



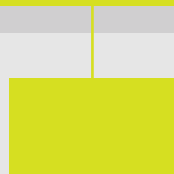
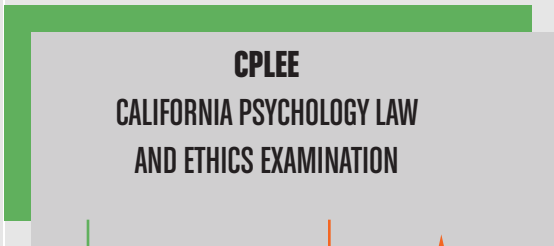
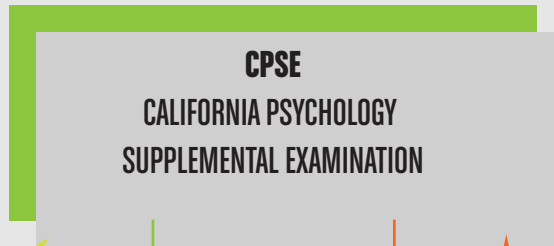
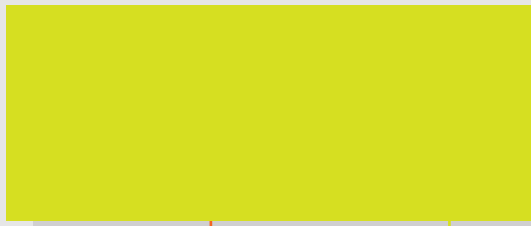
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PSYCHOLOGY

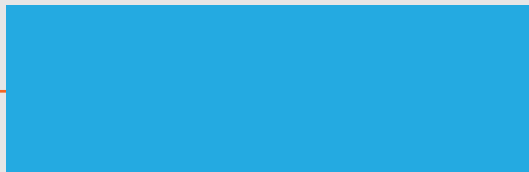
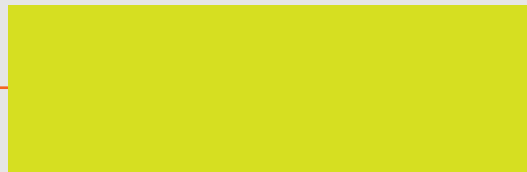
EXAMINATION FLOWCHART



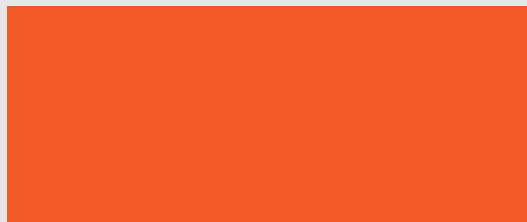
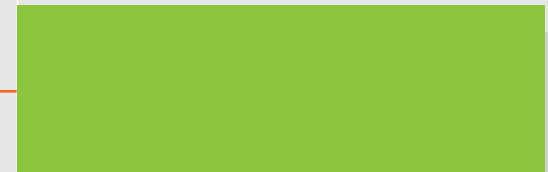
APPLICATIONS ARE PLACED ON PENDING STATUS. THIS MEANS THE BOARD MAY REQUIRE ADDITIONAL INFORMATION SUCH AS TRANSCRIPTS OR VERIFICATION OF EXPERIENCE. APPLICANTS ARE NOTIFIED VIA EMAIL.



