Licensing Committee Meeting
Notice and Agenda

Department of Consumer Affairs
1747 N. Market Blvd., HQ2 Hearing Room #186
Sacramento, CA 95834
(916) 574-7720

Committee Members
Jacqueline Horn, PhD, Chairperson
Seyron Foo, Public Member
Mary Harb Sheets, PhD

Legal Counsel
Norine Marks

Board Staff
Antonette Sorrick, Executive Officer
Stephanie Cheung, Licensing Manager
Cherise Burns, Central Services Manager
Sandra Monterrubio, Enforcement Manager
Mai Xiong, Licensing and BreEZe Coordinator
Mary Lynn Ferreira, Licensing Analyst
Jason Glasspiegel, Central Services Coordinator
Liezle McCockran, Continuing Education and Renewals Coordinator

Thursday, June 13, 2019

The Committee plans to webcast this meeting on its website. Webcast availability cannot, however, be guaranteed due to limitations on resources or technical difficulties that may arise. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast. A link to the webcast will be available on the Board's Website at 9:30 a.m. on June 13, 2019, or you may access it at: https://thedcapage.wordpress.com/webcasts/. A link to agenda items with attachments is available at www.psychology.ca.gov prior to the meeting date.

10:00 a.m. to 5:00 p.m., or until completion of business

1. Call to Order/Roll Call/Establishment of a Quorum

2. Public Comment(s) for Items not on the Agenda. Note: The Committee may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code Sections 11125 and 11125.7(a)]
3. Approval of the Licensing Committee Meeting Minutes: January 11, 2019

4. Licensed Educational Psychologist (LEP): Presentation by Board of Behavioral Sciences Regarding LEP Functions for Discussion

5. Foreign Degree Evaluation Services: Discuss Possible Amendments to Business and Professions Code Section 2914

6. Informational Video for Supervisors: Discussion and Recommendations for Content to be Included in the Video
   a) Laws and Regulations
   b) Frequently Asked Questions (FAQs)

7. Discussion and Consideration for Grievance Process: How to Resolve a Discrepancy between Weekly Log and Verification of Experience

8. Review and Consideration of Revisions to the Goal of the Licensing Committee for the Strategic Plan: Recommendations to the Board

9. Licensing Report

10. Continuing Education and Renewals Report

11. Recommendations for Agenda Items for Future Licensing Committee Meetings. Note: The Committee may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting [Government Code Sections 11125 and 11125.7(a)]

CLOSED SESSION

12. **Closed Session** – The Licensing Committee will meet in Closed Session pursuant to Government Code Section 11126(c)(2) to discuss and consider qualifications for licensure

RETURN TO OPEN SESSION

ADJOURNMENT

All times are approximate and subject to change. The meeting may be canceled or changed without notice. For verification, please check the Board’s Web site at www.psychology.ca.gov, or call (916) 574-7720. Action may be taken on any item on the agenda. Items may be taken out of order, tabled or held over to a subsequent meeting, for convenience, to accommodate speakers, or to maintain a quorum.

In the event a quorum of the committee is unable to attend the meeting, or the committee is unable to maintain a quorum once the meeting is called to order, the president or chair of
the meeting may, at his or her discretion, continue to discuss items from the agenda and to vote to make recommendations to the full board at a future meeting.

Meetings of the Board of Psychology are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. The public may take appropriate opportunities to comment on any issue before the Board or its committees, at the time the item is heard, but the President or Committee Chair may, at his or her discretion, apportion available time among those who wish to speak. Board members who are present who are not members of the Committee may observe, but may not participate or vote.

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Antonette Sorrick, Executive Officer, at (916) 574-7720 or email bopmail@dca.ca.gov or send a written request addressed to 1625 N. Market Boulevard, Suite N-215, Sacramento, CA 95834. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation. Links to agenda items, with exhibits are available at www.psychology.ca.gov, prior to the meeting date.

The goal of this committee is to ensure valid licensing, continuing education, and licensure renewal policies and procedures, making recommendations for changes as appropriate. The committee will also ensure a valid and reliable examination process to assess professional knowledge, as well as the laws and ethics governing the profession, working with such entities as the Association of State and Provincial Psychology Boards (ASPPB) and the Department of Consumer Affairs Offices of Professional Examination Services.
MEMORANDUM

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<th>DATE</th>
<th>May 7, 2019</th>
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<tbody>
<tr>
<td>TO</td>
<td>Licensing Committee Members</td>
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<tr>
<td>FROM</td>
<td>Mary Lynn Ferreira</td>
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<td>Licensing Analyst</td>
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<td>SUBJECT</td>
<td><strong>Agenda Item 3</strong></td>
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<td>Approval of the Licensing Committee Meeting Minutes: January 11, 2019</td>
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Attachment:

Draft minutes of the January 11, 2019 Licensing Committee meeting.

Action Requested:

Review and approve the attached January 11, 2019 Licensing Committee Meeting minutes.
Licensing Committee Meeting Minutes

Department of Consumer Affairs
1625 N. Market Blvd., El Dorado Room
Sacramento, CA 95834
(916) 574-7720

Friday, January 11, 2019

Agenda Item #1: Call to Order/Roll Call/Establishment of Quorum

Jacqueline Horn, PhD, Committee Chairperson, called the meeting to order at 9:12 a.m.

A quorum was present and due notice had been sent to all interested parties.

Members Present
Jacqueline Horn, PhD, Chairperson
Seyron Foo, Public Member
Mary Harb Sheets, PhD
Stephen Phillips, JD, PsyD

Others Present
Antonette Sorrick, Executive Officer
Anthony Pane, DCA Assistant Chief Counsel (afternoon session)
Michael Santiago, DCA Legal Counsel (morning session)
Stephanie Cheung, Licensing Manager
Cherise Burns, Central Services Manager
Mai Xiong, Breeze/Licensing Coordinator
Jason Glasspiegel, Central Services Coordinator
Liezl McCockran, Continuing Education/Renewals Coordinator
Mary Lynn Ferreira, Licensing Analyst

Dr. Horn introduced Dr. Mary Harb Sheets, newly appointed Board Member who is replacing Dr. Phillips on the Licensing Committee.

Agenda Item #2: Public Comment(s) for Items not on the Agenda

Kristin Kaminski, a supervisee, questioned the policy of the Board regarding considering weekly logs if there is a discrepancy regarding the number of hours submitted by a supervisor on the Verification of Experience form. She also asked if the Board would consider any grievance process when such a discrepancy occurs.

The Committee will put this on a future meeting agenda for discussion.
Agenda Item #3: Approval of the Licensing Committee Meeting Minutes: October 25, 2018

Dr. Horn asked if there were any additions or corrections to the April 24, 2018, minutes, in addition to non-substantive ones she previously provided to staff.

It was M(Foo)/S(Phillips)/C to approve the minutes as corrected.

There was no public comment.

Vote: 4-0 (Aye: Foo, Horn, Phillips, Harb Sheets)

Agenda Item #4: Foreign Degree Evaluation Process Presentation for Discussion: National Association of Credential Evaluation Services (NACES) and National Register of Health Service Psychologists (NRHSP) relating to Business and Professional Code Section 2914

Board staff invited the National Association of Credential Evaluation Services (NACES) and the National Register of Health Service Psychologists (NRHSP) to present their foreign degree evaluation processes.

Matthias Bretschneider, Membership Chair, NACES, gave a presentation covering NACES members and member evaluation services. Mr. Bretschneider answered Committee members’ questions.

Morgan T. Sammons, PhD, Executive Officer, NRHSP, presented its doctoral program evaluation service. Dr. Sammons explained that NRHSP is a syllabi-based degree evaluator and performs evaluations specific to education and training in psychology. Dr. Sammons answered Committee members’ questions.

Following the presentations, the Committee discussed general versus comprehensive course-by-course evaluation and other desirable evaluation requirements. The Committee would like to obtain information on current evaluation requirements from the member evaluation services and requested that staff prepare a memorandum with more details regarding the current transcript evaluation process. The Committee also directed staff to work with Legal Counsel on necessary amendments to the statutes for consideration at the next meeting. Ms. Sorrick asked the Committee for items it wants included in the proposed language. The Committee identified an evaluation should conduct primary source verification on all credentials, determine U.S. and regional equivalency and be submitted directly to the Board by the evaluating agency.

There was no public comment.

Agenda Item #5: Informational Video for Supervisors: Discussion and Recommendations for Content to be Included in the Video

At the October 25, 2018 Committee meeting, the Committee raised concerns that some current and potential supervisors are unclear regarding their roles and responsibilities in
providing supervision to a trainee and agreed that an informational video would be a helpful resource.

Dr. Horn informed the Board that Carol Falender, PhD, an international expert on supervision and good practices for supervision, is willing to provide input on this subject.

Dr. Harb Sheets also advised that the San Diego campus of Alliant International University recently completed a study on supervisors and supervisees which could provide valuable information. She will obtain documents of results and forward to Dr. Horn.

The Committee discussed what areas should be included in the video including current statutory and regulatory supervision requirements, special circumstances, best practices of supervision, what supervisees wish supervisors would have done, and the economics of the supervisor/supervisee relationship.

Elizabeth Winkelman, PhD, California Psychological Association (CPA), suggested that the video be both for supervisors and supervisees. She also suggested that Frequently Asked Questions (FAQs) on supervision be developed for the video. Dr. Winkelman offered to assist with this project.

The Committee tasked staff to work with Legal Counsel on content for the video and report back at the June Committee meeting for review and discussion. The Committee also intends to reach out to stakeholders for input on the content areas for FAQs and best practices.

The September Committee meeting will be extended to two days, September 12 and 13, 2019. The first day will be utilized to obtain stakeholder input on the FAQs and best practices, which will allow the Committee to rectify and incorporate any input received, during the second day for regular committee business.

