



# D.C. Board of Psychology

## INSIDE THIS ISSUE

IT'S TIME TO RENEW! 2

Continuing Education Requirements 2

LICENSURE RENEWAL FAQs 3

Thanks to Outgoing Board Member 4

Apply to Serve on the Board 4

Move/Change Name 4

CBC Fingerprint Vendor 5

CE Audit Response Form 6

Are You Ready for the CE Audit? 7

DDS Seeking Psychologists 7

Board Retreat 8

Filing a Complaint 11

Board Orders 11

Attention Licensees: Your Email Address 11

Upcoming Board Meetings 12

Paid Inactive 12

Verification of Licensure 12

Board Members, Board Staff, and Contact Information 12

## YOUR MAILING ADDRESS

Changing your mailing address? Send your name, mailing address, and license number to:

Board of Psychology  
Processing Department  
Address/Name Change  
899 N. Capitol Street NE  
First Floor  
Washington, DC 20002



Government of the  
District of Columbia  
Vincent C. Gray, Mayor



Fall 2011

## RENEWAL ISSUE

### LETTER FROM THE CHAIR

Greetings! As summer draws to a close, I hope you are finding creative ways to help those you serve to cope with the dual stressors of the intense heat and the pressures of the staggering economy. And, as if that is not enough, you will soon receive notice it is time for license renewal, due by December 31, 2011. Please, begin now to gather your continuing education credit certificates. Each year the Board audits a number of psychologists to determine if the credits listed on the license renewal application are accurately reflected in the credits on hand.

The Board is continuing to address issues with a number of psychologists who cannot accurately validate their credits (from the last renewal period!) for a number of reasons: lost in a move; temporarily misplaced, or; claiming credits not cited for approval in the regulations. Reporting on the license renewal application that you have accumulated the credits but are unable to verify them in an audit can result in disciplinary action.

So, we ask you to please ensure—NOW—you have, or will have accrued, by the end of the year, the necessary credits. Also, in accordance with the regulations, you are required to have three (3) hours each of Cultural Competence credits and Ethics credits. You can call the office about the continuing education process, should you have questions.

There is another important matter that will impact the renewal process for the very first time this year. It is the need for each psychologist to undergo a **criminal background check (CBC)**. Some of you may have heard about the need for the CBC. However, this is the first official notice to all licensed psychologists.

For those interested in reading the new regulation in its entirety, it is cited as: Criminal Background Check, Division I. Government of District; Title 3. District of Columbia Boards and Commissions; Subtitle I. General; Chapter 12. Health Occupations Boards; Subchapter V. Licensing, Registration, or Certification



Barbara T. Roberts, PhD

of Health Professionals of the D.C. Official Code § 3-1205.22.

Briefly, the regulations state:

- (a) No license or registration shall be issued to a health professional before a **criminal background check** has been conducted for that person. The applicant for a license or registration shall pay the fee established by the Department of Health for the **criminal background check**.

(continued on page 2)

ALL PSYCHOLOGY LICENSES WILL EXPIRE ON DECEMBER 31, 2011.

## Letter from the Chair (continued)

(b) The **criminal background check** shall be obtained by the Department of Health from the U.S. Department of Justice, or from a private agency determined by the Department of Health. The results of the **criminal background check** shall be forwarded directly to the appropriate health licensing board.

The CBC screening process is staggered by profession to reduce overcrowding of professionals requesting checks. The CBC screening for psychologists will begin October 1, 2011 through January 31, 2012.

Inside this newsletter you will find what we anticipate will be frequently asked questions

and answers about the CBC process. If, however, you do not find your question, again, please call the office and we will gladly assist you. Or, drop by a meeting during Open Session to share concerns with the process. Meetings are held the third Friday of each month at 9:30 am.

### PLEASE NOTE THE FOLLOWING:

- 1) **LICENSE RENEWAL:**  
OCTOBER 1, 2011 -  
DECEMBER 31, 2011.
- 2) **CBC:** OCTOBER 1, 2011 -  
JANUARY 31, 2011

—Barbara T. Roberts, PhD  
Chairperson  
DC Board of Psychology

## IT IS TIME TO RENEW YOUR LICENSE!

All licenses expire on  
December 31, 2011.

The renewal period will end  
midnight December 31, 2011.

All licensees will be able to begin  
to access **renewal forms online**  
**beginning on October 1, 2011.**

Please remember that only  
**CEUs obtained in the two years**  
**immediately before the renewal**  
date will be accepted. You are  
to have completed 30 CEUs  
at the time of renewal.

CEUs are not required for those who  
are first-time renewal applicants  
who were licensed by exam or were  
enrolled in an approved training  
program during any part of the  
two-year period prior to approval.

**The Board will conduct a random  
CEU audit immediately following  
the renewal period.**

## CONTINUING EDUCATION REQUIREMENT

All licensees are required to complete their own renewal applications. Please verify your CEUs by checking the box as to whether or not you will have completed your 30 hours of continuing education credit by December 31, 2011.

