

A. PSYCHOLOGIST LICENSING

Please be advised that there are many requirements to obtain licensure as a psychologist in Arizona. Below are some frequently asked questions. However, it is highly recommended that you review the Board's licensing requirements which can be found on the Board's website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab. Specifically, A.R.S. §32-2071 pertains to licensure.

1. I HAVE A CLIENT MOVING TO ARIZONA WHO WANTS TO CONTINUE CARE. DO YOU HAVE A TEMPORARY LICENSE FOR THIS CIRCUMSTANCE?

No, Arizona does not offer a temporary license for this circumstance. However, you may qualify for exemption from licensure if you will be offering psychological services for this client for no more than 20 days in a calendar year. This would include not only your time spent with your client, but also any time spent on the client's records or in research for the client (even if this does not occur in Arizona). The Board has defined "day" to mean eight (8) hours. Therefore, you may be exempted from licensure if you qualify under A.R.S. § 32-2075(A)(4), which states,

A. This chapter does not limit the activities, services and use of a title by the following:

- 4. A person who resides outside of this state and who is currently licensed or certified to practice psychology at the independent level by a licensing jurisdiction of the United States or Canada if the activities and services conducted in this state are within the psychologist's customary area of practice, do not exceed twenty days per year and are not otherwise in violation of this chapter and the client or patient, public or consumer is informed of the limited nature of these activities and services and that the psychologist is not licensed in this state. A person may exceed the twenty-day limitation requirement of this paragraph to assist in public service that is related to a disaster as acknowledged by the board.*

2. DO YOU HAVE RECIPROCITY WITH OTHER STATES?

No, Arizona does not have reciprocity. Arizona does offer an application by credential. If you hold a CPQ or ABPP credential, you may apply using your credential and do not have to have your education, training or EPPP scores verified. If you are credentialed by NRHSPP **and** have been licensed and practicing independently for 5 or more years, you may apply using this credential and do not have to have your education and training verified. You will be required to have your EPPP score verified by either the state Board which authorized you to take the exam, or by ASPPB.

Additionally, Arizona "waives" the preinternship and postdoctoral requirement for an individual who has been licensed as a psychologist for 10 or more years in another jurisdiction.

Furthermore, Arizona “waives” the preinternship, internship and postdoctoral requirement for an individual who has been licensed as a psychologist for 20 or more years in another jurisdiction.

3. WHICH APPLICATION DO I COMPLETE?

If you do not hold a credential such as a CPQ, ABPP, or NRHSPP (if you do not know what these are, you probably do not hold the credential), complete and send in the **Psychologist Application for Exam and/or Licensure**. This application is for EPPP only, EPPP and Licensure, if you are already licensed in another state (Waiver), or if you are seeking temporary licensure while completing your postdoctoral experience.

You can download the applications from our website. To do this, choose the “FORMS” tab in the horizontal menu, then choose APPLICATION FORMS. Once on the Application forms page, choose the PSYCHOLOGIST APPLICATION FOR EXAM AND/OR LICENSURE. If you are still not sure this is the right application, review the stage of education, training, and licensure option to which this application applies. The information is on the Application Forms page under the application link.

If you hold a specialty credential (CPQ, ABPP or NRHSPP) and have been licensed for five (5) or more years, you should complete the **Psychologist Application for Licensure by Credential**. Remember, the CPQ and ABPP credentials are NOT the same as being a member of the American Psychological Association. If you don’t know what these credentials are, you likely do not hold one.

4. DO YOU HAVE AN ONLINE APPLICATION?

Yes, the Board offers an online application. You can find the portal on the Board website’s home page, in the column on the right, choose “ONLINE APPLICATION PORTAL: Online Psychologist Applications and PSY or BA License Renewal Fees”.

Under New Users, choose, “I Don’t Have a License”. If you have applied for any type of license or to take the EPPP in Arizona even if you do not hold a license, choose “I have a License”. Choosing this option means that you are in the database already. If you have applied before, whether or not you have a license, you will be in our database. If you have never used the online portal, you’ll need a security code to log in for the first time. You can call our office at 602-542-8162, to obtain your security code. If staff is not available to answer you may leave a message and a Board staff person will return your call.

