Dear Applicant:

Great news! The Texas State Board of Examiners of Psychologists is excited to offer you the opportunity to apply for psychologist licensure via the Association of State and Provincial Psychology Board’s (ASPPB) Psychology Licensure Universal System (PLUS).

PLUS is an online system that allows individuals to apply for licensure, certification, or registration in any participating state, province, or territory in the United States or Canada and should be considered by all applicants. All information collected during the application process is deposited and saved in ASPPB’s credentials bank (the Bank), where it can be accessed by you or forwarded to any other licensing board, organization, entity or individual, upon request at any time in the future.

What are the benefits to applying for licensure through the PLUS system?

1. Your credentials and application information are stored in the Bank for future licensure needs with participating licensing boards with no annual renewal fees. The Bank provides safe, long term, electronic storage of professional documents.
2. Access to dedicated PLUS Licensure Specialists who can guide you through the application process.
3. 24/7 online access to your application and information stored in the Bank.
4. All information provided is obtained through primary source verification by ASPPB. This ensures that materials are gathered from reliable sources.
5. Applicants do not have to submit paper application forms to TSBEP, are not subject to the 90-day limitation rule found in Board rule 463.2, and do not have to submit an application fee to TSBEP until their PLUS Application is complete.

In addition to using the PLUS system to apply for your Texas license, you will be eligible for:

- Concurrent application for other ASPPB Mobility Services, such as the ASPPB Certificate of Professional Qualification (CPQ) and the ASPPB Interjurisdictional Practice Certificate (IPC).
- Reduced EPPP score transfer fees.

How to apply through PLUS:

1. Visit www.psypro.org
2. Click “Register as a New User.”
   - If you were a user in ASPPB’s previous system, the PLUS Portal, you will click “Login” and use the same username but will click “Forgot Password” to reset.
3. Once you have accessed PSY|PRO, click on “Psychology Licensure Universal System (PLUS)” on the right-hand side of your screen under “Build My Portability Portfolio.”
4. Follow the prompts to add and pay for your Texas PLUS Application.
5. Once you have added your application, you should see it listed under “My Application History.”
6. Simply follow the steps outlined in the welcome email from ASPPB to complete the PLUS Application.

In addition to the Texas application fee, use of the PLUS system requires a one-time $75.00 fee.
Application Materials for
Provisionally Licensed Psychologist

Please check to make sure you have all of the following documents before completing your application.

- PLP Checklist
- PLP Military Applicant Quick Reference Sheet
- PLP Application Form
- Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks
- FAST Fingerprint Pass Form – For use by In-State Applicants Only*
- FAST Fingerprint Pass Form – For use by Out-of-State Applicants*
- Checklist for Exemption of Post-doctoral Fellowship Under Board Rule 461.10(c)
- Process for Becoming Licensed as a Psychologist
- Instructions for Changing Your Mailing or Email Address in the Online System
- Fee Schedule*

*Items denoted with asterisks must be downloaded from the Board’s website at www.tsbep.texas.gov/form-bank, or obtained directly from the Board.
Checklist for Application  
For Provisional Licensure as a Psychologist

To ensure that your application for provisional licensure as a psychologist is processed as efficiently as possible, please submit the following to the Texas State Board of Examiners of Psychologists:

A. Completed application form (a vita is not a satisfactory substitute). Be sure to sign the last page of the form.

B. Application fee: Please include the correct application fee to cover the cost of the Board's consideration of your request for licensure. Make checks and money orders payable to the Texas State Board of Examiners of Psychologists (TSBEP).

C. Two (2) current passport (2x2) photographs of yourself. Please write your name on the back of the photographs.

D. Official Transcript(s) for all post-baccalaureate course work. The transcript(s) must be sent directly from your school(s), and must show the date the degree was conferred.

E. DPS/FBI fingerprint criminal history record checks. In accordance with the separate instruction sheet, obtain a full state and federal criminal history record check by submitting your fingerprints to the vendor, MorphoTrust USA.

F. If the Examination for Professional Practice in Psychology (EPPP) has been taken in another state, please have your score sent directly from the Association of State and Provincial Psychology Boards (ASPPB). You can access the EPPP Score Transfer Service at www.asppb.net/?page=ScoreTransfer, or by visiting ASPPB’s website at www.asppb.net and clicking on the link entitled “EPPP Score Transfer” under the menu heading “Psychologist.”

G. Documentation of licensure in other jurisdictions, including information on disciplinary actions and pending complaints, sent directly from the jurisdiction to the Board.

H. For applicants who are applying under Board rule 463.10(c), e.g. who hold active certification as CPQ, National Register, or ABPP, documents for subsections D, F, and I are not required to be submitted. Provide proof of certification sent directly from the certifying entity to the Board.

