hilton.com)
- **Hilton Garden Inn Sacramento/South Natomas**, 2540 Venture Oaks Way, Sacramento, CA 95833, [hiltongardeninn3.hilton.com](http://hiltongardeninn3.hilton.com)
- **Holiday Inn Express & Suites Sacramento Airport /Natomas**, 2981 Advantage Way, Sacramento, CA 95834, [www.ihg.com](http://www.ihg.com)
- **Hampton Inn & Suites Sacramento Airport/Natomas**, 3021 Advantage Ln, Sacramento, CA 95834, [hamptoninn3.hilton.com](http://hamptoninn3.hilton.com)
- **Four Points by Sheraton Sacramento International Airport**, 4900 Duckhorn Dr, Sacramento, CA 95834, [www.fourpointssacramentoairport.com](http://www.fourpointssacramentoairport.com)

The cost for the hotel, meals, mileage, ground transportation, parking, tolls and the \$300.00/day honorarium will have to be billed to the Board on the official Travel Expense Form. The form will be made available to you at the workshop. Please provide the original claim, hotel, taxi, parking and toll receipts to the Board.

For meal reimbursement: for travel lasting 24 hours or more, you may claim meals, based on the following timeframes:

### First day of travel

- Trip begins at or before 6 am – Breakfast, lunch and dinner may be claimed
- Trip begins at or before 11 am – Lunch and dinner may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

### Continuing after 24 hours

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm – Breakfast and lunch may be claimed
- Trip ends at or after 7 pm – Breakfast, lunch and dinner may be claimed

Meal reimbursement for travel lasting less than 24 hours, employees may claim breakfast and/or dinner, based on the following timeframes:

### Fractional day of travel

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

You may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable. Meals will be paid at the per diem rate of

- Breakfast - \$7.00
- Lunch - \$11.00
- Dinner - \$23.00
- Incidentals- \$5.00

For those who require flight or rental car arrangements, arrangements will be made a month before the scheduled workshop date. You will receive an email notification from me and Concur (Travel Vendor) directly regarding your flight and/or rental car itinerary. Ground transportation to and from the hotel can be made through the hotel shuttle service, any taxi service or any ride share applications. Please make sure you keep all receipts for any ground transportation services for reimbursement.

Upon arriving at OPES you will be required to provide a valid photo identification, such as a California driver's license. OPES will also require that you surrender the following prohibited items at the front reception area during the check in process:

- Cell phone or pager
- Personal digital assistant (PDA)
- Sound or video recording device
- Thumb drive or flash drive
- Camera
- Notebook computer or laptop
- Electronic game or calculator
- Radio or other music player
- Writing device
- Any other item posing a risk to test security

Each SME will be provided an inventory log on which to list each item he or she is surrendering. A clear plastic folder will be provided to each SME for the items, which will be secured in a locked cabinet located in the reception area. An OPES staff member will verify, and the SME will initial, each time any item is surrendered or retrieved during breaks, at lunch, and at the end of the day.



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If you are aware of any other licensees interested in participating in any of our workshops, please forward my email to them. Thank you again for your participation in this very important workshop. If you have any questions, please call me at 916-574-7178 or email me at [lavinia.snyder@dca.ca.gov](mailto:lavinia.snyder@dca.ca.gov).

Sincerely,

**Lavinia Snyder**  
**Examination Coordinator**  
**Board of Psychology**  
**(916) 574-7178 Direct**  
**(916) 574-7346 Fax**  
**[Lavinia.Snyder@dca.ca.gov](mailto:Lavinia.Snyder@dca.ca.gov)**

**GOVERNMENT CODE – GOV**

**TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980]**

*(Title 2 enacted by Stats. 1943, Ch. 134.)*

**DIVISION 5. PERSONNEL [18000 - 22980]**

*(Division 5 added by Stats. 1945, Ch. 123.)*

**PART 2.6. PERSONNEL ADMINISTRATION [19815 - 19999.7]**

*(Part 2.6 added by Stats. 1981, Ch. 230, Sec. 55)*

**CHAPTER 2.5. Days and Hours of Work [19851 - 19991.14]**

*(Chapter 2.5 added by Stats. 1981, Ch. 230, Sec. 55.)*

**ARTICLE 10. Activities [19990 - 19990.6]**

*(Article 10 added by Stats. 1981, Ch. 230, Sec. 55.)*

**19990.**

A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee.

Each appointing power shall determine, subject to approval of the department, those activities which, for employees under its jurisdiction, are inconsistent, incompatible or in conflict with their duties as state officers or employees. Activities and enterprises deemed to fall in these categories shall include, but not be limited to, all of the following:

- (a) Using the prestige or influence of the state or the appointing authority for the officer's or employee's private gain or advantage or the private gain of another.
- (b) Using state time, facilities, equipment, or supplies for private gain or advantage.
- (c) Using, or having access to, confidential information available by virtue of state employment for private gain or advantage or providing confidential information to persons to whom issuance of this information has not been authorized.
- (d) Receiving or accepting money or any other consideration from anyone other than the state for the performance of his or her duties as a state officer or employee.
- (e) Performance of an act in other than his or her capacity as a state officer or employee knowing that the act may later be subject, directly or indirectly to the control, inspection, review, audit, or enforcement by the officer or employee.
- (f) Receiving or accepting, directly or indirectly, any gift, including money, or any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the officer's or employee's appointing authority or whose activities are regulated

or controlled by the appointing authority under circumstances from which it reasonably could be substantiated that the gift was intended to influence the officer or employee in his or her official duties or was intended as a reward for any official actions performed by the officer or employee.

(g) Subject to any other laws, rules, or regulations as pertain thereto, not devoting his or her full time, attention, and efforts to his or her state office or employment during his or her hours of duty as a state officer or employee.

The department shall adopt rules governing the application of this section. The rules shall include provision for notice to employees prior to the determination of proscribed activities and for appeal by employees from such a determination and from its application to an employee. Until the department adopts rules governing the application of this section, as amended in the 1985–86 Regular Session of the Legislature, existing procedures shall remain in full force and effect.

If the provisions of this section are in conflict with the provisions of a memorandum of understanding reached pursuant to Section 3517.5, the memorandum of understanding shall be controlling without further legislative action, except that if such provisions of a memorandum of understanding require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act.

*(Amended by Stats. 1986, Ch. 1344, Sec. 1.) Gov*