Agenda Item #6: Temporary Practice of Psychology in California for Licensed Psychologists who are Licensed in Other States in the U.S. or in Canada: Discuss Business and Professions Code Section 2912

At the October 25, 2018 Committee meeting, Dr. Winkelman asked if the Committee would consider amending Business and Professions Code section 2912 to clarify whether the thirty-day limitation for the temporary practice of psychology in California for psychologists who are licensed in other states or territories in the U.S. or Canada is consecutive or cumulative.

The Committee reviewed draft language provided by Dr. Winkelman. After discussion, the Committee members agreed that the language should specify that the thirty days do not need to be consecutive and that any part of a day is considered as a full day for purposes of this section. The Committee’s changes were implemented as follows:

§ 2912. Temporary practice by licensees of other state or foreign country.

Nothing in this chapter shall be construed to restrict or prevent a person who is licensed as a psychologist at the doctoral level in another state or territory of the United States or
in Canada from offering psychological services in this state for a period not to exceed no more than 30 days in any calendar year. These days do not need to be consecutive, and practice for any part of a day is considered a full day for the purposes of this section.

(Amended by Stats. 2005, Ch. 658, Sec. 4. Effective January 1, 2006.)

It was M(Foo)/S(Phillips)/C to recommend to the Board that it adopt the language to amend section 2912 and seek legislation.

There was no further public comment.

Vote: 4-0 (Aye: Foo, Harb Sheets, Horn, Phillips)

**Agenda Item #7: Licensing Report**

Ms. Cheung reviewed the population of licensees and registrants and the application workload reports.

The Committee accepted the Licensing Report.

There was no public comment.

**Agenda Item #8: Continuing Education and Renewals Report**

Ms. Burns provided continuing education audit and renewal statistics. Ms. Burns and Ms. McCockran reviewed the information with the Committee and answered questions.

Dr. Harb Sheets will write a brief article for an upcoming Journal regarding the benefits of renewing licenses online. Ms. Burns pointed out that on-line renewals are processed quickly whereas paper renewals can take weeks to process. She also cautioned that proof of continuing education must be retained by the licensees for four years.

Ms. Sorrick pointed out that probationers are also being audited.

Ms. Burns provided a detailed review of the entire continuing education audit process including problems found with courses submitted to fulfill the requirements. The members discussed the present process and possible amendments to the process with input from Dr. Winkelman. Ms. Burns and Ms. McCockran provided information and answered members’ questions.

Staff will implement process changes to: (1) provide additional data on the fails so true fails vs. exemption or exceptions fails can be identified, (2) add to the contact letter a question asking if the licensee is a supervisor and whether the licensee is compliant with the six-hour supervision course, (3) monitor for ethics continuing education courses and (4) Ms. Sorrick, Ms. Burns and Ms. McCockran will meet with Sandra Monerrubio, Enforcement Program Manager, regarding enforcement implications if licensees are completely failing the process and work with experts to develop a possible process to address the problem.
Staff clarified that continuing education citations and fines are not confidential and, therefore, are public information. Dr. Winkelman pointed out that it states on the Board’s website that all citations and fines are confidential. It is correct that all citations and fines are confidential with the exception of continuing education citations and fines. This exception will be included on the website.

Dr. Harb Sheets suggested that the Board do more outreach such as distributing information to psychological associations to include in their newsletters. The Committee could approach the Board’s Outreach and Education Committee to solicit suggestions for educating licensees on continuing education.

There was no additional public comment.

**Agenda Item #9: Recommendations for Agenda Items for Future Licensing Committee Meetings**

1. Safeguards if a renewal is not able to be processed
2. Proposed amendments to section 2914 regarding foreign degree evaluations and to allow addition foreign degree evaluators
3. Supervision Videos - Regulations (6/13/19 meeting), Frequently Asked Questions: and Best Practices (9/12-13/19 meeting)
4. Possible grievance process when a discrepancy occurs regarding hours reported by a supervisor on a Verification of Experience form

**CLOSED SESSION**

The Committee met in closed session pursuant to Government Code Section 11126(c)(2) to discuss and consider time-limit extensions at 3:16 p.m.

**RETURN TO OPEN SESSION**

The Committee returned to open session at 4:49 p.m.
ADJOURNMENT

The Committee adjourned at 4:51 p.m.

________________________________________
Committee Chairperson  Date
## MEMORANDUM

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<tr>
<th>DATE</th>
<th>May 6, 2019</th>
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<td>TO</td>
<td>Licensing Committee Members</td>
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| FROM       | Stephanie Cheung  
Licensing Manager |
| SUBJECT    | Agenda Item 4  
Licensed Educational Psychologist (LEP): Presentation by Board of Behavioral Sciences Regarding LEP Functions for Discussion |

### Background:

In an effort to provide the necessary material for the Licensing Committee’s consideration, staff has invited the Board of Behavioral Sciences (BBS) to present information relating to the scope of practice and roles of a Licensed Educational Psychologist (LEP).

Staff would like to thank BBS representatives, Ms. Kim Madsen, Executive Officer, and Ms. Betty Connolly, LEP and Board Chair, for accepting this invitation and their valuable time for the presentation.

### Action Requested:

This item is for informational purposes only. No action is required.
MEMORANDUM

DATE: May 7, 2019

TO: Licensing Committee Members

FROM: Stephanie Cheung
Licensing Manager

SUBJECT: Agenda Item 5
Foreign Degree Evaluation Services: Discuss Possible Amendments to
Business and Professions Code Section 2914

Background:

The National Association of Credential Evaluation Services (NACES) and the National
Register of Health Service Psychologists (NRHSP) presented their foreign degree
evaluation processes at the last Licensing Committee on January 11, 2019.

As tasked by the Committee, staff has provided the following information for the
Committee’s review:
1. Current education evaluation process (see Attachments A and B).
2. Sample foreign degree evaluations (see Attachment C).
3. Proposed amendments to the statutes considering that an evaluation should be based
   on primary source verification, determine if the degree has U.S. and regional
   equivalency, and be submitted directly to the Board by the evaluating agency (see
   Attachment D).

Attachments:

A: Education Evaluation Process: Degree Earned within the U.S. or Canada
B: Foreign Degree Evaluation Process
C: Redacted Evaluation Samples
D1: Proposed Amendments for Business and Professions Code section 2914 (Marked)
D2: Proposed Amendments for Business and Professions Code section 2914 (Unmarked)

Action Requested:

Discuss and review the proposed amendments and approve language as amended. Once
approved, recommend the Board to adopt the language as written and proceed with
seeking legislation.
Education Evaluation Process:
Degree Earned within the U.S. or Canada

Pursuant to Business and Professional Code (BPC) section 2914(b), the Board requires that an applicant possess an earned doctoral degree in psychology, educational psychology or in education with a field of specialization in counseling psychology or educational psychology.

Steps taken when reviewing and processing an official transcript:

1. Review the transcript to ensure that the Board has received an official doctoral transcript directly from the educational institution. If not, request that one be submitted.
2. Review the educational institution’s eligibility, degree earned, major and date awarded/conferred. If degree earned does not reflect PhD, PsyD or EdD, or does not reflect a major outlined in BPC section 2914(b), then advise applicant they do not meet the educational requirements for licensure.
3. Review the academic calendar on the back of the transcript to determine whether the educational institution counts credits on a semester/trimester or quarter basis.
4. Calculate when applicant accrued 48 semester/trimester or 72 quarter units of psychology coursework as required in California Code of Regulations (CCR) section 1387(a)(1) to determine the qualifying date for predoctoral supervised professional experience.
5. Review course titles to determine if any course completed meets requirements of the pre-licensure coursework as outlined in CCR sections 1382, 1823.3, 1382.4, 1382.5 and 1382.6. If course titles do not meet requirements or if not listed, then notify applicant when exam eligibility is sent that they may request their educational institution to submit a course completion letter directly to the Board for review.
Foreign Degree Evaluation Process

Pursuant to Business and Professions Code section 2914(c)(4), the Board requires that an applicant for licensure trained in an educational institution outside the U.S. or Canada demonstrate to the satisfaction of the Board that the applicant possesses a doctorate degree in psychology that is equivalent to a degree earned from a regionally accredited university in the U.S. or Canada.

The applicant must provide the Board with a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) and any other documentation the Board deems necessary.

Steps taken when processing a foreign-educated applicant:

1. Review the evaluation to ensure that the Board has received an original, certified evaluation with an original signature directly from a NACES member. If not, advise the applicant of the requirements of section 2914(c)(4), provide the link to NACES’ website for a list of its members and request that the evaluation be submitted to the Board directly from the NACES member.
2. Review the evaluation to ascertain that it is done by a NACES member certifying that the applicant possesses a doctoral degree in psychology equivalent to a degree earned from a regionally accredited university in the U.S. or Canada.
3. If the evaluation meets the Board’s educational requirements, continue processing the application.
4. If the evaluation does not meet the educational requirements, advise the applicant that the evaluation is not acceptable and therefore, the applicant does not meet the educational requirements for licensure.
Agenda Item 5
Foreign Degree Evaluation Services: Discuss Possible Amendments to Business and Professions Code Section 2914

Attachment C: Redacted Evaluation Samples

A hardcopy of Attachment C will be made available at the meeting or upon request. Requests may be emailed to BOPLicensing@dca.ca.gov.
Each applicant for licensure shall comply with all of the following requirements:

(a) Is not subject to denial of licensure under Division 1.5 (commencing with Section 475).

(b) Possess an earned doctorate degree (1) in psychology, (2) in educational psychology, or (3) in education with the field of specialization in counseling psychology or educational psychology. Except as provided in subdivision (h), this degree or training shall be obtained from an accredited university, college, or professional school. The board shall make the final determination as to whether a degree meets the requirements of this section.