The above items must be received in the Board office before the processing of your application can be completed. Failure to include the application fee will result in your application being immediately returned to you.
Applications are reviewed within six weeks of receipt, and in the order in which they are received. In the event your application is found to be incomplete or agency staff have questions regarding your application, a staff member will contact you with his or her question or regarding any missing or incomplete items. **Do not contact agency staff within this six week period unless you are responding to an inquiry from staff.** In the event you have not heard from the agency within six weeks of submitting your application, you may contact agency staff, preferably via email, to check on the status of your application. Telephone calls and emails requesting a status update within the initial six week review period only serve to increase application processing times for all applicants.

Board Rule §463.2 states an incomplete application remains in the active file for ninety (90) days, at the end of which time, if still incomplete, it is void.

Please keep in mind that a complete application packet is only the beginning of the process, and must be followed by passage of the Board’s written examinations. An applicant for licensure may not apply to sit for or submit examination fees for the Board’s written examinations until he/she has been approved by the Board. Once an applicant has been approved to sit for the Board’s written examinations, he/she will receive official notification from the Board containing instructions on how to apply for each examination.

Upon passage of all required examinations, please allow 20 business days for issuance of your provisional license following official notification of the last examination taken. Please do not contact the Board regarding your license during this time period.

Applicants who are currently licensed with this agency or who have applied previously may rely upon information submitted with a prior application, rather than having to submit the same information anew. To learn more about those checklist items that can be carried over from a previous application, please see the agency’s policies regarding acceptance of previously submitted documents and passing exam scores available for download at www.tsbep.texas.gov/form-bank.

If you do not use this application form within the next three months, please check the Board’s website to ensure you have the most recent version of this document.

If you have any additional questions, please email the Board’s PLP/LPA Licensing Coordinator at PLP-LPA.Coordinator@tsbep.texas.gov.

**Applicants are encouraged to keep a copy of all materials submitted to the agency in the event materials are lost in transit.** Applicants are also encouraged to submit application materials via a method that allows tracking and proof of delivery. It is the applicant’s responsibility to ensure that all required materials are received by the agency; the agency is not responsible for items lost or misdirected while in transit.
# MILITARY APPLICANTS FOR LICENSURE
## AS A PROVISIONALLY LICENSED PSYCHOLOGIST
### QUICK REFERENCE SHEET

## MILITARY SERVICE MEMBERS AND MILITARY VETERANS

The Board will waive submission of an official transcript and proof of passage of the EPPP at the Texas cut-off score, as well as the application fee and part of the jurisprudence examination fee once the items listed below have been submitted and approved by agency staff. If an applicant is unable to demonstrate substantial equivalency, he or she will be required to pay the application and examination fees, and provide all of the documents and information indicated in the application packet.

- Proof of military service.
- A copy of the law reflecting the current licensing standards for psychologists or provisionally licensed psychologists in the jurisdiction that issued your out-of-state license, with the following relevant portions highlighted for easy reference:
  - The requirement of a doctoral degree in psychology
  - A cutoff score on the EPPP of at least 70% (scaled score of 500)
- Documentation of licensure in other jurisdiction(s), including information on disciplinary actions and pending complaints, sent directly from the jurisdiction to the Board. You do not need to resubmit verification(s) if they were received in connection with another application submitted within the past six months and you have not renewed your license(s) in the other jurisdiction(s) since that time.

## SPOUSES of MILITARY SERVICE MEMBERS:

The Board will waive submission of an official transcript and proof of passage of the EPPP at the Texas cut-off score, as well as the application fee and part of the jurisprudence examination fee once the items listed below have been submitted and approved by agency staff. If an applicant is unable to demonstrate substantial equivalency, he or she will be required to pay the application and examination fees, and provide all of the documents and information indicated in the application packet.

- Proof of marriage to a military service member. See 463.30(a)(1)(A).

## AND

- A copy of the law reflecting the current licensing standards for psychologists or provisionally licensed psychologists in the jurisdiction that issued your out-of-state license, with the following relevant portions highlighted for easy reference:
  - The requirement of a doctoral degree in psychology
  - A cutoff score on the EPPP of at least 70% (scaled score of 500)
- Documentation of licensure in other jurisdiction(s), including information on disciplinary actions and pending complaints, sent directly from the jurisdiction to the Board. You do not need to resubmit verification(s) if they were received in connection with another application submitted within the past six months and you have not renewed your license(s) in the other jurisdiction(s) since that time.