### Per your Regulations

**6906.4** An applicant for renewal of a license shall submit proof of having completed thirty (30) hours of approved continuing education credit during the two-year (2) period preceding the date the license expires.

**6906.5** To qualify for a license, a person in inactive status within the meaning of § 511 of the Act, D.C. Official Code § 3-1205.11 who submits an application to reactivate a license that has been inactive up to a maximum of two (2) years shall submit proof of having completed fifteen (15) approved continuing education credits for each inactive year. An applicant whose license was inactive for more than two (2) years shall retake and pass the D.C. jurisprudence examination and shall complete the number and type of continuing education credits required by Board which shall be determined on a case-by-case basis.

**6906.9** A licensee shall complete three (3) continuing education credits in each of the following:

- (a) Ethics or risk liability; and
- (b) Cultural competence.

**Expedite your License:** Please be sure to have your entire application filled out and signed. You must provide "official" supporting documentation to any and all application questions and/or statements that require a detailed explanation: Official court documents of final case dispositions for any felonies or misdemeanors that you incurred (i.e., a defendant, in any state or country); malpractice case dispositions should include a case number, jurisdiction, year, all the defendant names, all plaintiff names, a brief summary of the case, and final disposition, such as judgment dollar amount, dismissed with or without prejudice, or settlement dollar amount. This information must be sent with your application. To check/verify a license, go to: [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov).

## LICENSURE RENEWAL: FREQUENTLY ASKED QUESTIONS

### WHERE CAN I GET MY CRIMINAL BACKGROUND CHECK DONE?

The Criminal Background Check can be scheduled and processed through the HPLA/DC Metropolitan Police (MPD) or any law enforcement agency in any state.

#### Applicants Completing CBC through HPLA/DC MPD

1. Submit the following information in person to the HPLA Customer Service Center or by mail (address at bottom of page):
  - a. Completed application and application fee payable to the DC Treasurer.
  - b. \$50.00 fee payable to the DC Treasurer (check or money order only) to conduct a criminal background check through the DC MPD (not included in licensure fee. May be added to payment of application/renewal fee).
  - c. Submit a Live-Scan Fingerprint Appointment Request Form to schedule an appointment with the DC MPD. Go to <http://hpla.doh.dc.gov/hpla/cwp/view,a,1194,q,501826.asp> to download the Live-Scan Fingerprint Appointment Request Form, or provide verification of fingerprinting completed by another jurisdiction.
  - d. Once evidence of a completed CBC scan is received, the applicant's licensure status will be placed in Temporary Licensure Status until CBC result is received.

#### DC Fingerprinting Location

#### **DC METROPOLITAN POLICE**

300 Indiana Ave, NW  
Washington, DC 20001  
Metro: Red Line - Judiciary Square

#### Applicants Completing CBC Outside of the District of Columbia Metropolitan Area

1. To complete the CBC, go to any law enforcement agency and:
  - a. Ask for a State Police Clearance and to be fingerprinted on an FBI Applicant Fingerprint card (FD-258).
  - b. There is a \$18.00 fee for the FBI CBC.
  - c. FBI INFO: For more information regarding the criminal background check from the FBI, visit the FBI website at: <http://www.fbi.gov/about-us/cjis/background-checks>
2. You must then mail the Fingerprint card (FD-258) to the FBI. In the "Reason Fingerprinted" block of the card, write in "License or certification, HPLA – Board of Psychology, Department of Health, 899 North Capitol Street, NE, Washington, DC 20002."
3. Applicants' licensure status will be placed in "temporary status" once evidence of a CBC scan is received.
4. The FBI will mail the results of the background check to you the applicant.
5. Once the results from the FBI are received, THEY SHOULD NOT BE OPENED BY THE APPLICANT. The FBI CBC results must be mailed in its sealed envelope to our CBC Unit at the address below.
6. The applicant is responsible for making sure that the CBC results are delivered to the Criminal Background Check Unit at the address below.

#### **HPLA/BOARD OF PSYCHOLOGY**

899 North Capitol Street, NE  
Washington, DC 20002

### CAN I APPLY FOR A TEMPORARY LICENSE IN THE DISTRICT OF COLUMBIA?

The District of Columbia Board of Psychology only issues a Temporary License (90 days only) for endorsement applicants who have a complete application, and the only pending item is their Criminal Background Check (CBC). Applicants applying by exam will have to submit the Notification for Supervised Practice (PS Form 04), available on the Health Professional Licensing Administration website at [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov) (see Psychology Application Package). This is normally approved for 120 days if applying for the DC License. Please note: An applicant will have to stop working if his or her license is not issued by the deadline or the supervisor will face disciplinary action by the Board.