(c) (1) On or after January 1, 2020, possess an earned doctorate degree in psychology, in educational psychology, or in education with the field of specialization in counseling psychology or educational psychology from a college or institution of higher education that is accredited by a regional accrediting agency recognized by the United States Department of Education. Until January 1, 2020, the board may accept an applicant who possesses a doctorate degree in psychology, educational psychology, or in education with the field of specialization in counseling psychology or educational psychology from an institution that is not accredited by an accrediting agency recognized by the United States Department of Education, but is approved to operate in this state by the Bureau for Private Postsecondary Education.

(2) Paragraph (1) does not apply to any student who was enrolled in a doctoral program in psychology, educational psychology, or in education with the field of specialization in counseling psychology or educational psychology at a nationally accredited or approved institution as of December 31, 2016.

(3) No educational institution shall be denied recognition as an accredited academic institution solely because its program is not accredited by any professional organization of psychologists, and nothing in this chapter or in the administration of this chapter shall require the registration with the board by educational institutions of their departments of psychology or their doctoral programs in psychology.

(4) An applicant for licensure trained in an educational institution outside the United States or Canada shall demonstrate to the satisfaction of the board that he or she possesses a doctorate degree in psychology that is equivalent to a degree earned from a regionally accredited university in the United States or Canada. These applicants shall provide the board with a comprehensive evaluation of the degree performed shall be evaluated by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), or by the National Register of Health Services Psychologists (NRHSP). The evaluation shall:

i) Provide a transcript of the degree used to qualify for licensure in English

ii) Indicate that the degree used to qualify for licensure is verified using primary sources;

iii) Determine that the degree is equivalent to a degree that qualifies for licensure pursuant to subsections (b) and (c)(1) through (3); and
iv) Be submitted directly to the board by a member of the NACES or NRHSP.
The applicant shall provide any other documentation the board deems necessary.

(d) (1) Have engaged for at least two years in supervised professional experience under
the direction of a licensed psychologist, the specific requirements of which shall be
defined by the board in its regulations, or under suitable alternative supervision as
determined by the board in regulations duly adopted under this chapter, at least one
year of which shall be after being awarded the doctorate in psychology. The supervisor
shall submit verification of the experience required by this subdivision to the trainee in a
manner prescribed by the board. If the supervising licensed psychologist fails to provide
verification to the trainee in a timely manner, the board may establish alternative
procedures for obtaining the necessary documentation. Absent good cause, the failure
of a supervising licensed psychologist to provide the verification to the board upon
request shall constitute unprofessional conduct.

(2) The board shall establish qualifications by regulation for supervising psychologists.

(e) Take and pass the examination required by Section 2941 unless otherwise
exempted by the board under this chapter.

(f) Show by evidence satisfactory to the board that he or she has completed training in
the detection and treatment of alcohol and other chemical substance dependency. This
requirement applies only to applicants who matriculate on or after September 1, 1985.

(g) (1) Show by evidence satisfactory to the board that he or she has completed
coursework in spousal or partner abuse assessment, detection, and intervention. This
requirement applies to applicants who began graduate training during the period

(2) An applicant who began graduate training on or after January 1, 2004, shall show by
evidence satisfactory to the board that he or she has completed a minimum of 15
contact hours of coursework in spousal or partner abuse assessment, detection, and
intervention strategies, including knowledge of community resources, cultural factors,
and same gender abuse dynamics. An applicant may request an exemption from this
requirement if he or she intends to practice in an area that does not include the direct
provision of mental health services.

(3) Coursework required under this subdivision may be satisfactory if taken either in
fulfillment of other educational requirements for licensure or in a separate course. This
requirement for coursework shall be satisfied by, and the board shall accept in
satisfaction of the requirement, a certification from the chief academic officer of the
educational institution from which the applicant graduated that the required coursework
is included within the institution’s required curriculum for graduation.
(h) Until January 1, 2020, an applicant holding a doctoral degree in psychology from an approved institution is deemed to meet the requirements of this section if both of the following are true:

1. The approved institution offered a doctoral degree in psychology designed to prepare students for a license to practice psychology and was approved by the former Bureau for Private Postsecondary and Vocational Education on or before July 1, 1999.
2. The approved institution has not, since July 1, 1999, had a new location, as described in Section 94823.5 of the Education Code.

(Amended by Stats. 2016, Ch. 484, Sec. 3. (SB 1193) Effective January 1, 2017.)
Each applicant for licensure shall comply with all of the following requirements:

(a) Is not subject to denial of licensure under Division 1.5 (commencing with Section 475).

(b) Possess an earned doctorate degree (1) in psychology, (2) in educational psychology, or (3) in education with the field of specialization in counseling psychology or educational psychology. Except as provided in subdivision (h), this degree or training shall be obtained from an accredited university, college, or professional school. The board shall make the final determination as to whether a degree meets the requirements of this section.

(c) (1) On or after January 1, 2020, possess an earned doctorate degree in psychology, in educational psychology, or in education with the field of specialization in counseling psychology or educational psychology from a college or institution of higher education that is accredited by a regional accrediting agency recognized by the United States Department of Education. Until January 1, 2020, the board may accept an applicant who possesses a doctorate degree in psychology, educational psychology, or in education with the field of specialization in counseling psychology or educational psychology from an institution that is not accredited by an accrediting agency recognized by the United States Department of Education, but is approved to operate in this state by the Bureau for Private Postsecondary Education.

(2) Paragraph (1) does not apply to any student who was enrolled in a doctoral program in psychology, educational psychology, or in education with the field of specialization in counseling psychology or educational psychology at a nationally accredited or approved institution as of December 31, 2016.

(3) No educational institution shall be denied recognition as an accredited academic institution solely because its program is not accredited by any professional organization of psychologists, and nothing in this chapter or in the administration of this chapter shall require the registration with the board by educational institutions of their departments of psychology or their doctoral programs in psychology.

(4) An applicant for licensure trained in an educational institution outside the United States or Canada shall demonstrate to the satisfaction of the board that he or she possesses a doctorate degree in psychology that is equivalent to a degree earned from a regionally accredited university in the United States or Canada. The degree shall be evaluated by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), or by the National Register of Health Services Psychologists (NRHSP). The evaluation shall:

i) Provide a transcript of the degree used to qualify for licensure in English

ii) Indicate that the degree used to qualify for licensure is verified using primary sources;

iii) Determine that the degree is equivalent to a degree that qualifies for licensure pursuant to subsections (b) and (c)(1) through (3); and

iv) Be submitted directly to the board by a member of the NACES or NRHSP.
The applicant shall provide any other documentation the board deems necessary.

(d) (1) Have engaged for at least two years in supervised professional experience under the direction of a licensed psychologist, the specific requirements of which shall be defined by the board in its regulations, or under suitable alternative supervision as determined by the board in regulations duly adopted under this chapter, at least one year of which shall be after being awarded the doctorate in psychology. The supervisor shall submit verification of the experience required by this subdivision to the trainee in a manner prescribed by the board. If the supervising licensed psychologist fails to provide verification to the trainee in a timely manner, the board may establish alternative procedures for obtaining the necessary documentation. Absent good cause, the failure of a supervising licensed psychologist to provide the verification to the board upon request shall constitute unprofessional conduct.

(2) The board shall establish qualifications by regulation for supervising psychologists.

(e) Take and pass the examination required by Section 2941 unless otherwise exempted by the board under this chapter.

(f) Show by evidence satisfactory to the board that he or she has completed training in the detection and treatment of alcohol and other chemical substance dependency. This requirement applies only to applicants who matriculate on or after September 1, 1985.

(g) (1) Show by evidence satisfactory to the board that he or she has completed coursework in spousal or partner abuse assessment, detection, and intervention. This requirement applies to applicants who began graduate training during the period commencing on January 1, 1995, and ending on December 31, 2003.

(2) An applicant who began graduate training on or after January 1, 2004, shall show by evidence satisfactory to the board that he or she has completed a minimum of 15 contact hours of coursework in spousal or partner abuse assessment, detection, and intervention strategies, including knowledge of community resources, cultural factors, and same gender abuse dynamics. An applicant may request an exemption from this requirement if he or she intends to practice in an area that does not include the direct provision of mental health services.

(3) Coursework required under this subdivision may be satisfactory if taken either in fulfillment of other educational requirements for licensure or in a separate course. This requirement for coursework shall be satisfied by, and the board shall accept in satisfaction of the requirement, a certification from the chief academic officer of the educational institution from which the applicant graduated that the required coursework is included within the institution’s required curriculum for graduation.

(h) Until January 1, 2020, an applicant holding a doctoral degree in psychology from an approved institution is deemed to meet the requirements of this section if both of the following are true:
(1) The approved institution offered a doctoral degree in psychology designed to prepare students for a license to practice psychology and was approved by the former Bureau for Private Postsecondary and Vocational Education on or before July 1, 1999.

(2) The approved institution has not, since July 1, 1999, had a new location, as described in Section 94823.5 of the Education Code.

(Amended by Stats. 2016, Ch. 484, Sec. 3. (SB 1193) Effective January 1, 2017.)
DATE | May 7, 2019
---|---
TO | Licensing Committee Members
FROM | Mai Xiong
Licensing and BreEZe Coordinator
SUBJECT | Agenda Item 6(a)
Laws and Regulations Informational Video for Supervisors: Discussion and Recommendations for Content to be Included in the Video

Background:

At the October 25, 2018 Licensing Committee meeting, the Committee raised concerns that some current or potential supervisors are unclear about their roles and responsibilities in providing supervision to a trainee. The Committee agreed that an informational video would be an additional resource for current supervisors and may be used as a guiding tool to prepare a licensee who will assume the role as a supervisor in future.