## OR
Proof that within 5 years preceding the application date, the spouse held a license issued by this agency. See 463.30(a)(1)(C).
APPLICATION FOR PROVISIONALLY LICENSED PSYCHOLOGIST

***WARNING***
Do not submit this application if your degree was awarded by a university or college outside of the United States of America and you have not complied with Board rule 463.25. Prospective applicants needing to comply with Board rule 463.25 may download a copy of the Application to Determine Foreign Equivalency from the Board’s website.

<table>
<thead>
<tr>
<th>Full Legal Name:</th>
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</thead>
<tbody>
<tr>
<td>Names Previously Used, Including Maiden Names:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>Primary Phone No.:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Social Security No.:</td>
</tr>
<tr>
<td>Driver’s License No. and State of Issuance:</td>
</tr>
<tr>
<td>☐ Male ☐ Female</td>
</tr>
<tr>
<td>Are you a U.S. citizen or otherwise lawfully present within the United States of America?</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Pursuant to 8 U.S.C.S. §§1621 and 1625, you are required to submit proof of legal presence in the U.S. when applying for professional licensure. Please enclose one of the following forms of acceptable proof.

ACCEPTABLE DOCUMENTS TO ESTABLISH U.S. CITIZENSHIP

A person who is a citizen of the United States as evidenced by one of the following:
ACCEPTABLE DOCUMENTS TO ESTABLISH LEGAL PRESENCE

An alien or nonimmigrant applying for professional licensure must submit supporting documentation to establish legal presence under one of the following categories:

1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:
   - INS Form I-551 (Alien Registration Receipt Card commonly known as a “green card”); or
   - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.

2. An alien who is granted asylum under Section 208 of the INA. Evidence includes:
   - INS Form I-94 annotated with stamp showing grant of asylum under Section 208 of the INA;
   - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(5)”; or
   - INS Form I-766 (Employment Authorization Document) annotated “A5”;
   - Grant Letter from the Asylum Office of INS; or
   - Order of an immigration judge granting asylum.

3. A refugee admitted to the United States under Section 207 of the INA. Evidence includes:
   - INS Form I-94 annotated with stamp showing admission under Section 207 of the INA;
   - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;
   - INS Form I-766 (Employment Authorization Document) annotated “A3”; or
   - INS Form I-571 (Refugee Travel Document).

4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA. Evidence includes:
   - INS Form I-94 with stamp showing admission for at least one year under Section 212(d)(5) of the INA.

5. An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect immediately prior to September 30, 1996) or Section 241(b)(3) of such Act (as amended by Section 305(a) of Division C of Public Law 104-208). Evidence includes:
   - INS Form I-668B (Employment Authorization Card) annotated “274a.12(a)(10)”;
   - INS Form I-766 (Employment Authorization Document) annotated “A10”; or
   - Order from an immigration judge showing deportation withheld under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of the INA.

6. An alien who is granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:
   - INS Form I-94 with stamp showing admission under Section 203(a)(7) of the INA;
   - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”; or
   - INS Form I-766 (Employment Authorization Document) annotated “A3”.

7. An alien who is a Cuban or Haitian entrant (as defined in Section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:
   - INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH;
   - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with code CU6 or CU7; or
   - INS Form I-94 with stamp showing parole as “Cuban/Haitian Entrant” under Section 212(d)(5) of the INA.

8. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA. Evidence includes:
   - INS Form I-94 showing this status.

9. An alien who has been declared a battered alien. Evidence includes:
   - INS petition and supporting documentation.
### OTHER LICENSES AND CREDENTIALS

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you now hold or have you ever held a license to practice psychology in this state or in any other jurisdiction?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If so, please identify the type of license held, the issuing jurisdiction, the license number, and the current status of the license in the space below.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do you now hold or have you ever held a license to practice another form of behavioral healthcare (e.g. social work, marriage and family therapy) other than psychology, in this state or in any other jurisdiction?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If so, please identify the type of license held, the issuing jurisdiction, the license number, and the current status of the license in the space below.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If you are licensed to practice psychology in another jurisdiction, have you requested written verification of your license from the other jurisdiction and that it be sent directly to this agency?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>When requesting the written verification, please request that the verification include any available information on administrative or disciplinary actions taken or pending against the license.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you ever had an application denied or been refused a license to practice psychology or any other form of behavioral or mental healthcare?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If so, please attach a written explanation identifying the jurisdiction that denied the application or request for licensure and describing the basis for the denial.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Has there been in the past or is there currently pending any administrative or disciplinary action initiated by a health or occupational regulatory agency, or an agency or office within the federal government, against you or a license currently or previously held by you?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
If so, please attach a written explanation of the nature of the administrative or disciplinary action, as well as the resolution of the matter. Additionally, please submit the information identified in Board rule 469.11(a)(4) regarding the administrative or disciplinary action along with your application.