During the online application process, you will be required to acknowledge that you must send in verifications. The applicant is responsible for requesting verifications from various entities. These forms are available for individual download on the Application Forms page. These are form-fillable PDFs. Please DO NOT run them through your own conversion program, as it corrupts the fields and often causes the information you enter to

be invisible to staff. Fill them out in Adobe Acrobat for the best experience. If your program will not allow you to digitally sign the document, print it out and sign it by hand.

5. WHAT ARE THE REQUIREMENTS FOR LICENSURE? HOW DO I KNOW IF I QUALIFY TO BE LICENSED?

There are many detailed requirements and they are all set forth in Statute and Rule. You can find the Board's statutes and rules on its website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab. Specifically, A.R.S. §32-2071 pertains to education and training requirements.

For Board Rules, which further define the Statutes, choose the PSYCHOLOGIST RULES link. This is a PDF document you can download. Specifically, Article 2 pertains to licensure.

6. WHAT KIND OF DOCTORAL DEGREE DO I NEED?

As noted above, this question is best answered in A.R.S. §32-2071. Please note that Arizona statute does not require that an applicant graduate from an APA accredited program.

Your doctoral degree must be in an applied (clinical, counseling, school or educational) psychology. A general psychology degree is not an applied psychology and does not qualify for licensure.

Your doctoral degree program must also offer practicum/preinternship and internship supervised experiences for which you will receive credit. You can complete preinternship(s) while still doing coursework, but your internship must not start until AFTER your coursework is complete and BEFORE your doctorate is conferred. Your internship must be completed within 24 consecutive months. See the statutes and rules for further information.

7. MY DOCTORATE IS IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY. DOES THIS QUALIFY FOR LICENSURE?

No, Arizona does not license industrial and organizational psychologists. If you have questions regarding practicing industrial and organizational psychology in Arizona it is recommended that you consult with your malpractice/liability insurance, national organizations and colleagues.

8. WHAT IS A VERIFICATION?

Verifications are evidence of your education, training and preparation for practicing independently. Verifications are documents verifying an applicant's professional history. The documents must be submitted directly to the Board office from the primary source. You tell us your professional history in your application – your education, training,

supervised experiences, other licenses, certifications, exams taken, etc. Verifications document the validity of your statements via the custodian of those records, or in other words, the primary source for that specific information.

Your college or university is the primary source for your official transcript. Your supervisors/sites are the primary sources for your supervised experiences. ASPPB or the state Board which authorized you to take the EPPP are the primary sources for your EPPP score. The issuing Board is the primary source for other licenses or certifications.

9. CAN THE BOARD ACCEPT E-MAILED OR FAXED VERIFICATIONS?

Yes, as long as Board staff can track that the verification has been sent directly from the primary source. If a verification is sent by fax, a cover sheet bearing the facility's logo or letterhead is required. Verifications are most commonly received by email. An email address for the licensing specialist is at the top of each verification form, and also in the contact information on page 2 of the application.

If verifications are sent by mail, the return address must be the verifier's. If you are providing self-addressed stamped envelopes to your supervisors, make sure the return address on the envelope is your supervisor's, not yours. We will reject all verifications that cannot be tracked as coming directly from the primary source.

10. HOW IS MY EDUCATION VERIFIED?

The Board receives, directly from the educational institution, official transcripts to verify an applicant's education. The applicant must request that the educational institution submit all official graduate transcripts directly to the Board office. The Board does not need undergraduate transcripts. However, any and all graduate degrees should be listed on the application and transcripts sent to the Board's office.

11. I DID A MASTERS IN A NON-PSYCHOLOGY RELATED FIELD. DO I NEED TO SEND THE TRANSCRIPT FOR THIS?

If it was graduate coursework, even if it did not lead to a degree, the applicant must list it on the application and have the transcript sent to the Board office. The statutes do not limit this requirement to only psychology-related coursework or degrees. The limit is simply on graduate vs. undergraduate coursework.

12. I HAVE AN OFFICIAL TRANSCRIPT IN MY SCHOOL'S SEALED ENVELOPE. CAN I INCLUDE THIS WITH MY APPLICATION?

Yes, as long as it has never been opened and is in its original, sealed envelope. If it appears to have been tampered with, we will not accept it.