During the following Committee meeting on January 11, 2019, the Committee suggested for Board staff to work with legal staff on the content for the video(s) on legal requirements and report it to the Committee for review and discussion. Subsequently, staff have met to discuss and propose pertinent content areas for the laws and regulations informational video(s).

Attachments:

A: Draft content areas for laws and regulations informational video(s)
B: Draft content areas for laws and regulations informational video(s) flowchart

Action Requested:

Review and discuss the draft content areas for the laws and regulations informational video(s). Provide recommendation on the development of the informational video(s) as necessary.
Content Areas for Laws and Regulations Informational Videos

Business and Professions Code (BPC):

§2903 – Definition of Practice of Psychology
1. Define practice of psychology and psychotherapy

§2909.5 – Provisions to Allow Registered Psychologist to Practice Psychology

§2910 – Exempt Settings
1. Criteria to practice psychology by certain salaried employees of academic institutions, public schools, or governmental agencies.
2. Time limitation for employed individuals working at an exempt setting.

§2911 – Internships for Graduate Student or Psychological Interns
1. Training programs overseen by the American Psychological Association (APA), the Association of Psychology Postdoctoral and Internship Centers (APPIC), or the California Psychology Internship Council (CAPIC).

§2913 – Services by Psychological Assistants
1. Provisions to allow psychological assistant to practice psychology

§2914 – Applicant Requirements
1. Possess a doctorate degree
   a. Qualify degrees: psychology, educational psychology, or education with the field of specialization in counseling psychology or education psychology.
   b. On or after January 1, 2020, doctorate degree must be obtained from an institution that is accredited by a regional accrediting agency recognized by the United States Department of Education.
2. Requirements for applicants who are from outside of the United States or Canada.
3. Accrued at least 3000 supervised professional experience (SPE) hours, of which 1500 must be accrued after being awarded the doctorate in psychology.
4. Pass the required examinations
   a. Examination for Professional Practice in Psychology (EPPP)
   b. California Psychology Laws and Ethics Examination (CPLEE)
5. Completed the required trainings and coursework

California Code of Regulations (CCR):

§1381.1 – Withdrawal of Applications (Licensure)

§§1382, 1382.3, 1382.4, 1382.5, and 1382.6 – Coursework
1. Human Sexuality Training - CCR §1382; BPC §25
2. Substance Abuse Detection and Treatment - CCR §1382.3; BPC §2914(f)
3. Child Abuse Assessment - CCR §1382.4; BPC §28
4. Spousal or Partner Abuse, Assessment, Detection, and Intervention - CCR §1382.5; BPC §2914(g)
5. Aging and Long-Term Care Training - CCR §1382.6; BPC §2915.5
6. Suicide Prevention and Assessment Training (Effective January 1, 2020)

§1387 – Supervised Professional Experience (SPE)
1. Requirements for SPE
   a. Different settings where SPE can be accrued
   b. Must complete the Supervision Agreement Form with an approved supervision plan prior to accruing SPE
2. Specific time limitation for accruing predoctoral and postdoctoral SPE
3. Must have supervision for 10% of the total time worked each week
4. A maximum of 44 hours of SPE per week can be accredited
5. Supervision that involves monetary payment from the psychological assistant cannot be counted for SPE
6. Provide an overview of delegated supervision requirements

§1387.1 – Qualifications and responsibilities of Primary Supervisor
1. Requirements to qualify as a supervisor
2. Supervisors’ roles and responsibilities - CCR §1387.1(b) through (n)
3. Board-certified psychiatrist may be primary supervisor but only a maximum of 750 hours of experience can be counted toward the required 3000 SPE

§1387.2 – Qualifications and Responsibilities of Delegated Supervisors

§1387.3 – Alternate Plan for Supervised Professional Experience in Non-Mental Health Services
1. Requirements for non-mental health SPE

§1387.5 – SPE Log
1. Trainee should maintain a written weekly log of accrued SPE toward licensure
2. The log should be available upon request from the Board

§1388.6 – Waiver of Examination
1. Certificate of Professional Qualification (CPQ) - CCR §1388.6(c)
2. Health Service Provider in Psychology by the National Register of Health Service Providers in Psychology (NRHSPPP) - CCR §1388.6(d)
3. American Board of Professional Psychology (ABPP) - CCR §1388.6(e)
4. Applicant who has an examination waiver are still required to complete all licensing requirements and take and pass the CPLEE.
1. §1390.3 – Requirements for Registered Psychologists
   Provide psychological services under supervision at a non-profit community agency that received at least 25% of its funding from a governmental source
2. The registration period is for a period of 30 months from the date of issuance and cannot be renewed and the registrant cannot re-register as a registered psychologist to the same agency

§1390.2 and §1391.2 – Withdrawal of Applications (Registrations)
1. Application for psychological assistant registration which are not completed within 90 days after additional information has been requested will be withdrawn.

§1391.1 – Limitation of Registration Period (72 months)
1. A psychological assistant registration is limited to a cumulative total of six years / 72 months.
2. Psychological assistant may request for an extension if the psychological assistant exceeds the 72-month limitation to his/her registration.

§1391.5 – Supervision Requirements
1. Supervisors are required to provide a minimum of one hour per week of individual supervision to the psychological assistant.

§1391.6 – Supervisor’s Responsibility

Welfare and Institutions Code (WIC):

WIC §5751.2 / §1387(2)(e) – Department of Mental Health (DMH) Waiver
1. Registration with the Board is not required if an individual possesses a DMH waiver
Content Areas for Laws and Regulations Informational Video for Supervisor Flowchart

**BPC §2903**
Define practice of psychology and psychotherapy

The different pathways for an individual to perform psychological services or to gain supervised professional experience

**BPC §2913**
Registered Psychological Assistants (PSB)

**BPC §2910**
Exempt Settings

**WIC §5751.2; CCR §1387(2)(e)**
Department of Mental Health Waiver

**BPC §2911**
Formal Internships/Post-doctoral Training Program for Graduate Student or Psychological Intern

**BPC §2909.5**
Registered Psychologists (RPS)

Regulations pertaining to supervisors’ qualifications and responsibilities

**CCR §1387.1**
Qualifications and Responsibilities of Primary Supervisors

**CCR §1387.2**
Qualifications and Responsibilities of Delegated Supervisors

**CCR §1391.6**
Supervisor’s Responsibility for PSB

**CCR §1390.3**
Supervisors’ Responsibilities for RPS

Regulations pertaining to supervised professional experience (SPE)

**CCR §1387**
SPE

**CCR §1387.3**
Alternate Plan for SPE in Non-mental Health Services

**CCR §1387.5**
SPE Log

Regulations pertaining to PSB

**CCR §1391.5**
Supervision Requirements

**CCR §1391.1**
Limitation of Registration Period

**CCR §1391.2**
Withdrawal of Applications (Registration)

Regulations pertaining to RPS

**CCR §1390.2**
Withdrawal of Applications (Registration)

Regulations pertaining to licensure applications

**BPC §2914**
Applicant Requirements

**CCR §§1382, 1382.3, 1382.4, 1382.5, 1382.6**
Coursework

**CCR §1388.6**
Waiver of Examination

**CCR §1381.1**
Withdrawal of Applications (Licensure)

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BPC – Business and Professions Code  
WIC – Welfare and Institutions Code  
CCR – California Code of Regulations
MEMORANDUM

DATE | May 7, 2019
---|---
TO | Licensing Committee Members
FROM | Mai Xiong
| Licensing and BreEZe Coordinator
SUBJECT | Agenda Item 6(b)
| Frequently Asked Questions (FAQs) Informational Video: Review and Discuss Current FAQs Document

Background:

At the January 11, 2019 Licensing Committee meeting, the Committee discussed the various informational video contents to aid supervisors or potential supervisors of their role as a supervisor. Dr. Elizabeth Winkelman from the California Psychological Association (CPA) suggested that it would be beneficial to develop informational videos directed toward both supervisors and trainees. She also suggested that there should be an informational video developed to cover FAQs on supervision.

The Committee intends to reach out to stakeholders for input on the content areas for FAQs and best practices. The September Licensing Committee meeting will be extended to two days, September 12 and 13, 2019. The first day will utilized to obtain stakeholder input on the FAQs and best practices which will allow the Committee to rectify and incorporate any input received during the second day which will cover the regular committee agenda items.

Staff met to discuss the development of the informational video(s) and is providing preliminary information to the Committee of an existing psychological assistant FAQs document that is available on the Board’s website.

Attachment:

A: Psychological Assistant Registration FAQs

Action Requested:

This item is for informational purposes only. No action is required.
APPLICATION

1. Who can apply to be registered as a psychological assistant?

   Answer: Any person who meets the requirements of section 2913 of the Business and Professions Code (B&P) may apply to be registered as a psychological assistant using application form PSB 100 (rev. 10/16).

2. How long can a psychological assistant hold a registration?

   Answer: A registration is limited to a cumulative total of six-years (72-months). [Title 16, California Code of Regulations (CCR) § 1391.1(b)]

   PLEASE NOTE: Unless the registration is cancelled, the registration period will continue to count towards the 72-month limit.

3. How do I cancel my registration?

   Answer: To cancel a registration, email the Board at BOPlicensing@dca.ca.gov with the following information:

   - Name and registration number of psychological assistant
   - Effective date of cancellation
   - Name and license number of primary supervisor(s)

4. Who is responsible for notifying the Board of an addition or deletion of a primary supervisor?

   Answer: The psychological assistant is responsible to complete and submit the "Notification to Add or Change Supervisor or Service Location for a Psychological Assistant" form PSB 101 (rev. 11/16). The form must be completed and signed by both the psychological assistant and new primary supervisor. There is no fee to add or change a supervisor.