Please select all of the following credentials which you currently hold:

- Certificate of Professional Qualification (CPQ)
- Health Service Psychologist – National Register (HSP)
- Specialist of American Board of Professional Psychology (ABPP)

Applicants holding one or more of the foregoing credentials need not submit an official transcript or documentation reflecting a passing score on the EPPP. In order to receive credit toward licensing requirements however, applicants must request that verification of their credential be sent directly to the Board from the credentialing entity, and the verification must reflect that the applicant’s credential is active and current with no disciplinary history.

**MILITARY SERVICE MEMBERS, VETERANS, AND SPOUSES**

Are you a military service member, military veteran, or military spouse, as those terms are defined in Section 55.001 of the Occupations Code?

Military service members and military veterans must enclosure proof of service with their application. If you are a military spouse and intend to rely upon any portion of Board rule 463.30 during the application process, please enclose documentation of your marriage to a military service member.

Are you licensed as a psychologist or provisionally licensed psychologist in another jurisdiction where the licensing standards exceed or are the substantial equivalent to those for a provisionally licensed psychologist in Texas?

If so, you do not need to submit the materials identified in Board rule 463.30(a)(4). The criteria for determining substantial equivalency can be found in Board rule 463.30(a)(5). Applicants claiming substantial equivalency must submit a copy of the law reflecting the current licensing standards in the jurisdiction that issued their out-of-state license. When submitting a copy of another jurisdiction’s law, please highlight the relevant portions of the law.

If you are a military spouse, were you licensed by this agency within the preceding five year period?

If so, please list the type of license held, together with your former license number:
If you are a military service member or military veteran, have you ever delivered psychological services within the military for a period of at least one year?

If so, please provide the dates when those services were provided:

<table>
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<tr>
<th>From (MM/DD/YY)</th>
<th>To (MM/DD/YY)</th>
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(Applicants who can demonstrate the delivery of psychological services within the military for at least one year will receive credit toward the applicable licensing standards as indicated in Board rule 463.30(b).)

**SPECIAL ACCOMMODATIONS**

Do you have a disability or impairment recognized under the Americans with Disabilities Act (ADA) which will necessitate special accommodations during the administration of any examinations?

If so, please attach a written description of your disability or impairment and the accommodations you are requesting. When submitting an application and request for accommodation, you must include a physician’s certification of your condition.

Have you received any accommodations in the past for this disability or impairment?

If so, please attach a written description of the accommodations received.
<table>
<thead>
<tr>
<th>Type of Degree</th>
<th>Awarding University or College</th>
<th>Dates Attended</th>
<th>Degree Conferral Date</th>
<th>Total Hours Earned</th>
<th>Major/Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
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<tr>
<td>Specialist</td>
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<tr>
<td>Doctoral</td>
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</table>

Have you requested that an official copy of your transcripts be sent directly to the agency from each university or college?  
☐ Yes  ☐ No

Was your doctoral degree program APA accredited at the time your degree was conferred?  
☐ Yes  ☐ No

If you did not graduate from an APA accredited program, did you receive your doctoral degree from a regionally accredited educational institution?  
☐ Yes  ☐ No

_A regionally accredited educational institution is one accredited by one of the associations listed in Board rule 463.6._
Only those applicants relying upon degrees awarded or conferred prior to January 1, 1979 need to answer the following questions. If your degree was awarded or conferred on or after January 1, 1979, you may skip the following questions and proceed on to EXAMINATION HISTORY.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was your degree awarded or conferred prior to January 1, 1979?</td>
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<tr>
<td>Is your degree substantially equivalent to a doctoral degree in psychology?</td>
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</table>

*The criteria for determining substantial equivalency can be found in Board rule 463.10(b)(2).*

If your answer to both questions is “yes,” you must submit an affidavit or unsworn declaration (see Chapter 132 of the Civil Practice and Remedies Code) meeting the requirements of Board rule 463.10(b)(3) with this application before your degree can be considered.

### EXAMINATION HISTORY

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Have you previously taken the Examination for Professional Practice in Psychology (EPPP)?</td>
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<tr>
<td>If so, please provide the following information:</td>
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<tr>
<td>Authorizing Jurisdiction: Score Received: Date Taken:</td>
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</tbody>
</table>

If you were authorized to take the EPPP by a jurisdiction other than Texas, have you requested that your score be sent directly to this agency by the Association of State and Provincial Psychology Boards (ASPPB)?