13. MY SCHOOL OFFERS TO SEND TRANSCRIPTS DIGITALLY. IS THIS ACCEPTABLE TO THE BOARD?

Yes, as long as Board staff can authenticate the transcript. Many schools contract with a third party to provide digital transcripts. These digital services usually offer a means of authentication to the receiver, which has been sufficient to meet verification requirements. If authentication cannot be verified, the applicant will be notified and will be required to have an official transcript sent by mail.

14. HOW IS MY SUPERVISED TRAINING VERIFIED?

There are verification forms in the application packet. The title of the form makes it clear which type of supervised experience it is for. The verification forms must be sent directly to the Board from the supervisor/site. Verifications included with applications will be rejected. The applicant is never the primary source for verifications.

Internship: The internship verification form (**Supervised Psychology Internship or Training Experience Verification**) is the first verification form in the application packet. The applicant should complete the top portion, then submit it to their supervisor(s) for completion. If your internship was APA accredited or an APPIC member, your supervisor is not required to complete section B of the form (section A and C must be completed).

Preinternship/Practicum: The second form in the application is the preinternship verification form (**Supervised Preinternship Experience Verification**). You are required to have this information verified **ONLY** if you are applying preinternship hours toward licensure. The instructions for the preinternship verification differs from the internship verification form. The applicant is expected to complete the first page, and fill in the information for the second page. The second page can be duplicated for multiple preinternship experiences. At the bottom of the second page, the director of training or supervisor must complete the “Verified by” portion and the last page of the form. Verifications must be sent directly from the verifier to the Board. *Verifications included with applications will be rejected.*

A copy of the written training plan for each site is required. The training plan may be sent by the supervisor(s) or by the applicant.

Postdoctoral Supervised Experience: If you are applying postdoc hours toward licensure, you must have your supervisor complete the Postdoctoral Professional Psychology Experience verification form. You should complete the top portion of the form and submit it to your supervisor(s). Your supervisor(s) complete the form and send it directly to the Board office. A copy of the written training plan is also required. This may be sent by the supervisor or by the applicant.

15. WHAT IS A WRITTEN TRAINING PLAN?

A written training plan is the agreement or contract that was made between you and your training site(s) before your training began at that site. It should include the start and end

dates of training and any addendums. The training plan details the goals and objectives, supervision, activities, whether ethics was addressed and so forth. The written training plan is typically signed by the applicant and by the supervisor, doctoral program training director, or another official. Your supervisor/site should have a copy of this.

16. MY PREINTERNSHIP/POSTDOCTORAL EXPERIENCE DID NOT HAVE A WRITTEN TRAINING PLAN. WHAT CAN I DO TO MEET THIS REQUIREMENT?

In the past, some sites did not have training plans. In some circumstances, the Board has instituted a policy to allow for retrospective (now for then) training plans to be created with your supervisor. The training plans must include the signatures of the trainee and the supervisor, start and end dates of the supervised experience and the date the plan is/was signed. It should also detail the goals and objectives, supervision, activities, whether ethics was addressed and so forth.

Please see the Statutes and Rules page to download a copy of the policy for your type of experience. If you are needing to create a retrospective plan for your preinternship experience(s), see **Substantive Policy Statement SP.01-10: Written Training Plan for Pre-Internship Supervised Experiences**. If you are needing to create a post-training plan for a postdoc, see **Substantive Policy Statement SP.01-14: Written Training Plan for Postdoctoral Supervised Experiences**.

17. HOW MANY SUPERVISED HOURS DO I NEED TO QUALIFY TO TAKE THE EPPP?

You must have a minimum of 1,500 internship hours to apply to sit for the EPPP only. Your supervisor must complete the verification form and submit it directly to the Board office. You can locate the internship verification form in the application packet located on our website, <https://psychboard.az.gov>, under the “Forms” tab/Applications.

18. HOW MANY SUPERVISED HOURS DO I NEED TO QUALIFY FOR LICENSURE?

You must have a total of 3,000 hours of supervised experience to qualify for licensure. All applicants are required to have a minimum of 1,500 internship hours.

You will need to apply an additional 1,500 hours in any combination of additional internship hours, preinternship/ practicum hours, and/or postdoctoral hours to meet the 3,000 hour requirement. Consider these examples:

Example: an applicant obtained 2,080 internship hours. The applicant obtained 2,000 postdoctoral hours. The applicant can apply all of the internship hours (2,080) which leaves an additional 920 hours to meet the 3,000 hour requirement. The applicant only needs to apply 920 of the 2,000 postdoctoral hours.

