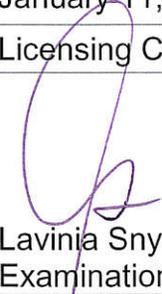


## MEMORANDUM

<b>DATE</b>	January 11, 2019
<b>TO</b>	Licensing Committee
<b>FROM</b>	 Lavinia Snyder Examination Coordinator
<b>SUBJECT</b>	Agenda Item #4: Foreign Degree Evaluation Process Presentation: National Association of Credential Evaluation Services (NACES) and National Register of Health Service Psychologists (NRHSP)

The National Register of Health Service Psychologists (NRHSP) is requesting the Board to recognize their agency as a foreign degree evaluator. In an effort to provide the Committee with all the information, staff invited both NRHSP and the National Association of Credential Evaluation Services (NACES) to present each of their foreign degree evaluation processes.

Presenters are as follows:

- NACES – Mr. Matthias Bretschneider, Membership Chair
- NRHSP – Morgan T. Sammons, PhD, American Board of Professional Psychology, Executive Officers

### Action

Licensing Committee must determine a recommendation to the Board regarding NRHSP's request to become a foreign degree evaluator for the Board.

### **Attachments**

Attachment A: Letter from the National Register of Health Service Psychologists  
 Attachment B: NRHSP presentation material  
 Attachment C: NACES presentation material



December 17, 2018

First Mid Last, Degree  
Address1  
Address2  
City, State ZIP

Dear Dr. Last:

At your request the National Register of Health Service Psychologists (National Register) has reviewed your application to determine the eligibility of your doctoral degree in psychology completed at the Name of Institution. This review was completed in accordance with our agreement with the California Board of Psychology in determining your eligibility for licensure in the State of California. We are pleased to inform you that the National Register has determined that the program you completed meets the National Register doctoral degree guidelines.

As you know, the California Board of Psychology will make the final decision regarding your eligibility for licensure in California. We should remind you also that the acceptance of your doctoral degree as meeting the licensing standard in the State of California does not ensure that your doctoral program will meet the requirements for licensure in other states or Canadian provinces.

We will inform the California Board of Psychology of our decision regarding the doctoral program you completed. Please contact their office for further information on how you should proceed with your application for licensure at this time.

Regards,

A handwritten signature in blue ink that reads "Sample".

Laura Rhymes  
Program Manager, Credentialing and Compliance

cc: California Board of Psychology

Enclosure



**National Register of Health Service Psychologists**  
**International Doctoral Program Evaluation - California\***  
MM/DD/YYYY

<b>Name:</b>	First Mid Last, PhD
<b>Degree/Award Date:</b>	PhD in Psychology; Awarded 11/11/2011
<b>School:</b>	Name of Institution
<b>Location:</b>	City/State/Country
<b>Department/Program:</b>	Program Name
<b>Evaluation Result:</b>	Approved; Meets the National Register Doctoral Degree Guidelines.*
<b>Notes:</b>	Curriculum requirements were fulfilled by courses completed at the Institution Name (PhD Psychology); University of Name (MPhil Clinical Psychology); and University of Name (MA Applied Psychology & BA Honours Psychology).

\*This evaluation was based on the following criteria using primary source verification:

**National Register Doctoral Degree Guidelines**

The applicant must demonstrate successful completion of a doctoral degree in psychology as defined below.

1. **A doctoral degree in psychology** from a program that was APA/CPA accredited or ASPPB/National Register designated\* at the time of graduation.

**Note:** Transcripts will be reviewed to ensure that the applicant has completed the required coursework in scientific/research foundations and scientific/professional applications (see Guideline 10). If transfer coursework is accepted as partial fulfillment of academic requirements by an accredited doctoral program, such transfer coursework is subject to further review by the National Register's Credential Review Committee. Transfer courses fulfilling curriculum requirements in the applicant's doctoral program must be completed at a regionally accredited institution of higher education. Transfer coursework completed at a regionally accredited institution that delivers education and training substantially or completely by distance education generally does not meet National Register standards.

**OR**, if the applicant earned a doctoral degree in psychology from a program that meets one of the two exceptions listed below, the National Register will individually review the program to determine if it meets criteria contained in Guidelines 2–11.

EXCEPTIONS to APA/CPA Accreditation and ASPPB/National Register Designation:

- Doctoral programs in psychology completed prior to 1988 in Canada.
- Doctoral programs in psychology completed outside of the U.S. and Canada.