*You can access the EPPP Score Transfer Service by clicking here, or by visiting ASPPB’s website at www.asppb.net and clicking on the link entitled “EPPP Score Transfer” under the menu heading “Psychologist.”*

Have you previously taken the Board’s Jurisprudence Examination?

If so, please provide the following information:

<table>
<thead>
<tr>
<th>For What License? (e.g. LPA, LSSP)</th>
<th>Score Received:</th>
<th>Date Taken:</th>
</tr>
</thead>
</table>

### EMPLOYMENT HISTORY

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Are you currently providing psychological services in Texas?</td>
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</table>

If so, which of the following serves as the basis for your delivery of services in Texas:

- Licensed by this agency.
- Providing services which are exempt under Section 501.004 of the Psychologists’ Licensing Act.
- Providing services which are exempt under Board rule 461.10(c).
- Other: _____________________________________________________________
- None of the above.

If you claim to be providing services under either exemption referenced above, please attach a detailed description of the setting in which these services are being provided, as well as the type of services being provided sufficient for agency staff to determine whether the setting and services fall within the scope and spirit of the law. When providing a description for an exemption under Board
rule 461.10, you must also submit the form entitled *Checklist for Exemption of Post-doctoral Fellowship Under Board Rule 461.10(c).* Failure to do so may delay the processing of your application or may result in your application expiring or being denied.

### Current Employment

**Current Employer:**

**Position Title:**

**Description of Duties:**

**Employer’s Address:**

**Supervisor’s Name:**  | **Supervisor’s License No.:**

**Supervisor’s Phone No.:**  | **Starting Date of Employment:**

### Criminal History and Disqualifying Factors

Excluding minor traffic violations, have you ever been convicted, sentenced, or placed on community supervision or pretrial diversion for any crime?  

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<th>Yes</th>
<th>No</th>
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If so, please attach a written explanation, along with copies of relevant documentation including the charging instrument (i.e. information and complaint, or indictment), judgment, order of deferred adjudication or other dispositive order, any agreements concerning deferred disposition, and a copy of the terms and conditions of any probation or community supervision ordered. You also need to provide evidence of payment of any costs, restitution, and fines assessed against you.

Have you ever engaged in the practice of psychology without a license or other legal authority in this state or any other jurisdiction?  

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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Have you ever aided or abetted another individual in the unlawful practice of psychology?  

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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Are you physically and mentally able to render competent psychological services to the public in a safe manner?  

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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Do you use drugs or alcohol to an extent that affects your professional competency?  

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<th></th>
<th>Yes</th>
<th>No</th>
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</table>
PERSONAL ACKNOWLEDGEMENT

By signing and submitting this application, you are acknowledging:

- that the information contained in this application is true and correct and that any misrepresentation may constitute a criminal violation under Section 37.10 of the Penal Code and a basis for future disciplinary action under Board rule 461.16;
- that the Public Information Act is enforced by this agency as required by state law;
- the Board has permission to seek any information or references it deems appropriate regarding your credentials pertinent to this application;
- you have read the Psychologists’ Licensing Act and Board rules and are familiar with both;
- that pursuant to Section 57.491 of the Education Code, a license issued by this Board may not be renewed if the licensee is in default of either a loan guaranteed by the Texas Guaranteed Student Loan Corporation or a repayment agreement;
- that pursuant to Section 232.0135 of the Family code, this application or a future renewal may be denied for failure to pay child support;
- the application and examination fees submitted in connection with this application are non-refundable;
- that the failure to submit all required documentation and information may delay the processing of your application, or result in your application expiring or being denied;
- that you have ninety (90) days following receipt of this application by the agency to ensure that all documentation and information required under Board rule 463.5 has been submitted;
- that it may take agency staff up to six weeks to process your application;
- that you have an obligation to keep your address of record current while your application is being processed;
- that you must wait until the Board receives this application packet before undergoing the required fingerprint criminal history background check; and
- that this application is not being submitted more than sixty (60) days prior to the conferral of your doctoral degree.

Signature:  
Date:
Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks

NOTE: For those applicants reapplying for licensure, a Texas Department of Public Safety (DPS)/FBI fingerprint criminal history record checks is valid for six (6) months only.

Prospective applicants should wait until they apply before completing their fingerprint criminal history check. The Board is prohibited by state and federal law from accessing an individual’s criminal history record information until that individual has applied for licensure. Applicants who obtain their fingerprint criminal history check prior to applying for licensure will be removed from the Board’s access queue in the DPS system and may suffer delays in the licensure process as a result thereof. In an effort to ensure criminal history results are available to agency staff when processing an application, applicants are encouraged to wait five business days after mailing or delivering their application to the Board before completing their fingerprint criminal history check.