Example: The applicant completed a 1,500 hour internship. The applicant completed more than 2,000 hours in preinternship experiences. The applicant did not complete a

postdoctoral experience. The applicant must apply 1,500 internship hours and only needs to apply 1,500 preinternship hours. The applicant sent the preinternship verification form to each of her supervisors at five different sites to have 1,500 hours verified. The applicant reviewed the hours using the log sheet provided in the application to make sure the practicum hours meet all the requirements for preinternship. The applicant realized that one of the sites wherein 500 hours were completed did not have enough supervision, so that site will not be verified.

19. I DID NOT DO A POSTDOCTORAL SUPERVISED EXPERIENCE. CAN I STILL QUALIFY FOR LICENSURE?

You may. Arizona allows applicants to apply preinternship/practicum hours towards licensure as long as the requirements in A.R.S. §32-2071(E) are met.

20. HOW DO I KNOW IF MY PREINTERNSHIP HOURS WILL MEET LICENSURE REQUIREMENTS?

In the application on page 18, there is a log sheet for preinternship hours. Use this to calculate your hours. If you are applying preinternship hours towards licensure, you should also send this form with your application. The requirements for preinternship can be found in ARS § 32-2071(E). Also review the Rules, which further define the statutes. R4-26-209 and R4-26-210 are specific to supervised experiences. Also see R4-26-203.

Preinternship Log Sheet Column title explanations:

Total Number of Supervised Hours: List the TOTAL number of hours (includes administrative duties such as report writing, supervision hours and all activities) for the entire experience. These are your hours overall for the entire supervised experience. Even though it is first in the chart after the site and class information, it is the total sum of all of your hours for this site.

Direct Hours: These are the hours you spent in direct client or patient contact.

Hours worked per week: The total number of hours you spent at this site per week.

Total Face to Face **Individual** Supervision: This is the total number of hours in which you and your supervisor reviewed your work during the entirety of the experience. After September 1, 2013, you must have 1 hour for every 10 hours of work to apply it towards licensure. If your logs demonstrate that your face-to-face individual supervision is less than this sum, this experience will not qualify for licensure.

Total Face to Face **Group** Supervision: This is the total number of hours in which you, along with other doctoral trainees, reviewed and discussed your work during the entirety of the experience. At most, this number must be no more than 50% of your total supervision hours to meet licensure requirements.

Total Face-to-Face (Group & Individual) Supervision: This is the sum of your total face-to-face individual supervision and group supervision. This number should equal or exceed 10% of your total number of supervised hours.

Weekly Face-to-Face individual supervision: This is the total number of individual face-to-face supervision you received each week. REMINDER: After September 1, 2013, you must have one hour of individual supervision per ten hours worked per week.

Weekly Face-to-Face group supervision: Group supervision is not required for licensure, but is acceptable for up to 50% of total supervision hours.

If your preinternship experience does not meet the above criteria, it does not meet the requirements for licensure. In this case, you will need to submit additional internship hours or postdoctoral supervised hours to meet the 3,000 hour requirement for licensure.

21. WHAT IS A RESIDENCY?

A.R.S. 32-2071(K) states:

K. The applicant shall complete a residency at the institution that awarded the applicant's doctoral degree. The residency shall require the following:

- 1. The student's active participation and involvement in learning.*
- 2. Direct regular contact with faculty and other matriculated doctoral students.*
- 3. Eighteen semester hours or thirty quarter hours or thirty-six trimester hours completed within a twelve month consecutive period at the institution or a minimum of three hundred hours of student-faculty contact that involves face-to-face educational meetings conducted by the institution's psychology faculty and fully documented by the institution and the student. These meetings shall include interaction between the student and faculty and the student and other students and shall relate to the program content areas specified in subsection A, paragraph 4 of this section. These meetings shall be in addition to the supervised preinternship professional experience, clerkship or externship supervision hours or dissertation hours. On request by the board, the applicant shall obtain documentation from the institution showing how the applicant's performance was assessed and documented.*

Conducting a residency via electronic means does not meet the requirement.