



# Louisiana State Board of Examiners of Psychologists

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## INFORMATION AND INSTRUCTIONS

### APPLICATION FOR REGISTRATION OF AN ASSISTANT TO A PSYCHOLOGIST [ATAP]

#### **INFORMATION:**

The revisions to Chapter 11 Supervision of Assistants to Psychologists in the Louisiana Administrative Code related to registration and supervision of an Assistant To A Psychologist [ATAP] were finalized in April 2023. The rules can be found on the board's website at: <https://lsbep.org/wp-content/uploads/46v63-rev-4-2023.pdf>.

#### **TIMELINES TO COMPLETE THE REGISTRATION PROCESS:**

There are three groups identified in the roll-out:

- ▶ **Group 1: Currently employed ATAP's hired on or before June 15, 2023**
  - All registrations must be submitted by July 31, 2023.
  - Approved Registrations will be valid through July 31, 2024.
- ▶ **Group 2: New hires on or after June 16, 2023 – June 30, 2023**
  - All registrations must be submitted prior to your ATAP assisting in psychological duties.
  - Approved Registrations will be valid through July 31, 2024.
- ▶ **Group 3: New hires on or after July 1, 2023**
  - All registrations must be submitted prior to your ATAP assisting in psychological duties.
  - Approved Registrations will be valid through the expiration of the psychologists license and subject to annual renewal during the month of July and beginning in the year immediately subsequent to the initial registration of the ATAP.

#### **HOW TO SUBMIT THE APPLICATION:**

- The ***Application for Registration of an Assistant to a Psychologist [ATAP]*** is divided into two parts to manage fields required to be completed respectively by the psychologist supervisor and by the registrant:
  - [PART 1: ATAP Registration \(Required to be Completed by the supervising psychologist\)](#)
  - [PART 2: ATAP Registration \(Required to be Completed by ATAP and signed before a Notary Public\)](#)
- Review and follow the Additional Instructions/tips contained in the application such as submitting transcripts and completing the required [Criminal Background Check](#)
- Compile Part 1 and Part 2 with original signature and attach the required \$50 application fee. Acceptable payments include check or money order payable to LSBEP, or an online payment receipt if payment was made online. Do not send cash.
- Mail the original signed application and fee to: LSBEP at 4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816.
- All applications completed in accordance with Chapter 11 of the LAC46:LXIII will be administratively reviewed and approved within 3-5 working days unless there are issues, concerns or special considerations that require a review by the Supervision/Credential Committee. If the Committee determination is not in favor of registration, the Committee will make a recommendation to the Board for a determination at the next regularly scheduled board meeting.

#### **APPROVAL/DENIAL/TERMINATION**

- The Board will communicate with the Licensed Psychologist regarding any approval, denial or subsequent revocation of their registrant.
- The Licensed Psychologist is obligated to notify the board of any discontinuation of their registrant within 10 days of terminating employment. Forms are being developed to facilitate this process.