2. Training in professional psychology is doctoral training offered in a regionally accredited institution of higher education. A regionally accredited institution is an institution with regional accreditation in the United States, an institution with provincial or territorial authorization in Canada, or in other countries, an institution that is accredited by a body that is deemed by the National Register to be performing a function equivalent to U.S. regional accrediting bodies.
3. The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists.
4. The psychology program must stand as a recognizable, coherent organizational entity within the institution.
5. There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines.
6. The program must be an integrated, organized sequence of study.
7. There must be an identifiable psychology faculty sufficient in size and breadth to carry out its responsibilities and a psychologist responsible for the program.
8. The program must have an identifiable body of students who are matriculated in that program for a degree.
9. The program must include supervised practicum, internship, field or laboratory training appropriate to the practice of psychology.
10. The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one year's residency at the educational institution granting the doctoral degree. The core program shall require every student to demonstrate competence in each of the following substantive areas. This typically will be met through substantial instruction in each of these foundational areas, as demonstrated by a minimum of three graduate semester hours, five or more graduate quarter hours (when an academic term is other than a semester, credit hours will be evaluated on the basis of fifteen hours of classroom instruction per semester hour), or the equivalent:
  - a. Scientific and professional ethics and standards
  - b. Research design and methodology
  - c. Statistics
  - d. Psychometric theory
  - e. Biological bases of behavior: physiological psychology, comparative psychology, neuropsychology, sensation and perception, and psychopharmacology
  - f. Cognitive-affective bases of behavior: learning, thinking, motivation, and emotion
  - g. Social bases of behavior: social psychology, group processes, organizational and systems theory
  - h. Individual differences: personality theory, human development, and abnormal psychology
11. All professional education programs in psychology shall include course requirements in specialty areas.



## INTERNATIONAL DOCTORAL PROGRAM EVALUATION PROCESS

### Based on National Register Doctoral Degree Guidelines\*

- 1) International psychologist (Applicant) submits application and fee
- 2) Degree granting institution submits official transcript, marks sheet, or other similar document
- 3) Doctoral program director (or other appropriate school official) submits program director form
  - a) Point-by-point description demonstrating how National Register doctoral degree guidelines 2-11 are met
  - b) Includes supporting documentation such as:
    - i) Program Handbook
    - ii) Catalog
    - iii) Prospectus
    - iv) Syllabi
    - v) Course Descriptions
    - vi) Brochure
    - vii) Web Page
    - viii) Faculty CV
- 4) Translations
  - a) Translations may be provided by degree granting institution or a translation service and must accompany original documents
- 5) National Register performs evaluation
  - a) Ensures authenticity of specific document requirements via primary sources (may vary by country)
  - b) Does institution exist? Is the institution accredited by the appropriate body?
    - i) Ministry of Education
    - ii) International Handbook of Universities
    - iii) International Association of Universities World Higher Education Database
    - iv) UNESCO
    - v) CHEA
  - c) Equivalency
    - i) How does education system compare to US?
    - ii) Is foundational education completed at doctoral, Master's or Bachelor's Honours level?
    - iii) Does educational chronology and length of study coincide with US doctoral programs?
  - d) Does the doctoral degree conform to US standards?
    - i) Program Organization
    - ii) Program Faculty
    - iii) Identifiable Body of Students
    - iv) Program Curriculum
      - (1) Grading System
      - (2) Method of Instruction/Evaluation
    - v) Clinical Training Component
- 6) If additional information is required to make a decision, the applicant and/or program director is notified
- 7) National Register determines acceptance or rejection of international degree and submits decision to applicant and Board of Psychology

\* <https://www.nationalregister.org/apply/credentialing-requirements/national-register-doctoral-degree-guidelines/>

# NACES-Member Evaluation Services

## CA Board of Psychology

Sacramento CA  
January 11, 2019



ATTHIAS BRETSCHNEIDER – CHAIR,  
EMBERSHIP COMMITTEE

[EMBERSHIP@NACES.ORG](mailto:EMBERSHIP@NACES.ORG)