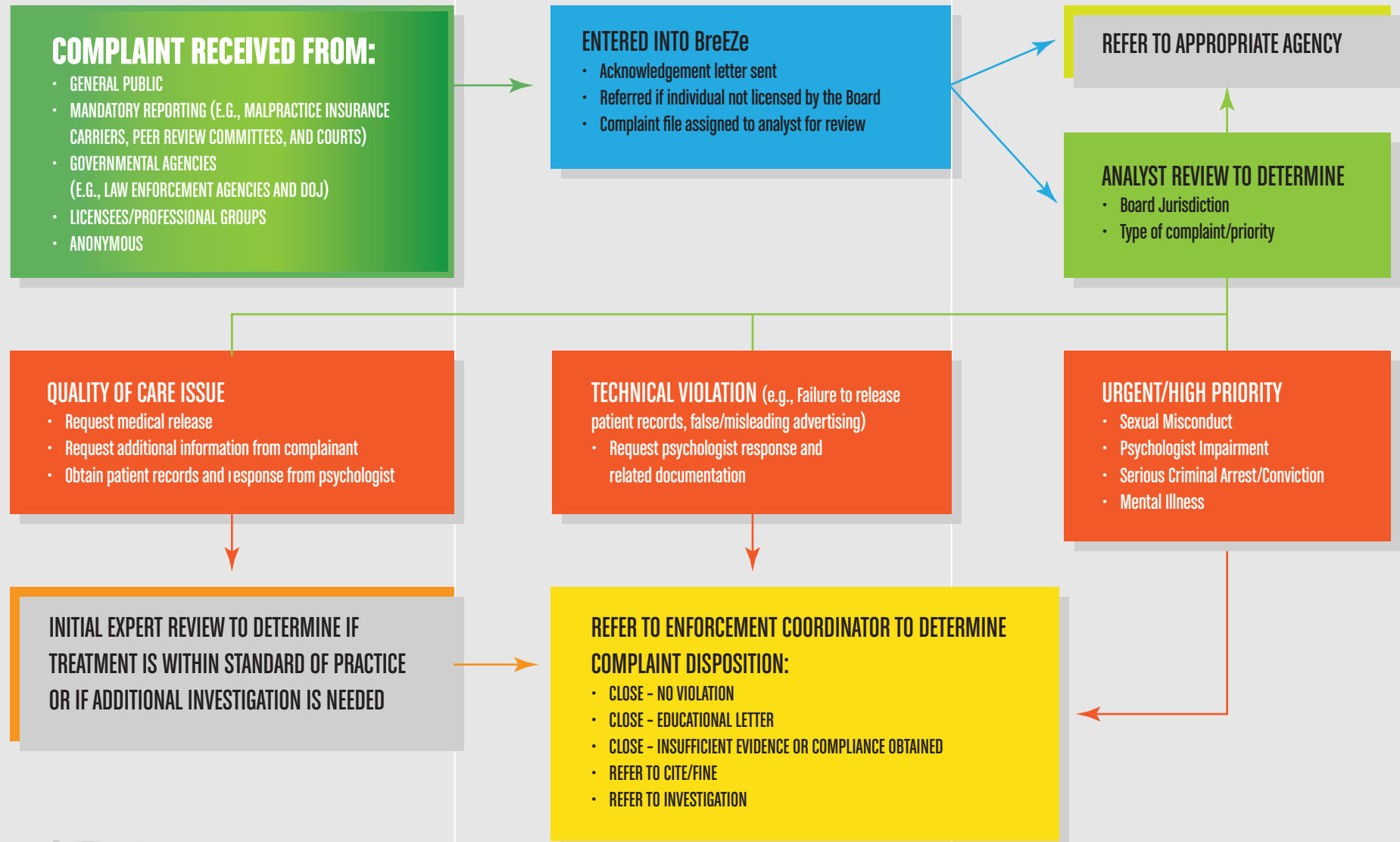
APPLICATION FLOWCHART



**APPLICATIONS ARE ROUTED TO THE
LICENSING UNIT FOR PROCESSING.
APPLICATIONS ARE EVALUATED IN THE ORDER
IN WHICH THEY ARE RECEIVED.**



COMPLAINT REVIEW FLOWCHART



ENFORCEMENT FLOWCHART

COMPLAINT/INFORMATION SOURCE

COMPLAINT RECEIVED FROM:

