

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.

	Supervisee A	Supervisee B	Supervisee C
Scenarios	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.	I passed the EPPP and have accrued the additional 1,500 hours of SPE required for licensure. I would like to apply for the California Psychology Law and Ethics Exam (CPLEE).	I have already accrued all 3,000 hours of SPE required for licensure and would like to take the EPPP. Upon passing the EPPP, I'll apply to take the CPLEE immediately.
Supervisor(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and sign the Verification of Experience (VOE) form(s) <input type="checkbox"/> Retrieve the original signed Supervision Agreement (SA) from your records <input type="checkbox"/> Make copies of the VOE and SA for your records <input type="checkbox"/> Put the original signed VOE and SA in an envelope, seal, and sign across the seal <input type="checkbox"/> Give the sealed envelope to the Supervisee 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and sign the Verification of Experience (VOE) form(s) <input type="checkbox"/> Retrieve the original signed Supervision Agreement (SA) from your records <input type="checkbox"/> Make copies of the VOE and SA for your records <input type="checkbox"/> Put the original signed VOE and SA in an envelope, seal, and sign across the seal <input type="checkbox"/> Give the sealed envelope to the Supervisee 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and sign the Verification of Experience (VOE) form(s) <input type="checkbox"/> Retrieve the original signed Supervision Agreement (SA) from your records <input type="checkbox"/> Make copies of the VOE and SA for your records <input type="checkbox"/> Put the original signed VOE and SA in an envelope, seal, and sign across the seal <input type="checkbox"/> Give the sealed envelope to the Supervisee
Supervisee	<p>Apply through the mail and submit the following with your application package:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Application Fee <input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) <p style="text-align: center;">OR</p> <p>Apply online for licensure as a psychologist and submit the following via mail to the Board:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application payment receipt <input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) 	<p>Upon passing the EPPP, submit the following via mail to the Board to apply for the CPLEE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPLEE request form <input type="checkbox"/> CPLEE Fee <input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) with the additional 1,500 hours accrued. 	<p>1. Apply through the mail and submit the following with your application package:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application form <input type="checkbox"/> Application Fee <input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) with all 3,000 hours accrued <p>2. Upon passing the EPPP, submit the following via mail to the Board to take the CPLEE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPLEE request form <input type="checkbox"/> CPLEE Fee <p style="text-align: center;">OR</p> <p>1. Apply online for licensure as a psychologist and submit the following via mail to the Board:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application payment receipt <input type="checkbox"/> Sealed envelope(s) obtained from supervisor(s) with all 3,000 hours accrued <p>2. Upon passing the EPPP, submit the following via mail to the Board to take the CPLEE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPLEE request form <input type="checkbox"/> CPLEE Fee