The Board is not permitted to receive or utilize fingerprint criminal history checks performed for other governmental entities. Thus, an applicant will need to undergo a fingerprint criminal history check, regardless of whether he/she has undergone one recently for another governmental entity. However, applicants who currently hold a license issued by this agency and underwent a fingerprint criminal history record check as part of the licensing process for that license do not need to undergo another check.

Texas Residents:
Process for Obtaining Fingerprint Criminal Record Checks

Applicants for licensure with the Texas State Board of Examiners of Psychologists (TSBEP) who reside in Texas are required to obtain fingerprint criminal history checks through the FACT Clearinghouse (formerly known as FAST Pass). This is a DPS program that provides electronic capture and submission of your fingerprints, and is the fastest and highest quality option available. Applicants may register for and schedule an appointment for their fingerprint criminal record check by downloading the in-state Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form) from the Board’s website.

Non-Resident or Foreign Applicants:
Process for Obtaining Fingerprint Criminal Record Checks

Applicants for licensure with the Texas State Board of Examiners of Psychologists (TSBEP) who do not reside in Texas are required to obtain fingerprint criminal history checks for licensure.

Non-resident or foreign applicants may submit a written request for the out-of-state applicant fingerprint criminal record check packet, or download the out-of-state Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form) from the Board’s website and follow the accompanying instructions. Email requests for applicant fingerprint packets should be directed

September 2018
to Open.Records@tsbep.texas.gov. When requesting an out-of-state applicant fingerprint criminal record check packet, please be sure to include a mailing address. There is no charge for this fingerprint packet. The packet will include the Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form), an instruction sheet about the process, and a fingerprint card to obtain the manual fingerprints.

Applicants electing to download the out-of-state Texas Fingerprint Service Code Form (FAST Fingerprint Pass Form) may submit a written request for an official FBI fingerprint card to the Board, or obtain an official FBI fingerprint card from any amenable law enforcement agency. If an applicant obtains an official FBI fingerprint card from any source other than the Board, it is critical that the applicant print or type the correct ORI number (TX922240Z) on the form in the box labeled “ORI.” Failure to do so will delay the licensure process and require the applicant to submit to another fingerprint criminal history background check. It is the applicant’s responsibility to ensure the correct ORI number is utilized and that it is legible.

Once an applicant is pre-enrolled with the vendor, he or she must take the official FBI fingerprint card to a law enforcement agency in the applicant’s state or country to have his or her fingerprints taken. Applicants should be prepared to pay a fee for having their fingerprints taken, as some agencies do charge a fee. The fingerprints must be taken by an appropriately trained law enforcement official. The fingerprint card must also be signed by a law enforcement official in the appropriate block. Please follow the directions on the card and provide all information requested except for the following: Your No.; FBI No.; Armed Forces No.; Miscellaneous No.; or Reason Fingerprinted.

After your fingerprints have been taken, please follow the mailing instructions set forth in the confirmation document provided to you upon completion of your pre-enrollment with MorphoTrust USA. The vendor will forward your digitized fingerprints to DPS.
CHECKLIST FOR EXEMPTION OF POST-DOCTORAL FELLOWSHIP UNDER BOARD RULE 461.10(C)

Generally speaking, a person may not engage in the practice of psychology, which includes practicing under the supervision of a licensed psychologist while acquiring post-doctoral experience, unless the person is licensed or has been issued trainee status by the Board. See Section 501.251 of the Psychologists’ Licensing Act and Board rule 461.10(a). However, the activities or service of a post-doctoral fellow or resident are exempt, i.e. do not require a license or trainee status, if certain exemption criteria are met. See Section 501.004 of the Psychologists’ Licensing Act and Board rule 461.10(c) for a list of these criteria.

Applicants who contend their post-doctoral supervised experience meets the exemption criteria of Board rule 461.10(c), must demonstrate the exempt nature of their activities or services by answering the following questions and providing documentation to substantiate their responses. The failure or inability to do so may render any post-doctoral supervised experience acquired in Texas on or after September 1, 2016 without a license or trainee status, ineligible for consideration when the individual applies for licensure as a psychologist. Furthermore, applicants who cannot demonstrate the exempt nature of their activities or services must immediately stop practicing psychology, regardless of whether they are or have been under the supervision of a licensed psychologist.

Applicants who either held a license or trainee status issued by this agency while obtaining their post-doctoral supervised experience, acquired their post-doctoral supervised experience prior to September 1, 2016 or while meeting an exemption under Section 501.004 of the Act, or who acquired their post-doctoral supervised experience in another jurisdiction do not need to submit this form.

