

Louisiana State Board of Examiners of Psychologists

4334 S. Sherwood Forest Boulevard • Suite C-150 • Baton Rouge, LA 70816

Voice (225)295-8410 • Fax: (225) 295-8412

Email: admin.lsbep@la.gov • Website: lsbep.org



STEPS TOWARD PROVISIONAL 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 PROVISIONAL LICENSURE:

- a. **Application Form:** Each section of the application form must be completed and notarized with an attached passport photograph (no photocopies) of the applicant. 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.*** LSBEP will collect primary sourced verification to corroborate the information provided in the Application Form. Forms submitted with missing, incomplete, or incorrect information will be rejected. On receipt of the completed, notarized application with **attached** passport photograph (photocopies are not acceptable), the applicant will receive a written acknowledgement of receipt letter including materials and instructions for completing the required Criminal Background Check and Jurisprudence Examination. Forms submitted with missing, incomplete, or incorrect information will be rejected.
- b. **Supervised Practice Plan:** Applicants for provisional licensure are required to be supervised for the duration of the provisional license. It is required that the Supervised Practice Plan is submitted and approved prior to the issuance of the provisional license and any provisional license renewal. 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. Forms submitted with missing, incomplete, or incorrect information will be rejected.
- c. **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.
- d. **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.

In addition to "a" through "d" above the following documentation is required. It is incumbent on the applicant to request 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.

- d. **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.
- e. **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. Forms submitted with missing, incomplete, or incorrect information will be rejected.

STEP 2: CANDIDATE STATUS and Early 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 a determination on provisional licensure.

- a. **PROVISIONAL LICENSURE ELIGIBILITY:** An eligible candidate for Provisional Licensure has completed one year and 2000 hours of Internship Training; is a resident in Louisiana, is under the direct supervision of a Louisiana licensed psychologist. *Direct Supervision means* the supervisor has legal and functional authority over the supervisees practice. This means the Candidate and Supervisor work under the same employer/department or the supervisee is employed by the licensed psychologist. Supervision is distinctly different from consultation.

A provisionally licensed psychologist may not renew their provisional license more than 3 years while completing the remaining requirements. Therefore, the Supervised Practice Plan should reflect a specific and minimum 3-year commitment to avoid delays in the renewal process. Should the supervisory relationship terminate or be transferred to a new supervisor, the supervisor and supervisee must notify the LSBEP within 7 working days of the termination. A provisional licensee may not continue to work without a licensed psychologist supervisor.

Following review, if the applicant is eligible for a Provisional License, the applicant will be confirmed as a Candidate for Licensure and granted early admission to the EPPP.

- b. **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.
- c. **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.** Forms submitted with missing, incomplete, or incorrect information will be rejected.

STEP 3: ORAL EXAMINATION:

- a. 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.
- b. **Declaration of Competencies:** As part of the Oral Examination process, this form will be emailed to the Candidate via Adobe for completion and signature.
- c. 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.

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. 8/26/2022)