- GENERAL PUBLIC
- MANDATORY REPORTING (E.G., MALPRACTICE INSURANCE CARRIERS, PEER REVIEW COMMITTEES, AND COURTS)
- GOVERNMENTAL AGENCIES
- LICENSEES/PROFESSIONAL GROUPS
- ANONYMOUS

COMPLAINT DESK INVESTIGATION

Complaint is assigned to Enforcement Analyst/Special Investigator to determine:

- If immediate investigation is needed. If yes, refer complaint to appropriate district office.
- Whether the complaint is within the Board's jurisdiction. If not, refer to the appropriate agency.
- If more information is needed, the analyst requests this from the complainant.
- Whether the complaint involves care provided by the licensee. If so, patient records and a response are obtained and reviewed by a psychology expert.
- Whether a minor violation of the laws and regulations has occurred. If so, the psychologist is contacted and advised of the violation to achieve compliance, or the matter is referred for a citation and fine.
- Whether a serious violation (extreme departure) of the laws and regulations has occurred. If so, the complaint is referred for a formal investigation.

INVESTIGATION

If following review by a psychology expert it is determined that a serious violation (extreme departure) of the laws and regulations has occurred, the case is referred to a Medical Board district office for investigation. Upon completion, the file may be:

- Closed, but retained for one year if no violation is confirmed.
- Closed but retained for five years because the complaint is found to have merit, but lacks sufficient evidence to take action.
- Referred to the Attorney General's Health Quality Enforcement Section to determine whether to initiate disciplinary action.
- Referred for other non-disciplinary action, or criminal action.

CITATION & FINE

Minor violations of the laws and regulations may result in administrative citation and fine rather than formal disciplinary action.

Minor violations include:

- Failure to provide patient records.
- Practicing with an expired license.
- Misleading advertisement.
- Failure to properly supervise a psychological assistant.

ATTORNEY GENERAL

If the assigned Deputy determines the case meets the legal standard of clear and convincing evidence, the Deputy drafts formal charges (Accusation), and a hearing is scheduled. During the pre-hearing conference, a stipulated settlement of the charges/penalties may be accepted by both sides. If this occurs, a hearing is not needed. In some cases, the Board may direct the Deputy to file a petition to compel the licensee to submit to a competency examination or a psychological evaluation before the filing of an Accusation.

BOARD VOTE

The stipulated settlement is reviewed by the Board of Psychology, who have the option to:

- Adopt the stipulated settlement;
- Reduce or increase the penalty. In this instance, if the requested changes are not accepted by the parties, the case will proceed to a hearing.

CRIMINAL PROSECUTION

A completed investigation may be referred to a local district or city attorney for prosecution of suspected criminal violations.

ADMINISTRATIVE HEARING

If the licensee contests the charges, the case is heard by an Administrative Law Judge (ALJ), who then drafts a proposed decision.

BOARD VOTE

The proposed decision is reviewed by the Board of Psychology, who have the option to:

- Adopt the decision as proposed;
- Reduce the penalty and adopt the decision; or,
- Increase the penalty and adopt a decision. In this instance, the Board must read the entire record of the hearing prior to acting. The psychologist is given the opportunity to submit written arguments.

