



Louisiana State Board of Examiners of Psychologists

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STEPS TOWARD LICENSURE

The information provided below is intended to provide guidance in submitting an initial application for licensure. Please feel free to contact the board office for assistance with this process. Only forms provided by the LSBEP or downloaded in their original format from www.lsbep.org will be accepted. Additional documentation may be requested to verify compliance with the Board's licensing law and regulations.

STEP 1: APPLICATION FOR LICENSURE:

- a. **Application Form:** The application must be notarized with a passport photograph (no photocopies) of the applicant attached. A curriculum vita is not an acceptable substitute. The application fee (\$200), in the form of a check or money order, made payable to the LSBEP, must accompany the application. *The appropriate time to make application for initial licensure is immediately after the doctorate is conferred and prior to the inception of the postdoctoral supervised year.*
- b. **Practicum Documentation Form:** The applicant may complete and attach the Practicum Documentation Form to the Application Form. Applied areas of healthcare specialization require a minimum of 300 hours of practicum experience that precedes the internship. The practicum training usually requires academic credit with a time commitment of 8 to 16 hours per week. This 300-hour requirement must include at least 100 hours of direct client contact and at least 50 hours of scheduled individual supervision.
- c. **Dissertation:** Doctoral Dissertation should be verified on university transcripts. If not, provide a copy of the title page of Doctoral Dissertation with the application.
- d. **Supervised Practice Plan:** Applicants who are completing postdoctoral training requirements should submit the Supervised Practice Plan to the Board for approval prior to the inception of the supervisory relationship. Upon approval, a signed copy of the Supervised Practice Plan will be returned to the supervisor and applicant. Supervision must be in accordance with the licensing law and the Board's regulations.
- e. **References:** The LSBEP will solicit references from the individuals whose names are provided as professional references. Email address may be provided if the reference is able to receive and return a reference requested through ADOBE-SIGN. Otherwise, a physical mailing address is required. Appropriate references include former supervisors, faculty members, and other psychologists. Inappropriate references include friends, relatives, or fellow students.
- f. **Criminal Background Check** and **Jurisprudence Examination.** On receipt of the completed, notarized application with *attached* passport photograph, the applicant will receive a written acknowledgement of receipt letter including materials and instructions for completing the required Criminal Background Check and Jurisprudence Examination.
- g. It is incumbent on the applicant to facilitate the following documentation be sent DIRECTLY to the LSBEP from the ORIGINATING SOURCE. LSBEP forms must be used and may not be modified or substituted. LSBEP will **NOT** accept documentation verifying training or credentials received from the Applicant. The following is required:
 - **Transcripts:** Official graduate transcripts from all colleges and universities attended by the applicant must be sent directly to the Board from the college or university registrar. Doctoral programs that are not accredited by the American Psychological Association (APA) will require additional documentation for credentials review. Online programs (external degree programs) that are not APA approved, do not meet LSBEP's requirements for licensure.
 - **Internship Documentation:** In applied healthcare areas, and otherwise when appropriate, detailed internship training must be verified by the current Director of Internship Training on the Internship Documentation form.
 - **Postdoctoral Supervision Documentation*:** The Postdoctoral Supervision Documentation form must be completed and sent directly to the LSBEP by the supervising psychologist(s) at the conclusion of the

required postdoctoral period of supervision. Postdoctoral Supervision beginning prior to the date of conferral of the doctoral degree listed on official transcripts requires the submission of the **Verification of Degree Form**.

NOTE: ***5-year exemption**: In situations where the applicant is not able to verify supervised experience due to death or incapacitation of a former supervisor nor able to obtain previously documented experience from another licensing jurisdiction, the applicant may petition the Board to waive the requirement to document **one-year (2000 hours)** of the two years (4,000 hours) of required post-doctoral supervision. In order to receive this exemption an applicant must be licensed as a doctoral level psychologist for a minimum of 5 years in another jurisdiction, without any pending or previous disciplinary actions in any jurisdiction, and without current or prior criminal records. Additionally, transcripts must reflect completion of internship training as part of an acceptable doctoral training program in psychology.

STEP 2: CANDIDATE STATUS and Admission to the Examination for Professional Practice in Psychology (EPPP):

When STEP 1 above is complete, the file will be reviewed by the Board for Candidate Status and admission to the EPPP.

EARLY ADMISSION: For early admission to the Examination for Professional Practice in Psychology (EPPP), prior to completing the postdoctoral supervised year, please review the “STEPS FOR PROVISIONAL LICENSURE”.

PREVIOUSLY COMPLETED EPPP: If the applicant has previously completed the EPPP in another jurisdiction, these scores must be transferred to LSBEP directly from the Association of State and Provincial Psychology Boards (ASPPB). If an applicant has not taken and passed the EPPP, upon approval of Candidate Status, the Candidate will be invited to take the EPPP. The Board requires a minimum score of 500 on the EPPP. Candidate status will not be confirmed by the Board until all documentation, including Criminal Background Check records have been received and cleared

STEP 3: ORAL EXAMINATION: After the Board has admitted an applicant to candidacy, accepted the EPPP scores, approved documentation of supervision, and ascertained the completion of all licensing criteria, the Candidate will be sent a written invitation to sit for the oral examinations. Upon successful completion of all licensing requirements deemed acceptable by the Board, including the Oral Examination, the Candidate will be granted a license for the independent practice of psychology in the State of Louisiana.

RECIPROCITY AND DOCUMENTATION WAIVERS:

Diplomates of the American Board of Professional Psychology (ABPP) or a holder of the Certificate of Professional Qualification in Psychology (CPQ) issued by ASPPB may be eligible to apply via Reciprocity. Reciprocity applicants are required to appear for a face-to-face meeting before the Board but are exempt from taking an Oral Examination. An oral examination will be required of any Reciprocity Applicant who has never taken and passed an oral examination for licensure as a psychologist.

Louisiana law prohibits individuals from representing themselves as psychologists to the public without Louisiana licensure. Further, it prohibits the delivery of psychological services without supervision by a psychologist licensed in Louisiana. (REV. 7/21)