   PLEASE NOTE: It is considered unlicensed practice if the psychological assistant begins providing services before receiving approval from the Board.

   If the psychological assistant is accruing supervised professional experience for psychology licensure, a new supervision agreement and plan must be completed and signed by the psychological assistant and new primary supervisor prior to the commencement of the supervised professional experience.

5. Does the Board charge a fee to change a primary supervisor or service location?

   Answer: No.
6. **What address should be listed with the Board as the Address of Record?**

   Answer: A psychological assistant must provide a valid address as the Address of Record (AOR) to the Board for all correspondence (e.g., renewal applications, updates, etc.). The AOR is public information and is available to anyone who asks over the phone, in writing, or via the Board's website. If the AOR is a PO Box, or a mail drop location, the psychological assistant is required to provide a confidential physical business or residential address which will not be made available to the public [16 CCR § 1380.5]. Any address change must be reported within 30 days to the Board.

7. **Is an applicant required to provide an email address to the Board?**

   Answer: A psychological assistant must provide a valid email address to the Board for all correspondence pursuant to 16 CCR § 1380.5(b). An applicant's email address is not public information. Any address change must be reported within 30 days to the Board [16 CCR § 1380.5(c)].

8. **What is the fee for the psychological assistant application?**

   Answer: The application fee for registration as a psychological assistant is $40.00. [16 CCR §1392.1(a)]

### PRIMARY AND DELEGATED SUPERVISORS

9. **Who can serve as the primary supervisor of a psychological assistant?**

   Answer: Only licensed psychologists and board-certified psychiatrists can serve as the primary supervisor of a psychological assistant. [16 CCR § 1391.5(a)]

10. **Must the primary supervisor complete a six-hour course in supervision?**

    Answer: A licensed psychologist must complete a six-hour course in supervision every two years to qualify to supervise a psychological assistant. A board-certified psychiatrist is not required to complete this course. [16 CCR § 1387.1(b)]

11. **Whose responsibility is it to notify patients, prior to the rendering of psychological services by a psychological assistant that the assistant is unlicensed and is under the direction and supervision of a licensed psychologist?**

    Answer: The primary supervisor shall inform each client or patient, prior to the rendering of services by the psychological assistant that the assistant is unlicensed and is under the direction and supervision of the supervisor. [16 CCR § 1391.6(b)]
12. Does the primary supervisor have to be employed in the same setting that the psychological assistant is employed?

Answer: Yes. A psychological assistant must be under the direction and supervision of a licensed psychologist or board-certified psychiatrist who is employed in the same setting as the psychological assistant. [16 CCR § 1391.5(a)]

13. What percentage of time must the supervisor be available when the psychological assistant is rendering professional services?

Answer: The supervisor must be available to the assistant 100% of the time the assistant is rendering professional services. The availability can be in-person, by telephone, by pager or by other appropriate technology. [16 CCR § 1391.6(c)]

14. What is the maximum number of psychological assistants that can be supervised by a licensed psychologist or board-certified psychiatrist at any given time?

Answer: Both licensed psychologist and board-certified psychiatrist can supervise no more than three (3) psychological assistants at any given time. [B&P section 2913(c)(2)]

SUPERVISED PROFESSIONAL EXPERIENCE (SPE)

15. Is a supervision agreement form required?

Answer: A supervision agreement form is required if it is the intention of the psychological assistant to count the hours worked as a psychological assistant as SPE toward the psychology licensure requirements. The Board also recommends that a supervision agreement form be completed even if the hours are not being accrued towards licensure. [16 CCR § 1387(b)(10)].

16. Is a psychological assistant who is accruing hours of supervised professional experience required to keep a written log to document the hours of supervised experience?

Answer: Yes. All psychological assistants must maintain a written, weekly log of all hours of supervised professional experience gained toward licensure that meets the requirements of 16 CCR § 1387.5.

17. How many hours of supervised professional experience can be credited toward the SPE required for licensure?

Answer: A maximum of forty-four (44) hours per week can be credited toward meeting the supervised professional experience requirements. This includes the required 10% supervision. [16 CCR § 1387(b)(5)]
18. What is the minimum amount of direct, individual, face-to-face supervision that must be provided by the supervisor to a psychological assistant?

Answer: The supervisor must provide a minimum of one (1) hour per week of direct, individual, face-to-face supervision to the psychological assistant. However, the psychological assistant must be provided with supervision for 10% of the total time worked each week in order for the hours to meet the licensing requirements. [16 CCR § 1387(b)(4) and 1391.5(b)]

19. Can a psychological assistant be supervised by a family member or business associate?

Answer: No. Primary supervisors cannot have any familial, intimate, business or other relationship with the psychological assistant. [16 CCR § 1387.1(j)]

LAW AND ETHICS

20. Can a psychological assistant rent office space?

Answer: No. Psychological assistants cannot rent, lease, sublease, or lease-purchase office space from the supervisor, employer or any entity for the purposes of functioning as a psychological assistant. [16 CCR § 1391.8(c)]

21. Can a psychological assistant provide psychological services prior to being registered by the Board?

Answer: No. The unlicensed/unregistered practice of psychology is prohibited. A registration is not valid until approved and issued by the Board [B&P section 2913]

22. Is it acceptable to supervise a psychological assistant who is a current or former client?

Answer: No. A primary supervisor cannot supervise a psychological assistant who is, or has been, a psychotherapy client of the supervisor. [16 CCR § 1387.1(k)]

23. Can a psychological assistant pay a fee for supervision?

Answer: No. A psychological assistant cannot pay a fee, monetary or otherwise, for supervision. [16 CCR § 1391.8(a)]

24. Can a psychological assistant be required to supply provisions necessary to practice?

Answer: No. The supervisor must supply all provisions necessary to function as a psych assistant [16 CCR § 1391.8(a)]
25. Can a psychological assistant advertise or have a website?

Answer: No. A psychological assistant is not licensed to practice independently. The supervisor can list the psychological assistant on advertisements and/or websites as long as it is clear that the person is registered as a psychological assistant, provides the registration number, and the name and license number of the supervisor. [16 CCR § 1396.4 and § 1397]

26. When does a psychological assistant registration become delinquent?

Answer: If a registration is not renewed by the expiration date, it becomes delinquent the following day. [16 CCR § 1391.12(b)]
A registration that is not renewed within 60 days after its expiration date becomes cancelled and a new application for registration must be submitted. [16 CCR § 1391.12(e)]

PLEASE NOTE: Providing psychological services while the registration is delinquent or cancelled is unlicensed/unregistered practice of psychology. [B&P section 2913]

27. Can a psychological assistant practice while his/her registration is expired or delinquent?

Answer: No. A registration that is not renewed by its expiration date is delinquent. Practicing with a delinquent or an expired registration is prohibited and considered the unlicensed practice of psychology. [16 CCR § 1391.12(c)]

28. What kind of information must be reported to the Board on an annual basis by the psychological assistant’s supervisor?

Answer: Every supervisor of a psychological assistant must submit to the Board an update that is completed by the supervisor and signed by both the supervisor and the psychological assistant.

The update must be submitted on or before the expiration of the registration for the preceding calendar year showing:

- Name and license number of all primary supervisors
- Address of all locations where psychological services are currently being provided
- The location, type, extent and amount of supervision
- An attestation from all current primary supervisors that the psychological assistant has demonstrated an overall performance at or above the level of competence expected for his or her level of education, training and experience.
Psychological Assistant Registration FAQ’s

This information is required to be reported on the registration renewal form. [16 CCR § 1391.10]
# Agenda Item 7
Discussion and Consideration for Grievance Process: How to Resolve a Discrepancy between Weekly Log and Verification of Experience

## Background:

At the January 11, 2019 Licensing Committee meeting, a trainee questioned the policy of the Board regarding considering weekly logs if there is a discrepancy on the hours reported by the primary supervisor on the Verification of Experience form. The trainee also asked if the Committee would consider any grievance process when such a discrepancy occurs.

California Code of Regulations (CCR), section 1387(b)(11), provides:

> (11) Once the SPE outlined in the agreement has been completed, the primary supervisor shall submit to the supervisee both the agreement, unless previously submitted to the Board pursuant to Section 1387(b)(10), and a verification of experience form signed by the primary supervisor under penalty of perjury, in a sealed envelope, signed across the seal for submission to the Board by the supervisee along with his or her application. The verification shall certify to completion of the hours consistent with the terms of the agreement. The supervisor must indicate, in his or her best professional judgment, whether the supervisee demonstrated an overall performance at or above the level of competence expected for the supervisee's level of education, training and experience. When SPE is accrued in a formal pre-doctoral internship or postdoctoral training program, the program's training director shall be authorized to perform the verification and rating duties of the primary supervisor provided that the internship training director is a licensed psychologist who possesses a valid, active license free of any disciplinary action.

If the SPE is not consistent with the terms of the agreement, or if the supervisee did not demonstrate an overall performance at or above the level of competence expected for the supervisee's level of education, training and experience, then the hours accrued will not count toward the licensure requirements.
Pursuant to CCR section 1387(b)(11), the Board is unable to accept hours of supervised professional experience (SPE) toward licensure requirements when the primary supervisor states on the Verification of Experience form that the trainee did not demonstrate an overall performance at or above the level of competence expected. The SPE weekly log is required to be maintained by the trainee and provided to the Board upon request pursuant to CCR section 1387.5; however, it is not required as part of the licensure application.

**Attachments:**

A: California Code of Regulations, Title 16, Sections 1387 and 1387.5  
B: Business and Professions Code Section 2914.  
C: Business and Professions Code Section 2914 – Prior version

**Action Requested:**

Discuss and provide policy guidance on how to resolve a discrepancy between weekly supervision logs and Verification of Experience forms.
§ 1387. Supervised Professional Experience.