<table>
<thead>
<tr>
<th>Accreditation or Substantial Equivalency of Post-doctoral Fellowship or Residency</th>
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| 1A. | Was your formal post-doctoral program accredited by the American Psychological Association (APA) or a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) at the time of your enrollment in that program?  
If so, please provide documentation reflecting the accreditation or membership of your post-doctoral program. | ☐ Yes  ☐ No |
| 1B. | If you answered “No” to 1A, was your post-doctoral program substantially similar to an APA accredited or APPIC member program at the time of your enrollment?  
If so, please provide documentation from the post-doctoral program reflecting substantial equivalency to either an APA accredited or APPIC member program. | ☐ Yes  ☐ No |

The Board has determined that each of the following criteria must be met before a formal post-doctoral
program will be considered substantially similar to an APA accredited or APPIC member program. Please identify each criteria that you believe your post-doctoral program meets by checking the corresponding box, and provide a citation or reference to the document and page where such criteria can be confirmed in any enclosed supporting materials.

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<tr>
<th>Criteria for Substantial Similarity:</th>
<th>Citation or Reference to Supporting Materials:</th>
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<td>☐ An organized experience with a planned and programmed sequence of supervised training experiences.</td>
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<td>☐ A designated psychologist responsible for the program who possesses expertise or competence in the program’s area.</td>
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<td>☐ Two or more licensed psychologists on staff, at least one designated as supervisor with expertise in area of practice.</td>
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<td>☐ A minimum of 2 hours per week of face-to-face supervision.</td>
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<td>☐ A minimum 2 additional hours per week of learning activities.</td>
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<td>☐ A minimum 25% of the fellow’s time is spent providing professional psychological services.</td>
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<tr>
<td>☐ Admission requirements that require the applicant to complete all professional degree requirements and a pre-doc internship, which at a minimum meets Board requirements (See 463.11(d)(2)).</td>
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<tr>
<td>☐ A requirement that participants use titles such as intern, resident, fellow, or trainee.</td>
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<tr>
<td>☐ Documentation describing the goals, content, organization, entrance requirements, staff, mechanisms for evaluations (minimum 2 per year), and a statement that the program meets Texas’ licensure requirements.</td>
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<td>☐ At a minimum, an informal due process procedure regarding deficiencies and grievances.</td>
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<td>☐ A written requirement for at least 1500 hours to be completed in not less than 9 months and not more than 24 months.</td>
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### Supervision and Title

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<td>2.</td>
<td>Were your activities or services (i.e. psychological services) delivered in connection with the formal post-doctoral program?</td>
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<td>3.</td>
<td>Were you under the supervision of a licensed psychologist when delivering psychological services in the formal post-doctoral program?</td>
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<tr>
<td>Question</td>
<td>Text</td>
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<tr>
<td>If so, please identify your primary supervisor, along with his or her license number.</td>
<td>Supervisor: &lt;br&gt;License No.:</td>
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<tr>
<td>4.</td>
<td>What title did you use while enrolled in the formal post-doctoral program? &lt;br&gt;Title Used:</td>
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If you answered “No” to question 1A and 1B, or to question 2 or 3 on this form, your post-doctoral program does not qualify for exemption under Board rule 461.10(c).

**SIGNATURE AND ACKNOWLEDGEMENT**

I acknowledge that the information provided herein is true and correct and that any misrepresentation may constitute a criminal violation under Tex. Penal Code §37.10.

I understand that the Public Information Act is enforced as required by state law.

I also understand that any failure to follow the instructions set out in this form, including providing clear citations or references to any supporting materials, may delay the processing of my application or may result in my application expiring or being denied.

Signature: <br>Date:
Process for Becoming Licensed as a Psychologist in the State of Texas

1. Apply for provisional licensure (Board rule §463.10).

2. After application is approved, take and pass the Examination for the Professional Practice in Psychology (EPPP) and the Board’s Jurisprudence Examination. (Board rule §463.14).

3. Provisional Licensure is granted after passing both examinations.

4. When supervised experience requirements have been satisfied, apply for licensure as a psychologist.

5. Upon receipt of a complete application for full licensure, the Board requires approximately six weeks to communicate its decision to you in writing.

Section 501.251 of the Psychologists’ Licensing Act states that a person must be licensed to provide psychological services to the public. Prior to licensure, a person may not provide psychological services unless they are specifically exempted by section §501.004 of the Act or practicing pursuant to Board rules 461.10 or 463.9(g). Please see Board Rule §465.2 regarding supervision rules.

