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# Texas State Board of Examiners of Psychologists

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## 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 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\*
- Reference Letter
- Process for Becoming Licensed as a Psychologist
- Fee Schedule\*

\*Items denoted with asterisks must be downloaded from the Board's website at [www.tsbep.texas.gov/form-bank](http://www.tsbep.texas.gov/form-bank), or obtained directly from the Board.

## **Checklist for Application For Provisional Licensure as a Psychologist**

- I. 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 include complete names and addresses of supervisors. Also be sure to sign the last page of the form.
  - B. Application Fee: A fee of \$340 (non-refundable), payable to the Texas State Board of Examiners of Psychologists (T.S.B.E.P.), to cover the cost of the Board's consideration of your request for provisional licensure.
  - 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](http://www.asppb.net/?page=ScoreTransfer), or by visiting ASPPB's website at [www.asppb.net](http://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. If your degree was awarded prior to January 1, 1979, and you are applying under Substantial Equivalency Rule §463.10(b)(2), supporting documentation for each section of that rule should be submitted clearly labeled by section.
  - I. Three (3) acceptable reference letters on Board forms. The applicant is responsible for securing his/her own reference letters. These original reference letters must be included with the application form sent to the Board by the applicant. The Board requires a minimum of three references from psychologists in order to review your application. Two of these references must be licensed as

psychologists by the psychology licensing board in the appropriate jurisdiction. The third reference must either be licensed as a psychologist or be a professor of psychology at a college/university. Current Board members may not be used as references.

- J. 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.

Items A, B, C, and I must be received in the Board office as a complete packet to begin processing your application. Applications not including these items will not be accepted. Other required items (D, E, F, and G) can be received at a later date. However, do not delay in ordering the other required items to avoid a delay in the licensure process.

II. Some information about the procedure which may be helpful:

- A. All required information must be in the Board office for your file to be complete, and eligible for review. It is your responsibility to contact the Board office, preferably via email, to determine whether all required information has been received. 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.
- B. After your application file has been reviewed, the Board will require approximately six weeks to communicate its decision to you in writing.
- C. Upon passage of the EPPP and Jurisprudence Examination, 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.

III. There are two items which require special attention:

- A. If you do not use this application form within the next three months, please check with the Board office to ensure that information provided in this letter is still current (i.e., fees, application form, etc.).
- B. 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.

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.

PLEASE CHECK OVER THIS ENTIRE CHECKLIST BEFORE SUBMITTING YOUR APPLICATION TO AVOID ANY DELAYS IN THE PROCESSING OF YOUR APPLICATION.



I. If you have a disability or impairment which will necessitate special accommodations, facilities or procedures during the administration of the examination(s), please specify your condition **in writing** when submitting your application. Your request for special accommodations, facilities or procedures **must be accompanied by a physician's certification of your condition.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

J. Degree Earned: \_\_\_\_\_

Degree Granting Institution: \_\_\_\_\_

Area of Training: \_\_\_\_\_

Title or Program: \_\_\_\_\_

Date Degree Granted: \_\_\_\_\_  
month-day-year

K. Type of Degree: (select one)

- \_\_\_\_\_ 1. Doctoral Degree in Psychology.
- \_\_\_\_\_ 2. The substantial equivalent of a doctoral degree in psychology in both subject matter and extent of training obtained prior to January 1, 1979.
- \_\_\_\_\_ 3. A degree from a country other than the United States (if so, submit documentation which satisfies the requirements of Board Rule 463.25).
- \_\_\_\_\_ 4. Master's Degree in Psychology.
- \_\_\_\_\_ 5. Master's Degree in Other than Psychology.

L. Master's Degree Information:

1. Committee Chair or Graduate Advisor's Name \_\_\_\_\_

2. Title of Master's Thesis (if applicable): \_\_\_\_\_

M. Doctoral Degree Information (if applicable):

1. Committee Chair/Advisor's Name \_\_\_\_\_

2. Doctoral Dissertation Committee

Full Name	Department	Current Address	Licensed Psychologist (Yes or No)


N. Psychological Associate Licensure Applicants only (requirements of Rule 463.8)

- List all courses, other than practicum and those clearly prefixed as “psychology” on your transcript, which you wish to be considered for the 27 hours of psychology required in Board Rule 463.8.

University/College	Course Prefix (e.g. Psy 301)	Descriptive Course Title	Semester Credit Hours	Instructor’s Full Name	Licensed or Provisionally Licensed Psychologist (Yes or No)

2. Indicate four hundred fifty (450) hours of practicum or experience as required in Board Rule 463.8.

a. Site and address of practicum/work experience \_\_\_\_\_

\_\_\_\_\_

b. Dates of practicum/work experience \_\_\_\_\_ to \_\_\_\_\_  
mo - day - yr mo - day - yr

c. Hours you worked per week \_\_\_\_\_

d. Indicate name and current address of supervisor(s) who will document 450 hours of supervision.

\_\_\_\_\_  
Name Street or P.O. Box

\_\_\_\_\_  
City State Zip

e. Was supervisor a licensed psychologist? YES \_\_\_\_\_ NO \_\_\_\_\_

f. In what state was supervisor licensed? \_\_\_\_\_

g. On what date was supervisor licensed? \_\_\_\_\_

O. Please provide a chronology of all your education, training, internships and employment since enrolling in your master's or doctoral program. If there are any gaps in the chronology, please explain. Use extra pages if necessary. (Do **NOT** send vitae or resumes.)

*	Name of Facility & Address	Dates	Supervisor's Name (if applicable)	Description of education, internship, training or employment

\*Indicate if this internship or experience will be submitted to the Board at a later time as part of the application for licensure as a psychologist to fulfill the requirements for supervised experience per Board rule 463.11.

P. Other Certification, License, or Pending Application

Have you ever been certified and/or licensed as a psychologist in this or any other state/province?

\_\_\_\_\_

If yes, please provide the following information (use extra pages if necessary):

1. Credentialed as \_\_\_\_\_
  - a. Jurisdiction where credentialed \_\_\_\_\_  
Date Credentialed \_\_\_\_\_ Credential Number \_\_\_\_\_  
Expiration date of current credential \_\_\_\_\_  
mo - day - yr
  - b. With master's or specialist's degree \_\_\_\_\_ doctoral degree \_\_\_\_\_
  - c. Name of credentialing agency \_\_\_\_\_
  - d. Address of credentialing agency \_\_\_\_\_  
Street or P.O. Box  
\_\_\_\_\_  
City State/Province Zip
  - e. Has any complaint ever been filed against this credential? \_\_\_\_\_
  - f. If so, state nature and resolution of this complaint (Use extra pages if necessary).  
\_\_\_\_\_
2. Do you have another application for licensure with this Board currently pending?

\_\_\_\_\_ If yes, what type of application is it? \_\_\_\_\_

Q. Have you ever been arrested for any reason or convicted of any criminal offense in this or any other jurisdiction?

\_\_\_\_\_ If yes, please attach an explanation and supporting legal documents for each separate incident.

R. Have you ever practiced psychology without a license or exemption in the this or any other jurisdiction?

\_\_\_\_\_ If yes, please attach an explanation.

S. Have you ever aided or abetted another individual in practicing psychology without a license or exemption in this or any other jurisdiction?

\_\_\_\_\_ If yes, please attach an explanation.



Y. Are you presently providing psychological services in Texas? \_\_\_\_\_ If yes, are you:  
(Please check one)

Currently licensed by this Board? \_\_\_\_\_ If so, state type of license \_\_\_\_\_

Employed in a statutorily exempt agency as defined in Section 501.004 of the Psychologists' Licensing Act.

If so, state name of agency \_\_\_\_\_

Completing requirements for licensure as a psychologist per Board rule 463.11.

**PERSONAL ACKNOWLEDGMENT**

I acknowledge that the information contained in this application is true and correct.

In making this application to the Texas State Board of Examiners of Psychologists for the issuance of a license, I agree to abide by the rules and regulations of the Texas State Board of Examiners of Psychologists and to take all examinations necessary to the processing of my application. I further agree that the fee submitted with this application is NON-REFUNDABLE.

I hereby grant the Board permission to seek any information or references it deems fit in securing my credentials, pertinent to this application.

I further agree that if issued a license, it shall remain the property of the Texas State Board of Examiners of Psychologists and shall be returned if my license is suspended, revoked, voided or I resign or go on inactive status.

I have read the Psychologists' Licensing Act, am familiar with, and agree to abide by the requirements of the Act, and Rules and Regulations of the Board.

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

Warning: Pursuant to Tex. Educ. Code Ann. ' 57.491, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Instructions to Applicants for Obtaining Fingerprint Criminal Record Checks**

**NOTE:** A Texas Department of Public Safety (DPS)/FBI fingerprint criminal history record check that shows any criminal record of the applicant is valid for six (6) months only. If licensure is not obtained within six months, the applicant will be required to obtain a new DPS/FBI fingerprint criminal record check as a condition for licensure.

Unfortunately, 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 record 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.

Applicants should consider completing their fingerprint criminal record check before submitting their application for licensure to avoid any delay in the processing of their application due to the Board not having received a criminal history report.

### **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 record checks for licensure.

Persons wishing to become licensed in Texas are encouraged to obtain their fingerprint criminal record check BEFORE they apply for licensure with the Board in order to avoid a delay in the processing of their applications. 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 to [Open.Records@tsbep.texas.gov](mailto: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 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.

# TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

333 Guadalupe, Suite 2-450  
Austin, Texas 78701  
(512) 305-7700

## Reference Letter for Provisionally Licensed Psychologist

Name and Address of Licensed Psychologist

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After completing and signing this reference form, please return it to the applicant. This form must be submitted by the applicant with the application for licensure.

Applicant Name (Please Print): \_\_\_\_\_

The following information is needed before the Texas State Board of Examiners of Psychologists can consider the applicant's licensure request. Please respond as quickly as possible in order for the applicant's professional career to be considered without delay. The Public Information Act is enforced as required by State law. Fax copies of this document cannot be accepted. Please return this completed form to the applicant.

1. Do you know the applicant well enough to evaluate him/her? Yes \_\_\_\_\_ No \_\_\_\_\_
- a. If **NO**, please sign this section and return to the Board's office.

\_\_\_\_\_  
Your Printed Name

\_\_\_\_\_  
Your Signature

- b. If **YES**, please complete the following about yourself:

\_\_\_\_\_  
Your Printed Name

\_\_\_\_\_  
Your Signature

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Area of doctoral level training/education in psychology:

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Current Job Position: \_\_\_\_\_

Please give date(s) of your licensure at the time that you knew or supervised the applicant. Also provide your licensure no.(s), and name of state(s) where you hold/held licenses to practice psychology:

Date	License No.	State	Current? Yes/No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. What was the time period you knew the applicant? Please give specific dates, e.g. from January 1, 1984 to September 15, 1985.

From: \_\_\_\_\_ To: \_\_\_\_\_

3. Was the nature of your involvement with the applicant to provide supervision for the purposes of licensure as a psychologist?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give specific dates, e.g. from January 1, 1999 to January 1, 2000.

From: \_\_\_\_\_ To: \_\_\_\_\_

4. In what type of professional setting did you know the applicant? (e.g., private practice, university, agency, etc.)

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5. What was your professional relationship with the applicant? (e.g., professor, practicum/internship, advisor, supervisor, colleague, etc.)

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6. Are you related to the applicant within the second degree of affinity or within the second degree by consanguinity?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Please list the psychological services you feel the applicant is qualified to provide. Describe and evaluate the applicant's professional work experience to the extent that you know.

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8. Do you feel the applicant is physically and mentally competent to render psychological services as a provisionally licensed psychologist? If **NO**, please attach letter of explanation.

Yes \_\_\_\_\_ No \_\_\_\_\_

9. Do you have any reservations concerning the applicant's ethical, professional, or personal qualifications for provisional licensure? If **YES**, please attach letter of explanation.

Yes \_\_\_\_\_ No \_\_\_\_\_

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Date Form Completed by Licensed Psychologist

Please return this completed form to the applicant.

## **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.

**Note: In order to apply to sit for the Oral Examination, you must be provisionally licensed. However, it may take up to 20 business days for agency staff to issue your provisional license following official notification of the last examination successfully completed. Applicants are therefore encouraged to complete all written exams at least 30 days prior the deadlines referenced below. Failure to do so may result in the applicant not being issued a provisional license before the deadline expires.**

4. After provisional licensure, apply to take the Oral Examination. This examination is offered in January and July of each year (Board rule §463.15). Please review the "Important Dates" webpage at [www.tsbep.texas.gov/important-dates](http://www.tsbep.texas.gov/important-dates) for application deadlines.

**Note: In order to meet the deadlines for the Oral Examination, an applicant must submit and the Board must receive his/her *Application to Sit for the Oral Examination* and corresponding fee on or before November 15<sup>th</sup> (for the January Oral Examination) or May 15<sup>th</sup> (for the July Oral Examination). For deadlines falling on a weekend or state holiday, the deadline for receiving the application will be the first business day immediately preceding the weekend or state holiday. Applications post-marked prior to a deadline, but received after the deadline will be considered untimely and scheduled for a subsequent examination. Deadlines will be strictly enforced with no exceptions allowed.**

5. Sit for and pass the Oral Examination (Board rules §463.11 and §463.15).
6. When experience requirements have been satisfied, apply for licensure as a psychologist. (Board rule §463.11, §463.13, and Section 501.252 of the Psychologists' Licensing Act).
7. After a licensure file is complete and reviewed, 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 §465.3 and §465.4. Please see Board Rule §465.2 regarding supervision rules.

As you can see, this procedure is lengthy. If a person applied for provisional licensure by January 1, it is possible for that person to be licensed by October. This assumes that all information is timely received, all requirements are satisfied, and all examinations are passed. Persons applying from outside the state may wish to begin the application process prior to moving to Texas, provided that all educational requirements have been satisfied.