This section applies to all trainees, pre- or post-doctoral, who intend for hours of supervised professional experience (SPE) to count toward meeting the licensing requirement stated in section 2914(c) of the Business and Professions Code. Those trainees accruing hours of supervised experience in areas of psychology that do not include direct mental health services should refer to section 1387.3 for information on establishing an alternate plan for SPE.

SPE is defined as an organized program that consists of a planned, structured and administered sequence of professionally supervised comprehensive clinical training experiences. SPE shall have a logical training sequence that builds upon the skills and competencies of trainees to prepare them for the independent practice of psychology once they become licensed.

SPE shall include socialization into the profession of psychology and shall be augmented by integrated modalities including mentoring, didactic exposure, role-modeling, enactment, observational/vicarious learning, and consultative guidance.

SPE shall include activities which address the integration of psychological concepts and current and evolving scientific knowledge, principles, and theories to the professional delivery of psychological services to the consumer public.

SPE shall include only the time spent by the trainee engaged in psychological activities that directly serve to prepare the trainee for the independent practice of psychology once licensed. SPE shall not include custodial tasks such as filing, transcribing or other clerical duties.

The term “trainee” as used in these regulations means a psychology trainee working under one of the conditions listed in subsections (a)(1) and (a)(2) of this section.

(a) Pursuant to section 2914(c) of the code, two years of qualifying SPE shall be completed and documented prior to licensure. One year of SPE shall be defined as 1500 hours. At least one year of SPE shall be completed postdoctorally. Each year of SPE shall be completed within a thirty (30) consecutive month period. If both years of SPE (3000 hours) are completed postdoctorally, they shall be completed within a sixty (60) month period. Upon showing of good cause as determined by the board, these specified time limitations may be reasonably modified.

(1) Predoctoral SPE: Up to 1500 hours of SPE may be accrued predoctorally but only after completion of 48 semester/trimester or 72 quarter units of graduate coursework in psychology not including thesis, internship or dissertation. Predoctoral SPE may be accrued only as follows:

(A) In a formal internship placement pursuant to section 2911 of the code, which is accredited by the American Psychological Association (APA), or which is a member
of the Association of Psychology Postdoctoral and Internship Centers (APPIC) or
the California Psychology Internship Council (CAPIC) and registration with the
board is not required. A formal internship placement that actually began prior to
January 1, 2007 that meets the membership requirements of, but is not a member
of, APPIC or CAPIC will satisfy the requirements of this section; or

(B) As an employee of an exempt setting pursuant to section 2910 of the code and
registration with the board is not required; or

(C) As a psychological assistant pursuant to section 2913 of the code and
registration with the board prior to commencing work is required; or

(D) Pursuant to a Department of Mental Health Waiver (5751.2 Welfare and
Institutions Code) for which registration with the board is not required.

(2) Postdoctoral SPE: At least 1500 hours of SPE shall be accrued postdoctorally.
“Postdoctorally” means after the date certified as “meeting all the requirements for
the doctoral degree” by the Registrar or Dean of the educational institution, or by
the Director of Training of the doctoral program. Postdoctoral SPE may be accrued
only as follows:

(A) For postdoctoral SPE accrued on or after January 1, 2006, in a formal
postdoctoral training program pursuant to section 2911 of the code, which is
accredited by the American Psychological Association (APA), or which is a member
of the Association of Psychology Postdoctoral and Internship Centers (APPIC) or
the California Psychology Internship Council (CAPIC) and registration with the
board is not required; or

(B) As a registered psychologist pursuant to section 2909(d) of the code and
registration with the board prior to commencing work is required; or

(C) As an employee of an exempt setting pursuant to section 2910 of the code and
registration with the board is not required; or

(D) As a psychological assistant pursuant to section 2913 of the code and
registration with the board prior to commencing work is required; or

(E) Pursuant to a Department of Mental Health Waiver (5751.2 Welfare and
Institutions Code) for which registration with the board is not required.

(b) Supervision Requirements:

(1) Primary supervisors shall meet the requirements set forth in section 1387.1.

(2) Delegated supervisors shall meet the requirements set forth in section 1387.2.
(3) Trainees shall have no proprietary interest in the business of the primary or delegated supervisor(s) and shall not serve in any capacity which would hold influence over the primary or delegated supervisor(s)' judgment in providing supervision.

(4) Trainees shall be provided with supervision for 10% of the total time worked each week. At least one hour per week shall be face-to-face, direct, individual supervision with the primary supervisor.

(5) A maximum of forty four (44) hours per week will be credited toward meeting the SPE requirement. This shall include the required 10% supervision.

(6) The primary supervisor shall be employed by the same work setting as the trainee and be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in-person, by telephone, by pager or by other appropriate technology.

(7) Primary supervisors shall ensure that a plan is in place to protect the patient/client in the event a patient/client crisis or emergency occurs during any time the supervisor is not physically present at the established site at which the trainee is working. The primary supervisor shall ensure that the trainee thoroughly understands the plan in the event of a crisis/emergency.

(8) SPE shall not be obtained from supervisors who have received payment, monetary or otherwise, from the trainee for the purpose of providing such supervision.

(9) SPE gained while the trainee is functioning under another mental health license shall not be credited toward meeting the requirements for the psychologist's license.

(10) Prior to the start of the experience, the primary supervisor and the supervisee shall together prepare an agreement that outlines the structure and sequence of the planned program of supervision to accomplish the goals and objectives of the experience. Hours accrued prior to preparing such an agreement results in those hours not counting toward the licensure requirements. The original agreement shall accompany the application for registration, if any, and identify at least the following:

• Name, license number and signature of primary supervisor;
• Name and signature of supervisee;
• Statutory authority under which the supervisee will function;
• Start date of the experience and the anticipated completion date;
• Duties to be performed in a sequential structured plan as defined in this section;
• Address of the locations at which the duties will be performed;
• Goals and objectives of the plan for SPE, including how socialization into the profession will be achieved; and
• How and when the supervisor will provide periodic assessments and feedback to the supervisee as to whether or not he or she is performing as expected.
Additionally, the agreement shall reflect that both supervisor and supervisee have discussed and understand each term of SPE as required by the California Code of Regulations.

(11) Once the SPE outlined in the agreement has been completed, the primary supervisor shall submit to the supervisee both the agreement, unless previously submitted to the Board pursuant to Section 1387(b)(10), and a verification of experience form signed by the primary supervisor under penalty of perjury, in a sealed envelope, signed across the seal for submission to the Board by the supervisee along with his or her application. The verification shall certify to completion of the hours consistent with the terms of the agreement. The supervisor must indicate, in his or her best professional judgment, whether the supervisee demonstrated an overall performance at or above the level of competence expected for the supervisee’s level of education, training and experience. When SPE is accrued in a formal pre-doctoral internship or postdoctoral training program, the program’s training director shall be authorized to perform the verification and rating duties of the primary supervisor provided that the internship training director is a licensed psychologist who possesses a valid, active license free of any disciplinary action.

If the SPE is not consistent with the terms of the agreement, or if the supervisee did not demonstrate an overall performance at or above the level of competence expected for the supervisee’s level of education, training and experience, then the hours accrued will not count toward the licensure requirements.

(c) Delegated Supervision Requirements:

(1) Except as provided in section 1391.5, which regulates the supervision of psychological assistants, primary supervisors may delegate supervision to other qualified psychologists or to other qualified mental health professionals including licensed marriage and family therapists, licensed educational psychologists, licensed clinical social workers and board certified psychiatrists.

(2) The primary supervisor remains responsible for providing the minimum one hour per week of direct, individual face-to-face supervision.

(3) The primary supervisor remains responsible for ensuring compliance with this section.

§ 1387.5. SPE Log.

(a) The trainee shall maintain a written weekly log of all hours of SPE earned toward licensure. The log shall contain a weekly accounting of the following information and shall be made available to the Board upon request:

   (1) The specific work setting in which the SPE took place.

   (2) The specific dates for which the log is being completed.

   (3) The number of hours worked during the week.

   (4) The number of hours of supervision received during the week.

   (5) An indication of whether the supervision was direct, individual, face-to-face, group, or other (specifically listing each activity).

   (6) An indication of whether the SPE performed that week was satisfactory.

(b) This log must also contain the following information:

   (1) The trainee's legibly printed name, signature and date signed.

   (2) The primary supervisor's legibly printed name, signature, license type and number, and date signed.

   (3) Any delegated supervisors' legibly printed name, license type and number, and date signed.

   (4) A description of the psychological duties performed during the period of supervised professional experience.

   (5) A statement signed by the primary supervisor attesting to the accuracy of the information.

(c) When SPE is accrued as part of a formal internship, the internship training director shall be authorized to provide all information required in section 1387.5(b).

§2914.

Each applicant for licensure shall comply with all of the following requirements:

(a) Is not subject to denial of licensure under Division 1.5 (commencing with Section 475).

(b) Possess an earned doctorate degree (1) in psychology, (2) in educational psychology, or (3) in education with the field of specialization in counseling psychology or educational psychology. Except as provided in subdivision (h), this degree or training shall be obtained from an accredited university, college, or professional school. The board shall make the final determination as to whether a degree meets the requirements of this section.

(c) (1) On or after January 1, 2020, possess an earned doctorate degree in psychology, in educational psychology, or in education with the field of specialization in counseling psychology or educational psychology from a college or institution of higher education that is accredited by a regional accrediting agency recognized by the United States Department of Education. Until January 1, 2020, the board may accept an applicant who possesses a doctorate degree in psychology, educational psychology, or in education with the field of specialization in counseling psychology or educational psychology from an institution that is not accredited by an accrediting agency recognized by the United States Department of Education, but is approved to operate in this state by the Bureau for Private Postsecondary Education.

