Verification of Experience Scenario Guide and Checklist

These are the most common scenarios for an applicant seeking licensure as a psychologist. The following checklist serves as a guideline to assist both the supervisor and supervisee to comply with the regulation changes that are effective on October 1, 2017, relating to the Supervision Agreement and Verification of Experience.

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>Supervisee A</th>
<th>Supervisee B</th>
<th>Supervisee C</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have obtained my qualifying degree and accrued 1,500 hours of supervised professional experience (SPE) and would like to apply for the Examination for Professional Practice in Psychology (EPPP). But, I still need to accrue the remaining 1,500 hours of SPE required for licensure.</td>
<td>Complete and sign the Verification of Experience (VOE) form(s)</td>
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<tr>
<td>Retrieve the original signed Supervision Agreement (SA) from your records</td>
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<td>Make copies of the VOE and SA for your records</td>
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<td>Put the original signed VOE and SA in an envelope, seal, and sign across the seal</td>
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<td>Give the sealed envelope to the Supervisee</td>
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Supervisee Apply through the mail and submit the following with your application package:
- Completed application form
- Application Fee
- Sealed envelope(s) obtained from supervisor(s)

OR

Apply online for licensure as a psychologist and submit the following via mail to the Board:
- Application payment receipt
- Sealed envelope(s) obtained from supervisor(s)

Supervisee B

Upon passing the EPPP, submit the following via mail to the Board to apply for the CPLEE:
- CPLEE request form
- CPLEE Fee
- Sealed envelope(s) obtained from supervisor(s) with the additional 1,500 hours accrued.

1. Apply through the mail and submit the following with your application package:
- Completed application form
- Application Fee
- Sealed envelope(s) obtained from supervisor(s) with all 3,000 hours accrued

2. Upon passing the EPPP, submit the following via mail to the Board to take the CPLEE:
- CPLEE request form
- CPLEE Fee

OR

Apply online for licensure as a psychologist and submit the following via mail to the Board:
- Application payment receipt
- Sealed envelope(s) obtained from supervisor(s) with all 3,000 hours accrued

2. Upon passing the EPPP, submit the following via mail to the Board to take the CPLEE:
- CPLEE request form
- CPLEE Fee