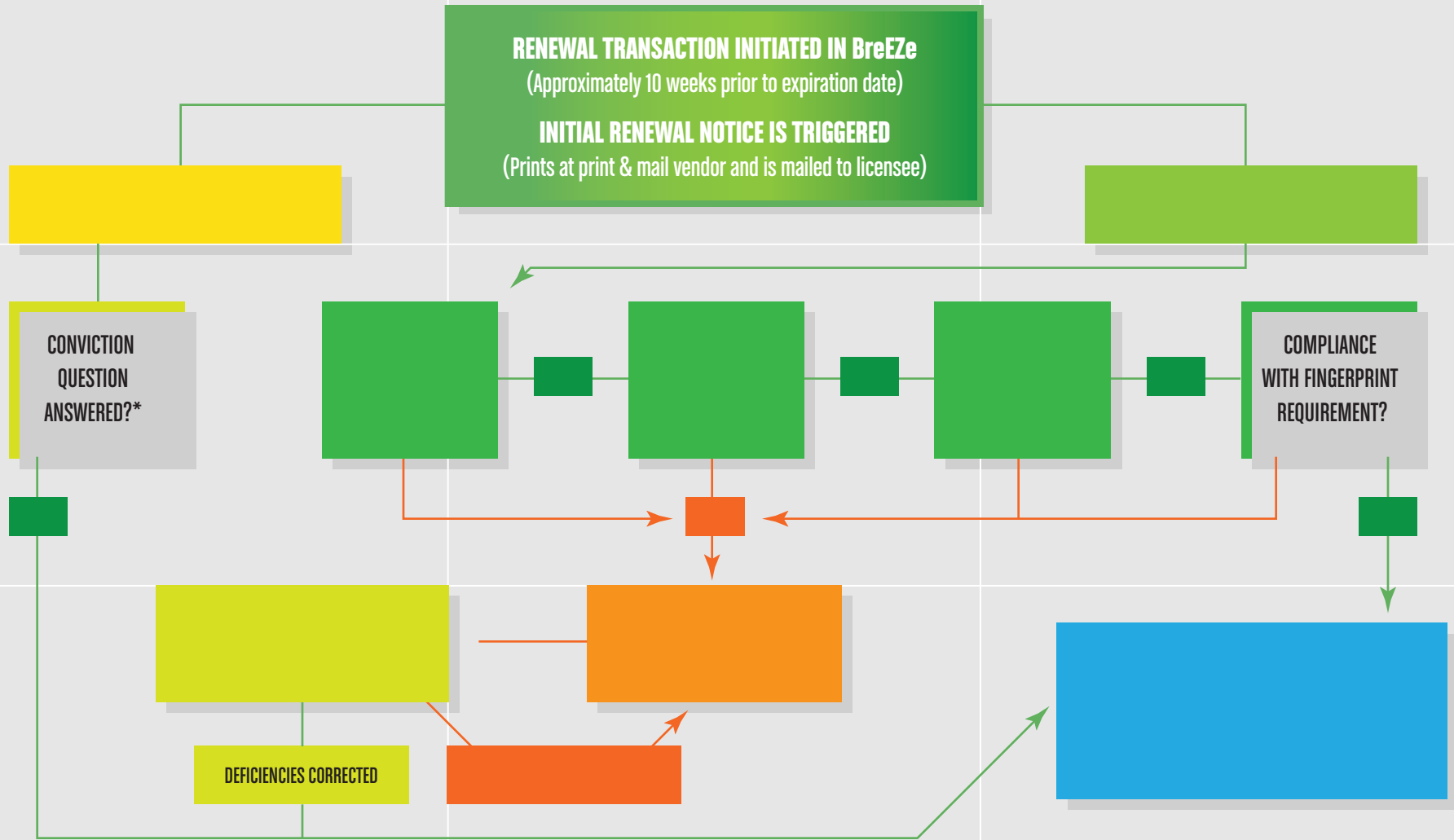
APPEAL

Psychologist may petition for reconsideration of a decision for 30 days after it is adopted. Thereafter, psychologist may petition for reinstatement of a revoked license, reduction of terms of penalty, or termination of probation.

Various time periods apply before petitions can be filed with the Board. Final decisions may be appealed to the Superior Court, the District Court of Appeal, and to the California Supreme Court.

PSY RENEWALS FLOWCHART

Licenses expire the last day of the month of the licensee's birth, every other year. The initial license period will be between 13 and 24 months depending on the license issue date and the licensee's birthday.



*If a conviction is disclosed, Enforcement is advised

**36 CEU's are required; this is pro-rated for first-time renewals at a rate of 1.5 hours per month or portion of month the license was in effect