**WARNING**

Individuals who did not go through a formal internship during their doctoral program are strongly encouraged to review Board rule 463.11 in its entirety before submitting an application for provisional licensure. Pursuant to that rule, individuals who have not undergone a formal internship as part of their doctoral program, or who took part in an internship that does not meet the Board’s internship requirements, are generally not eligible for full licensure as a psychologist. Thus, an individual without a qualifying internship will find himself or herself unable to proceed beyond the provisional licensure stage unless he or she goes on to complete a post-doctoral re-training/re-specialization program. Individuals who fall into this narrow category of applicants can learn more about re-specialization through the American Psychological Association’s website or by clicking here.

Individuals may also consider applying for licensure as a licensed psychological associate if they do not wish to undertake re-specialization, but still want the ability to practice independently. To learn more about the requirements for independent practice as a licensed psychological associate please review Board rule 463.8.
Instructions for Changing Your Mailing or Email Address in the Online System

Once you have submitted an application for licensure, if you need to change your mailing or email address, you may do so via the Board’s online system.

If you choose to change your mailing or email address online, you must first register an account with the online system, if you have not already done so. The registration is a one-time only process.

To register for the online system, you will need an email address which will become your User ID.

If you have an email address, click here and select “Begin Here for Sign-up” as shown below.

Once you have completed the user registration a temporary password will be sent to your email address, and you will be asked to select a new password when you first attempt to login.

Once you have registered an account, and logged into the system, you may add your application(s) to your registered account. The screenshots below will help guide you through this process.

There are two application types to choose from:

a. Psychology - LP, PLP, LPA (licensed psychologist, provisionally licensed psychologist, licensed psychological associate), or
b. Psychology – LSSP (licensed specialist in school psychology).

You will need the following information to correctly associate your user account registration with your pending application in the online system:

a. Social Security Number (no dashes)
b. Birthdate (mm/dd/yyyy), and
c. Zip code (from address of record).

If any of the information you enter does not match the data currently in the system, you will not be able to establish an account and will need to contact the Board office during normal business hours. The zip code you enter must match exactly the one the Board has on file as your address of record. If it includes a 4-digit extension, then it must be entered as such. If it does not include a 4-digit extension, then it cannot be entered with one.

If your current address of record does not have a zip code, e.g. foreign address, you cannot use the online system. You must download and submit the paper change of address form from the Board’s website.
Once you have registered an account and added your application(s) to this registration, you may begin the process wherein you can change your address of record.

Once you become licensed, your license number will be added to this account and you can renew and order additional renewal permits, in addition to changing your address and/or email.
Welcome to Online QuickStart

Step 1
Have you ever held a license or registration with our Board?

- If this is the first time you are adding your existing or previous held license to this online account then please select "Yes" so you can walk through the steps of adding your license to your online account.
- If you are applying for a brand new license for the first time, select "No" and you will be taken to the Quick Start menu where you can see your initial licensing options under the "Start a New Application" heading.
- If you have renewed or applied on-line previously (since 2011), select "No" as you only need to add your license to your online account once. You will be taken to the Quick Start menu where you should see your license and your licensing options.
- If you have an email change since the last time you logged in please contact us with your old email address and your new email address and we can update your account for you as your license can only be associated with one account.

Select "Yes"
What kind of a license did you hold, or did you apply for the past?

Step 1
Which board manages your license type? Selecting from this list narrows the available License Type drop-down list.

* Board: [Texas State Board of Examiners of Psychologists]

* License Type [Psychology - LP, PLP, LPA]

How do I know?
Step 2
Please provide your credentials
*Required Information

License Type: Psychology - LP, PLP, LPA

*SSN: 
Full digits of SSN
SSN must be 9 numeric characters long

*Date Of Birth: 
(mm/dd/yyyy)

*Zip Code:

Security Measures (This helps to prevent automated registrations.)

*Type the characters from the picture below (without spaces):

If you are unable to read the above image please refresh it for another word.

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Step 3
Please confirm your license credentials

Indiv / Org Number: 919758
Name: PSYCHOLOGY, TSBEP

<table>
<thead>
<tr>
<th>License Type</th>
<th>License Number</th>
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</table>

*Select One:

- I confirm this is my information
- No this is not my License information

This is the entity number assigned to you by the Board.
Your name should appear here.
Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please DO NOT click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

Applicant Activities

Psychology - LP, PLP, LPA #14920  Change of Address

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Change of Address - Contact Information

- **Main Address**
  - Street Number: 333
  - Address: GUADALUPE
  - Suite: 2-450
  - Zip Code: 78701
  - City: AUSTIN
  - State: TEXAS
  - County: TRAVIS
  - Country: United States
  - Phone Number: (999) 999-9999
  - Extension:
  - Email:
  - Contact #: 
  - Web Address: