

Minutes

Personnel Committee Meeting
Arkansas Psychology Board
November 15, 2019 at 9:00 AM

Call to Order

Arkansas Psychology Board Personnel Committee met on November 15, 2019.

Roll Call

Dr. Joyce Fowler called the meeting to order at 9:10 am. Dr. Art Gillaspay and Susan Cooper, Administrative Director were present.

Agenda

Dr. Fowler called an executive session to address personnel matters relative to the application process workflow. No personnel action was taken. The following recommendations relative to the application process workflow were recommended to the Arkansas Psychology Board for consideration:

1. Applicant Checklist (2.10) revisions (see attached): Add a statement to clarify no pre-dated Internship Completion forms will be accepted. Add an asterisk and notation that supervisor action is needed.
2. Application for Licensure General Information sheet: Revise the general information for clarity (see attached).
3. Further revisions to the application process will need to be made in the future once the new Rules and Regulations go into effect.

CHECKLIST

Before returning your application packet, please review your application and determine that each of the following has been completed. A credential review cannot be conducted until all parts of this application have been completed and received by the Board.

- _____ Pages 2.1-2.2 Application.
- _____ Pages 2.3-2.6 Coursework list completed.
- _____ Page 2.7 Non-psychology courses list completed.
- _____ Page 2.8 Form notarized.
- _____ Page 2.8 Photo of you attached.
- _____ Page 2.11 Internship documenting a 2000-hour internship experience forwarded to supervisor(s), signed, and received by the Board office. **Predated forms will not be accepted. Coordinate completion with Supervisor*.**
- _____ Page 2.12 Postdoctoral Supervision Form completed, signed, and submitted.
- _____ Page 2.13 Statement of Intent to Practice completed, signed, photocopied by applicant, and forwarded to each reference provider as stated on the form.
- _____ All official graduate transcripts requested and received by the Board office.
 If your degree will be granted after the application deadline date, a letter from the Director of the academic training program at the institution where the academic work and/or training was obtained is required in lieu of a transcript. Once your degree has been granted a final transcript must be received by the Board office before you will be allowed to sit for the EPPP examination.
- _____ Page 2.14 Three (3) reference forms completed and signed by professional psychologists, and submitted to the Board office.
- _____ Record Check form and fingerprint card completed and submitted with applicable fees.
- _____ EPPP Score Transfer Service form completed and submitted, if applicable.
- _____ If licensed in another state, statement received from that State Board that applicant has no sanctions against the license.
- _____ Application fee paid. \$200 (\$50 deposit plus \$150 balance).

If you have any questions, please contact the Arkansas Psychology Board office at (501) 682-6167 or at APB.info@arkansas.gov.

***Represents action item for Supervisor.**



Arkansas Department of Health

Nathaniel Smith, MD, MPH, Secretary of Health

Psychology Board

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Application for Licensure

General Information

As an applicant for licensure your major task is to ensure that the application materials are filled out completely. The forms are designed so that, when they are filled out in their entirety, virtually all information required to evaluate an applicant's credentials will be available. If the Board does not have complete information, your application evaluation will be delayed.

- Please also pay attention to the way you represent your education and experience. For example, you are responsible for accurately representing whether your degree-granting institution has American Psychology Association (APA) accreditation. Please note that APA only accredits a subset of doctoral programs and virtually no masters programs.
- Regarding education, please pay special attention to documenting coursework that does not have a PSY prefix. For example, documentation would be required for ED courses and COUN PSY courses.
- Applicants must have their primary internship supervisor document their training and levels of competence in service delivery areas **on the Internship Completion Form. Predated forms will not be accepted.** This documentation should be mailed to the supervisor, who will mail it directly to the Board.
- Applicants are responsible for ensuring that writers of reference letters have a copy of their Statement of Intent to Practice.

Application materials must be submitted in the form of original documents. Faxed documents are not acceptable, and the file will not be considered complete until all original application materials have been received. Only then will the Board evaluate the applicant's file. The Board generally meets monthly. Decisions of the Board are communicated to applicants in writing via US Mail and/or email; therefore, the board office must always have your current contact information.

If your application is not approved, please submit all questions or requests for clarifications of Board actions **in writing**.

Provisional Licensure Status

Once all application materials have been approved, applicants will receive official notification of their status as Provisionally Licensed Applicants. At this time applicants will be allowed to register for and take the Examination for Professional Practice in Psychology (EPPP).

Practice of Psychology as a Provisionally Licensed Applicant

Only Provisionally Licensed Applicants may practice psychology prior to licensure. Practice will be allowed when the following criteria are met:

- A psychologist licensed in Arkansas agrees to supervise the applicant.
- The Supervision Agreement and Plan of Supervision forms are on file with the Board.
- The temporary permit fee, currently \$100 every six months, is received.
- The applicant has received written authorization from the Board to practice as a Provisionally Licensed Applicant.

Please note that any other practice of psychology during the application process is in violation of Chapter 97, Legislative Intent § 17-97-101 et seq. The only exception to this is that students may engage in psychological practice in conjunction with the specific requirements of formal coursework.

Fees

1. \$200 for application materials (\$50 due as a deposit before receiving materials and \$150 balance due with the completed application). There are **NO** refunds for this fee.
2. \$100 for a Provisional License fee, payable every 6 months, allowing the supervised practice of psychology as a Provisionally Licensed applicant. There are **NO** refunds for this fee.
3. \$50 for an administrative fee above the cost of the EPPP fee of \$600. There will also be a fee paid directly to the Computer Testing Center that administers the computerized exam. There are **NO** refunds for this fee.

Board Contact Information:

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