# What is NACES?

- AN ASSOCIATION OF INDEPENDENT, NONGOVERNMENTAL ORGANIZATIONS WHICH PROVIDE CREDENTIAL EVALUATION SERVICES TO INDIVIDUALS WHO HAVE COMPLETED PART OR ALL OF THEIR EDUCATION OUTSIDE THE UNITED STATES.
- NACES IS THE ONLY ASSOCIATION THAT SETS PROFESSIONAL STANDARDS FOR PRIVATE EVALUATION AGENCIES IN THE US; THERE IS NO GOVERNMENTAL AUTHORITY OR ACCREDITING BODY THAT OVERSEES THE WORK OF INDEPENDENT EVALUATION AGENCIES



# NACES Members

- ▶ 19 members located throughout the US
- ▶ Prospective members are admitted to the association after a rigorous review of agency practices. Among many requirements they must:
  - ▶ must adhere to the NACES Standards of Professional Practice and our Code of Ethics
  - ▶ have an extensive resource/reference library of relevant current and historical published reference guides and materials
  - ▶ have fully trained senior evaluation staff that actively participate in the field of international education.
  - ▶ have documented quality assurance standards.

Prospective members must allow for a site visit of their facilities by NACES peers in higher education; after admission to membership, there are periodic site visits as part of the annual recertification process.

# NACES Members

- ▶ NACES member agencies and their staff, maintain significant global networks with other colleagues in our profession.
- ▶ Agencies (and staff) maintain significant professional involvement and membership in relevant professional associations in our field: AACRAO, NAFSA, NAGAP, EAIE, AIEA, TAICEP, and other local, regional, national, and international associations.
- ▶ NACES member agencies regularly share their knowledge and research with other practitioners in the profession.



# NACES – Member evaluation services

- ▶ All members prepare a ‘course-by-course’ (CxC) evaluation; this type of report is the most useful to licensing bodies that need to make decisions regarding an individual’s suitability for licensure in a profession.
- ▶ CxC evaluations are sometimes called ‘comprehensive’ or ‘detailed’ evaluation reports – the nomenclature is agency-specific.
- ▶ CxC evaluations typically include a statement of US degree equivalency, a comprehensive listing of courses completed in a program, US-equivalent grades and credits, and an overall US-equivalent grade average. Some features on an evaluation report may require an additional fee to be paid by the applicant.



# NACES – Member services continued



- ▶ In general, NACES member agencies prepare evaluations of formal academic programs only – if professional certifications are required to be included on an evaluation, member agencies should be made aware of this requirement.
- ▶ Evaluation reports do not typically include information regarding any US education that may have been completed by an applicant.
- ▶ Information regarding submission of confirmed false, forged, or fraudulent documents submitted for evaluation is shared with other NACES-member agencies, designated recipients of completed reports, and other educational and governmental authorities, as appropriate.

# NACES – Member services continued

- ▶ Fees vary – all agencies post their fees and services on their official websites
- ▶ NACES requires that its members prepare evaluations on the basis of official academic records; many agencies post the document requirements on their websites.
- ▶ If the CA Board of Psychology requires that all evaluations be prepared on the basis of official, primary-source, or original documents this should be made known to our members.
- ▶ Additional requirements, such as inclusion of official copies of the credentials on which the evaluation was based, can considered but the agency should be made aware of this request.



# Directing Applicants to NACES

- ▶ **Recommendation:** Post a link to the current list of NACES members on your website and in your materials: <http://www.naces.org/members.html>
- ▶ For security reasons, the Board should require applicant evaluations to be sent direct to the Board
- ▶ If only certain agencies are to be recommended, the CA Board of Psychology should post a list of approved services with direct links to agency web pages.
- ▶ Applicants with specific evaluation service questions should contact members directly – all members are available to assist in the evaluation process.
- ▶ Members are happy to address Board or applicant questions with regard to completed evaluation reports.
- ▶ For privacy reasons, in order to respond directly to Board inquiries, applicants should have designated the Board as a recipient of their completed evaluation or report copy

# Important links

- ▶ NACES Professional Standards:

<http://www.naces.org/standards.html>

- ▶ NACES Website:

<http://www.naces.org/index.html>

# Questions?

- ▶ Follow-up questions can be directed to:
  - ▶ [executivedirector@naces.org](mailto:executivedirector@naces.org) - Valerie Okrend, Executive Director
  - ▶ [kwarren@edperspective.org](mailto:kwarren@edperspective.org) - Kenneth Warren, NACES Chair
  - ▶ [info@naces.org](mailto:info@naces.org)
  - ▶ [membership@naces.org](mailto:membership@naces.org)