(2) Paragraph (1) does not apply to any student who was enrolled in a doctoral program in psychology, educational psychology, or in education with the field of specialization in counseling psychology or educational psychology at a nationally accredited or approved institution as of December 31, 2016.

(3) No educational institution shall be denied recognition as an accredited academic institution solely because its program is not accredited by any professional organization of psychologists, and nothing in this chapter or in the administration of this chapter shall require the registration with the board by educational institutions of their departments of psychology or their doctoral programs in psychology.

(4) An applicant for licensure trained in an educational institution outside the United States or Canada shall demonstrate to the satisfaction of the board that he or she possesses a doctorate degree in psychology that is equivalent to a degree earned from a regionally accredited university in the United States or Canada. These applicants shall provide the board with a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), and any other documentation the board deems necessary.
(d) (1) Have engaged for at least two years in supervised professional experience under
the direction of a licensed psychologist, the specific requirements of which shall be
defined by the board in its regulations, or under suitable alternative supervision as
determined by the board in regulations duly adopted under this chapter, at least one
year of which shall be after being awarded the doctorate in psychology. The supervisor
shall submit verification of the experience required by this subdivision to the trainee in a
manner prescribed by the board. If the supervising licensed psychologist fails to provide
verification to the trainee in a timely manner, the board may establish alternative
procedures for obtaining the necessary documentation. Absent good cause, the failure
of a supervising licensed psychologist to provide the verification to the board upon
request shall constitute unprofessional conduct.

(2) The board shall establish qualifications by regulation for supervising psychologists.

(e) Take and pass the examination required by Section 2941 unless otherwise
exempted by the board under this chapter.

(f) Show by evidence satisfactory to the board that he or she has completed training in
the detection and treatment of alcohol and other chemical substance dependency. This
requirement applies only to applicants who matriculate on or after September 1, 1985.

(g) (1) Show by evidence satisfactory to the board that he or she has completed
coursework in spousal or partner abuse assessment, detection, and intervention. This
requirement applies to applicants who began graduate training during the period

(2) An applicant who began graduate training on or after January 1, 2004, shall show by
evidence satisfactory to the board that he or she has completed a minimum of 15
contact hours of coursework in spousal or partner abuse assessment, detection, and
intervention strategies, including knowledge of community resources, cultural factors,
and same gender abuse dynamics. An applicant may request an exemption from this
requirement if he or she intends to practice in an area that does not include the direct
provision of mental health services.

(3) Coursework required under this subdivision may be satisfactory if taken either in
fulfillment of other educational requirements for licensure or in a separate course. This
requirement for coursework shall be satisfied by, and the board shall accept in
satisfaction of the requirement, a certification from the chief academic officer of the
educational institution from which the applicant graduated that the required coursework
is included within the institution’s required curriculum for graduation.

(h) Until January 1, 2020, an applicant holding a doctoral degree in psychology from an
approved institution is deemed to meet the requirements of this section if both of the
following are true:
(1) The approved institution offered a doctoral degree in psychology designed to
prepare students for a license to practice psychology and was approved by the former
Bureau for Private Postsecondary and Vocational Education on or before July 1, 1999.

(2) The approved institution has not, since July 1, 1999, had a new location, as
described in Section 94823.5 of the Education Code.

(Amended by Stats. 2016, Ch. 484, Sec. 3. (SB 1193) Effective January 1, 2017.)
§ 2914. Applicant’s requirements

Each applicant for licensure shall comply with all of the following requirements:

(a) Is not subject to denial of licensure under Division 1.5.

(b) Possess an earned doctorate degree (1) in psychology, (2) in educational psychology, or (3) in education with the field of specialization in counseling psychology or educational psychology. Except as provided in subdivision (g), this degree or training shall be obtained from an accredited university, college, or professional school. The board shall make the final determination as to whether a degree meets the requirements of this section.

No educational institution shall be denied recognition as an accredited academic institution solely because its program is not accredited by any professional organization of psychologists, and nothing in this chapter or in the administration of this chapter shall require the registration with the board by educational institutions of their departments of psychology or their doctoral programs in psychology.

An applicant for licensure trained in an educational institution outside the United States or Canada shall demonstrate to the satisfaction of the board that he or she possesses a doctorate degree in psychology that is equivalent to a degree earned from a regionally accredited university in the United States or Canada. These applicants shall provide the board with a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), and any other documentation the board deems necessary.

(c) Have engaged for at least two years in supervised professional experience under the direction of a licensed psychologist, the specific requirements of which shall be defined by the board in its regulations, or under suitable alternative supervision as determined by the board in regulations duly adopted under this chapter, at least one year of which shall be after being awarded the doctorate in psychology. If the supervising licensed psychologist fails to provide verification to the board of the experience required by this subdivision within 30 days after being so requested by the applicant, the applicant may provide written verification directly to the board.

If the applicant sends verification directly to the board, the applicant shall file with the board a declaration of proof of service, under penalty of perjury, of the request for verification. A copy of the completed verification forms shall be provided to the supervising psychologist and the applicant shall prove to the board that a copy has been sent to the supervising psychologist by filing a declaration of proof of service under penalty of perjury, and shall file this declaration with the board when the verification forms are submitted.
Upon receipt by the board of the applicant’s verification and declarations, a rebuttable presumption affecting the burden of producing evidence is created that the supervised, professional experience requirements of this subdivision have been satisfied. The supervising psychologist shall have 20 days from the day the board receives the verification and declaration to file a rebuttal with the board.

The authority provided by this subdivision for an applicant to file written verification directly shall apply only to an applicant who has acquired the experience required by this subdivision in the United States. The board shall establish qualifications by regulation for supervising psychologists and shall review and approve applicants for this position on a case-by-case basis.

(d) Take and pass the examination required by Section 2941 unless otherwise exempted by the board under this chapter.

(e) Show by evidence satisfactory to the board that he or she has completed training in the detection and treatment of alcohol and other chemical substance dependency. This requirement applies only to applicants who matriculate on or after September 1, 1985.

(f)(1) Show by evidence satisfactory to the board that he or she has completed coursework in spousal or partner abuse assessment, detection, and intervention. This requirement applies to applicants who began graduate training during the period commencing on January 1, 1995, and ending on December 31, 2003.

(2) An applicant who began graduate training on or after January 1, 2004, shall show by evidence satisfactory to the board that he or she has completed a minimum of 15 contact hours of coursework in spousal or partner abuse assessment, detection, and intervention strategies, including knowledge of community resources, cultural factors, and same gender abuse dynamics. An applicant may request an exemption from this requirement if he or she intends to practice in an area that does not include the direct provision of mental health services.

(3) Coursework required under this subdivision may be satisfactory if taken either in fulfillment of other educational requirements for licensure or in a separate course. This requirement for coursework shall be satisfied by, and the board shall accept in satisfaction of the requirement, a certification from the chief academic officer of the educational institution from which the applicant graduated that the required coursework is included within the institution’s required curriculum for graduation.

(g) An applicant holding a doctoral degree in psychology from an approved
institution is deemed to meet the requirements of this section if all of the following are true:

(1) The approved institution offered a doctoral degree in psychology designed to prepare students for a license to practice psychology and was approved by the Bureau for Private Postsecondary and Vocational Education on or before July 1, 1999.

(2) The approved institution has not, since July 1, 1999, had a new location, as described in Section 94721 of the Education Code.

(3) The approved institution is not a franchise institution, as defined in Section 94729.3 of the Education Code.

MEMORANDUM

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<tr>
<th>DATE</th>
<th>May 6, 2019</th>
</tr>
</thead>
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<tr>
<td>TO</td>
<td>Licensing Committee Members</td>
</tr>
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| FROM       | Stephanie Cheung  
             Licensing Manager |
| SUBJECT    | Agenda Item 8  
             Review and Consideration of Revisions to the Goal of the Licensing  
             Committee for the Strategic Plan: Recommendations to the Board |

**Background:**

Considering the recent Strategic Planning process completed by the Board, each Committee will be reviewing their goal and recommend any changes to the full Board at its next Board meeting.

The Licensing Committee’s current goal is as follows:

> The goal of this committee is to ensure valid licensing, continuing education, and licensure renewal policies and procedures, making recommendations for changes as appropriate. The committee will also ensure a valid and reliable examination process to assess professional knowledge, as well as the laws and ethics governing the profession, working with such entities as the Association of State and Provincial Psychology Boards (ASPPB) and the Department of Consumer Affairs Offices of Professional Examination Services.

**Action Requested:**

Review the Licensing Committee’s goal and recommend any changes to the full Board at its next meeting.
**MEMORANDUM**

**DATE**  
May 6, 2019

**TO**  
Licensing Committee Members

**FROM**  
Mai Xiong  
Licensing and BreEZe Coordinator

**SUBJECT**  
Agenda Item 9  
Licensing Report

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**License/Registration Data by Fiscal Year:**

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<th>License &amp; Registration</th>
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<th>12/13</th>
<th>13/14</th>
<th>14/15</th>
<th>15/16</th>
<th>16/17</th>
<th>17/18</th>
<th>18/19**</th>
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<td>1,635</td>
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<td>280</td>
<td>278</td>
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<td>179</td>
<td>131</td>
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*Current and Current Inactive  
**As of May 6, 2019  
***Statistics unavailable

Please refer to the Licensing Population Report (Attachment A) for statistics on the different license statuses across the three types of license and registration.

**Application Workload Reports:**

The attached reports provide statistics on the application status by month for each of the license and registration types (see Attachment B). The Board has included data for the past six months in order to show the dynamic nature of the application process. On each report, the type of transaction is indicated on the x-axis of the graphs. The different types of transactions and the meaning of the transaction status are explained below for the Committee’s reference.

