



STATE OF ARIZONA
 BOARD OF PSYCHOLOGIST EXAMINERS
 1740 WEST ADAMS STREET, SUITE 2430
 PHOENIX, AZ 85007
 PH: 602.542.8162 FX: 602.926.8095
 WEBSITE: www.psychboard.az.gov

KATIE HOBBS
 Governor

HEIDI HERBST PAAKKONEN, M.P.A.
 Executive Director

EPPP Only Application Tutorial for Doctoral Students

Doctoral students who have completed the coursework requirements may apply for approval to sit for the EPPP in Arizona. Use the Applicant Portal to submit an EPPP Only application. This is the only initial application a doctoral student may submit.

While much of the online application is self-explanatory, follow these instructions to complete application fields that may not apply to you, but are required.

Personal Information

Please fill in your CURRENT degree credential. DO NOT list a degree that has not yet been conferred.

Credentials (e.g., M.A., Psy.D., Ph.D., etc.) *	
---	--

Employment Information

If you are currently participating in, or have completed, an internship program, click "+ Add new" and fill in the requested information. If you have employment in a related health care delivery field, please list it (e.g., MFT, counselor, life coach, etc.). If your employment is NOT related to health care delivery, DO NOT list it (e.g., McDonald's, retail, etc.)

Employment Information

Note: All information with a red asterisk (*) is required.

BEHAVIOR ANALYST APPLICANTS: Enter your employment history for the past 5 years including any supervised experience that you are NOT applying towards licensure.

PSYCHOLOGIST APPLICANTS: Enter your employment history for the past 5 years including any supervised experience that you ARE applying towards licensure.

OPTION TO OPT OUT OF PUBLIC ADDRESS:

Pursuant to A.R.S. § 32-3226, licensees who do not have a business address may OPT OUT of the requirement to make their home address public (A.R.S. § 32-3801). Licensees who opt number or email address to the Board which can be disclosed to a patient or client who is seeking a copy of their medical records. If you fall into this category, please contact Board staff at krishna.poe@psychboard.az.gov.

Employer Name	Primary Employment	Employment Start Date	Employment End Date
No records have been added. Click + Add New to add records.			

+ Add new

I certify that I currently have no employment history to share and affirm that I will immediately notify the Board once I am employed. *

The system REQUIRES one employment entry, no matter what. If you have none to share, follow these steps.

1. Click "+ Add New"
2. Select "Employment Only" for Employment Type
3. Type N/A in all text fields that will allow it with a red asterisk except "Other Employer Name"
4. Under "Other Employer Name" copy and paste the below phrase into the field:
Pursuant to A.R.S. § 32-3226, licensee has opted out of public address
5. Add today's date as the employment start date
6. Click "Yes" for the question, "Is this your primary employment?"
7. Click "Yes" or "No" to the question, "Related to Direct Client/Patient Care?"
8. For some of the fields, numbers are required. List real or fake numbers, it does not matter since this is not an actual employment record.
9. Click "Save & Continue" to move forward to the next section.

Supporting Documents

Most of this section is self-explanatory. The photograph, self-query and evidence of citizenship or alien status documents must be completed and uploaded by all applicants.

Under "Evidence of Citizenship or Alien Status." Note, both the Statement of Citizenship and Alien Status Form AND a current, government issued picture ID are required to be uploaded. The Upload Files button can be clicked multiple times, so if it doesn't allow you to upload two documents at once, upload one, then click on the button to upload the next item.

There is a red asterisk on the Core Program Requirements form and the Postdoc written training plan, but you do not have to upload anything. If these do not apply to you, you may ignore them. Click Save & Continue without uploading anything to these and the application will move forward.

Educational Background

All the fields in this section are required, but not all will apply to doctoral students.

- For "Degree Earned", select "Doctorate" or "Doctorate Degree".
- For "Graduation Date" select today's date, the date you are filling out the application.
- If you do not have a title for your dissertation or project, type "N/A" or something similar.

Psychologist Application Information

Select "EPPP Only".

References

Doctoral students are not required to obtain references. You may fill out these fields with N/A or similar, except for the email address. Just provide your own email address here, which will allow you to click "Save & Continue" and move forward.

AzDHS Data Collection

This section is a workforce survey all healthcare boards are required to include in their applications. Fill it out to the best of your ability. There are no wrong answers. If you have no clinical experience, again, answer to the best of your ability, using n/a if the question is not applicable to you.

Notes

- The remainder of the application is self-explanatory. The application fee is \$350 and must be paid online via a credit or debit card in order to submit your application.
- Upon submission, an automated email will be sent to you from noreply@thentiacloud.com.
- You may have their internship verified at any time once it is completed. It will be added to your file with the Board. This is also true for your official transcript once your degree is conferred. Both will be required when reopening your application for approval for licensure. See below for more details.

How to Reopen Your EPPP Only Application for Licensure

For EPPP Only Doctoral-Student Applicants who have passed the EPPP

1. Once the approved applicant has passed the EPPP, the application will be administratively closed.
2. The application may be reopened within 36 months for the purpose of approval for licensure.
3. Once ready, send an email to the Board's Licensing Specialist at kathy.fowkes@psychboard.az.gov containing a written request to reopen the EPPP Only application for the purpose of approval for licensure. **There is no fee to the Arizona Board to reopen the application..**
4. Include in the reopen request the names and email addresses of 2 licensed psychologists who can attest to your work in the field of psychology within the past three years. Once this is received, Board staff will email your references with a request to fill out the Board's standardized reference form. Separate reference letters do not meet this requirement. The reference must fill out and submit the Board's standardized form.
5. New official transcript that demonstrates the date the doctoral degree was conferred. This must be sent by the grad school or by the third-party online fulfillment company with which the school contracts (e.g., Parchment, National Student Clearinghouse, etc.).
6. Amount of supervised professional experience (SPE) hours required: Per [A.R.S. § 32-2071\(D\)](#), 3,000 hours of SPE are required for licensure. These may be any combination of preinternship, additional internship or postdoc training hours. Example: if an applicant's internship verification comprised the minimum 1,500 hours required, an additional 1,500 hours of SPE are required to meet the 3,000 hours requirement. If the internship verification reflects 2,000 hours acquired, 1,000 additional hours of SPE are required.
7. Verification of a minimum of 1,500 hours of internship, if not previously received. If the internship was not American Psychological Association (APA) accredited or completed with an Association of Psychology Postdoctoral and Internship Centers (APPIC) member, a copy of the written training plan/agreement/statement is

also required. See the Board's [Forms](#) page to download the appropriate SPE verification form. Follow the instructions on the Forms page and on the verification itself.

8. Verification of the additional 1,500 hours of SPE the applicant is applying towards licensure (usually postdoc hours but may be preinternship hours) must be submitted by the supervisor directly to the Board's office via email at PSYsubmissions@psychboard.az.gov. (For preinternships, your doctoral program's Director of Clinical Training is the appropriate verifier.) See the Board's [Forms](#) page to download the appropriate SPE verification form. Follow the instructions on the Forms page and on the verification itself. The requirements and the verification form for preinternship SPE hours are different than for postdoc SPE hours.
9. Additionally, the applicant will need to submit a new NPDB self-query processed within 30 days as NPDB self-queries are valid for 6 months and those submitted previously may have expired.
10. Once all above documents are received, the reopened application will be administratively complete and will be placed on the next available Application Review Committee (ARC) agenda for substantive review. If the ARC recommends approval, the application will be placed on the Board's Consent Agenda. If approved by the Board, the applicant's license will be issued, effective the date of the Board's approval.