**Psychologist Application Workload Report**

“Exam Eligible for EPPP” (Examination for Professional Practice in Psychology) is the first step towards licensure. In this step, an applicant has applied to take the EPPP. An application with an “open” status means it is deficient or pending initial review.

“Exam Eligible for CPLEE” (California Psychology Law and Ethics Exam) is the second step towards licensure. In this step, the applicant has successfully passed the EPPP and has applied to take the CPLEE. An application with an “open” status means it is deficient or pending review.
“CPLEE Retake Transaction” is a process for applicants who need to retake the CPLEE due to an unsuccessful attempt. This process is also created for licensees who are required to take the CPLEE due to probation. An application with an “open” status means it is deficient, pending review, or an applicant is waiting for approval to re-take the examination when the new form becomes available in the next quarter.

“Initial App for Psychology Licensure” is the last step of licensure. This transaction captures the number of licenses that are issued if the status is “approved” or pending additional information when it has an “open” status.

Psychological Assistant Application Workload Report

Psychological Assistant registration application is a single-step process. The “Initial Application” transaction provides information regarding the number of registrations issued as indicated by an “approved” status, and any pending application that is deficient or pending initial review is indicated by an “open” status.

Since all psychological assistants hold a single registration number, an additional mechanism, the “Change of Supervisor” transaction, is created to facilitate the process for psychological assistants who wishes to practice with more than one primary supervisor or to change primary supervisors. A change is processed when all information is received, thus there is no open status for this transaction type.

Registered Psychologist Application Workload Report

Registered Psychologist registration application is also a single-step process. The “Initial Application” transaction provides information regarding the number of registrations issued as indicated by an “approved” status, and any pending application that is deficient or pending initial review is indicated by an “open” status.

Attachments:

A. Licensing Population Report as of May 6, 2019
B. Application Workload Reports as of May 6, 2019
C. Applications Received May 2018 – April 2019 as of May 6, 2019
D. Examination Statistics March 2018 – February 2019

Action:

This item is for informational purposes only. No action is required.
## License Population Report

**Board of Psychology**

**As of 5/6/2019**

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<th>License Type</th>
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<td>Psychologist</td>
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<td>Psychological Assistant</td>
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<td>Total</td>
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**Legend**

- 20 Current
- 21 Current Inactive
- 45 Delinquent
- 50 Cancelled
- 85 Deceased
- 48 Suspension
- 63 Surrendered
- 65 Revoked

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Page 1 of 1  5/6/2019

L-0213 Licensing Population Report
Psychologist Application Workload Report
November 1, 2018 to April 30, 2019

- Exam Eligible for EPPP
  - Nov: 81
  - Dec: 96
  - Jan: 163
  - Feb: 132
  - Mar: 137
  - Apr: 129

- Exam Eligible for CPLEE
  - Nov: 72
  - Dec: 70
  - Jan: 131
  - Feb: 55
  - Mar: 59
  - Apr: 41

- CPLEE Retake Transaction
  - Nov: 41
  - Dec: 36
  - Jan: 9
  - Feb: 7
  - Mar: 2
  - Apr: 4

- Initial App for Psychology Licensure
  - Nov: 1
  - Dec: 2
  - Jan: 6
  - Feb: 2
  - Mar: 8
  - Apr: 4

- Approved
  - Nov: 27
  - Dec: 18
  - Jan: 15
  - Feb: 25
  - Mar: 22
  - Apr: 29

- Open
  - Nov: 58
  - Dec: 50
  - Jan: 125
  - Feb: 166
  - Mar: 169
  - Apr: 370
Psychological Assistant Application Workload Report
November 1, 2018 to April 30, 2019

Number of Applications

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<th>Transaction Types</th>
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<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>November</th>
<th>December</th>
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<th>February</th>
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Registered Psychologist Application Workload Report  
November 1, 2018 to April 30, 2019
Applications Received May 2018 to April 2019
As of May 6, 2019

Total of 769 Psychological Assistant Registration Applications Received

Total of 87 Registered Psychologist Applications Received

Total of 1503 Psychologist Applications Received

Total of 2359 Applications Received
### 2018/2019 Monthly EPPP Examination Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th># of Candidates</th>
<th># Passed</th>
<th>% Passed</th>
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<th>First Time Passed</th>
<th>% First Time Passed</th>
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### 2018/2019 Monthly CPLEE Examination Statistics

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<td>78</td>
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</tr>
<tr>
<td>September 2018</td>
<td>132</td>
<td>76</td>
<td>57.58</td>
<td>115</td>
<td>69</td>
<td>60</td>
</tr>
<tr>
<td>October 2018</td>
<td>134</td>
<td>105</td>
<td>78.36</td>
<td>72</td>
<td>53</td>
<td>73.61</td>
</tr>
<tr>
<td>November 2018</td>
<td>106</td>
<td>86</td>
<td>81.13</td>
<td>70</td>
<td>56</td>
<td>80</td>
</tr>
<tr>
<td>December 2018</td>
<td>112</td>
<td>88</td>
<td>78.57</td>
<td>89</td>
<td>70</td>
<td>78.65</td>
</tr>
<tr>
<td>January 2019</td>
<td>86</td>
<td>60</td>
<td>69.77</td>
<td>50</td>
<td>35</td>
<td>70</td>
</tr>
<tr>
<td>February 2019</td>
<td>83</td>
<td>60</td>
<td>72.29</td>
<td>62</td>
<td>43</td>
<td>69.35</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1249</strong></td>
<td><strong>899</strong></td>
<td><strong>71.66</strong></td>
<td><strong>927</strong></td>
<td><strong>672</strong></td>
<td><strong>72.51</strong></td>
</tr>
</tbody>
</table>
# MEMORANDUM

<table>
<thead>
<tr>
<th>DATE</th>
<th>May 13, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO</td>
<td>Board of Psychology</td>
</tr>
</tbody>
</table>
| FROM       | Liezel McCockran  
Continuing Education and Renewals Coordinator |
| SUBJECT    | Agenda Item #10 – Continuing Education/Renewals Report |

Attached please find the following Continuing Education (CE) Audit/Renewals statistics for Psychologists and Psychological Assistants:

- **A. CE Audit**
- **B. Reasons for Not Passing the CE Audit**
- **C. Psychologist and Psychological Assistant Renewal Applications Processed:**
  - January 2019 – May 2019
- **D. Online vs. Mailed in Renewals Processed**

CE audits were completed for January 2017 through June 2017. The deadline to receive audit documentation was April 2, 2019. To date, the pass rate is 73 percent with 13 percent of audits still pending review. Once these audits have all been processed, Staff will provide updated data on pass rates and reasons for failing the CE audit.

For January 2019 through May 2019, an average of 763 renewal applications were processed per month, with an average of 599 Psychologists renewing as Active and 108 renewing as Inactive. Approximately 503 Psychologists and Psychological Assistants renewed their license online per month and an average of 259 Psychologists and Psychological Assistants mailed in their renewals.

The Continuing Professional Development (CPD) goal from the Strategic Plan 2019-2023 to implement licensed board member CPD audits each license renewal cycle for transparency purposes will begin with the January 1, 2019 audit cycle.

**Action Requested:**
These items are for information purposes only. No action requested.
# Continuing Education Audits
## January 2017 - June 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Total # of Licensees Selected for Audit:</th>
<th># Passed</th>
<th>% Passed</th>
<th># Pending</th>
<th>% Pending</th>
<th># Failed: (Referred to Citation &amp; Fine Program)</th>
<th>% Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>34</td>
<td>31</td>
<td>91%</td>
<td>2</td>
<td>6%</td>
<td>1</td>
<td>3%</td>
</tr>
<tr>
<td>February</td>
<td>29</td>
<td>25</td>
<td>86%</td>
<td>0</td>
<td>0%</td>
<td>4</td>
<td>14%</td>
</tr>
<tr>
<td>March</td>
<td>35</td>
<td>24</td>
<td>69%</td>
<td>4</td>
<td>11%</td>
<td>7</td>
<td>20%</td>
</tr>
<tr>
<td>April</td>
<td>28</td>
<td>26</td>
<td>93%</td>
<td>1</td>
<td>4%</td>
<td>1</td>
<td>4%</td>
</tr>
<tr>
<td>May</td>
<td>31</td>
<td>22</td>
<td>71%</td>
<td>6</td>
<td>19%</td>
<td>3</td>
<td>10%</td>
</tr>
<tr>
<td>June</td>
<td>33</td>
<td>19</td>
<td>58%</td>
<td>11</td>
<td>33%</td>
<td>3</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>190</strong></td>
<td><strong>147</strong></td>
<td><strong>77%</strong></td>
<td><strong>24</strong></td>
<td><strong>13%</strong></td>
<td><strong>19</strong></td>
<td><strong>10%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Audited</th>
<th>Total Passed</th>
<th>Total Failed</th>
<th>Total Pending</th>
<th>Total Upheld</th>
</tr>
</thead>
<tbody>
<tr>
<td>190</td>
<td>147</td>
<td>19</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>77%</td>
<td>10%</td>
<td>13%</td>
<td>0%</td>
</tr>
</tbody>
</table>
Reasons for Not Passing CE Audit
January 2017 - June 2017

- Short total hours: 0.315789474
- No response: 0.315789474
- Hours outside of cycle: 0.105263158
- Short live hours: 0.263157895
- No approval: 0
- Already used for previous cycle: 0
- Duplicative courses submitted: 0
- Already used for probation: 0
An average of 763 renewal applications were processed each month, with an average of 599 Psychologists renewing as Active, and an average of 108 Psychologists renewing as Inactive. Additionally, an average of 56 Psychological Assistant renewal applications were processed each month.

As of May 13, 2019
Online vs. Mailed In Renewals Processed  
January 2019 - April 2019

On average, 503 Psychologists and Psychological Assistants renewed online per month using BreEZe.

As of May 13, 2019