## BOARD THANKS OUTGOING BOARD MEMBER



This summer, the Board of Psychology presented a plaque to outgoing Board member **JOSHUA FRIEDLANDER, PSYD**, for his dedicated service to the Board and protecting the safety of its residents and visitors. Pictured, left to right, are: former Psychology Board Health Licensing Specialist Mavis Azariah, Executive Director Bonnie Rampersaud, Board member Juliet Francis, PsyD, Dr. Friedlander, Board Chairperson Barbara T. Roberts, PhD, Supervisory Investigator Tim Handy, and Board Legal Advisor Van Brathwaite.

## APPLY TO SERVE ON THE BOARD

If you are a resident of the District of Columbia, in practice for 3 years or more and in good standing with the Board, you may apply to serve on the Board of Psychology.

For full instructions on how to apply, please contact the Mayor's Office of Boards and Commissions (OBC):

### OBC Website:

**[www.obc.dc.gov](http://www.obc.dc.gov)**

**Phone:** (202) 727-1372

**Fax:** (202) 727-2359

### Address:

Office of Boards  
and Commissions  
Executive Office of the Mayor  
1350 Pennsylvania Ave., NW  
Suite 302  
Washington, DC 20004

## WHEN YOU MOVE (OR CHANGE YOUR NAME)

Licensees sometimes forget to inform the Board of Psychology when they move or change names. If we do not have your current address, you may not receive your renewal mailing because we may send it to your former address. **All name and address changes must be submitted in writing to our office within 30 days of the change.** Failure to do so may result in a \$100 fine. Please include your name, address, Social Security number, and license number, if you know it. If you have a name change, you must also enclose a copy of your certificate of marriage, divorce decree, or court order that authorizes the change. Fax your request to (202) 724-5145, or mail your name and address change to:

DC Board of Psychology  
Attn: Processing Department  
Address/Name Change  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

VISIT OUR WEB SITE AT [WWW.HPLA.DOH.DC.GOV](http://WWW.HPLA.DOH.DC.GOV)



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
Health Regulation and Licensing Administration  
Criminal Background Check Unit



899 North Capitol Street, NE, Washington, DC 20002 Phone (202) 724 8800 (Fax) 202 724 8677 email [doh.cbcu@dc.gov](mailto:doh.cbcu@dc.gov)

# New CBC Fingerprint Vendor

## *Alternative to MPD*

Healthcare professionals licensed in the District of Columbia now have the option of receiving Live Scan Criminal Background Check (CBC) services through the **L-1 ENROLLMENT SERVICES** (as an alternative to the Metropolitan Police Department). **L-1 ENROLLMENT SERVICES** has locations nationwide.

Applicants may schedule fingerprinting appointments with by phone or online:

### **On-line Scheduling (24 hours a day, 7 days a week)**

1. Go to [www.L1enrollment.com](http://www.L1enrollment.com)
2. Click on the map link to DC.
3. Choose Online Scheduling, and enter required information and select desired appointment.

### **Call Center Scheduling (Monday-Friday, 9 am – 5 pm)**

1. Call **(877) 783-4187** and speak to experienced, friendly operators.
2. Operators will collect required information and schedule your appointment.
3. Be sure to write down your appointment date, time and location provided by the operator.



## CE AUDIT RESPONSE FORM

The Board of Psychology has implemented a new audit form for licensees selected during the CE Audit. If you have been selected for Audit, please submit the form below to the Board of Psychology at: DC Board of Psychology, Attn: CE Audit, 899 North Capitol Street NE, First Floor, Washington DC 20002.

Name (please print): \_\_\_\_\_

License Number: \_\_\_\_\_ Total CE hours completed between January 1, 2010 - December 31, 2011: \_\_\_\_\_

*Please fill out chart below:*

| NAME OF COURSE & ORGANIZATION<br>that provided the program | Date course<br>was taken | Number of<br>Contact Hours | Was it Live or<br>Distance/Online? | Hours of Ethics/<br>Cultural Competence |
|--|--------------------------|----------------------------|------------------------------------|---|
| 1.   |                          |                            |                                    |   |
| 2.   |                          |                            |                                    |   |
| 3.   |                          |                            |                                    |   |
| 4.   |                          |                            |                                    |   |
| 5.   |                          |                            |                                    |   |
| 6.   |                          |                            |                                    |   |
| 7.   |                          |                            |                                    |   |
| 8.   |                          |                            |                                    |   |
| 9.   |                          |                            |                                    |   |
| 10.  |                          |                            |                                    |   |

## ARE YOU READY FOR THE CONTINUING EDUCATION AUDIT?

District of Columbia Psychologists will soon be renewing their licenses, which must be renewed on or before December 31, 2011 or else they will expire. At the conclusion of the renewal period, the Board will conduct a random audit to ensure compliance with the continuing education requirements. **If you are selected in the audit, you will be notified by letter and provided instructions for submitting your materials.**

Please be sure to submit all requested materials within thirty (30) days as requested and to keep a copy of your records in case your original submission is lost or misdirected. **DO NOT send your original certificates to the Board; keep these for your files.**

Please take note that the random selections are generated by computer. This means that an individual can be selected in back-to-back consecutive audits. If you are selected, you must submit proof of completion of the required continuing education courses whether or not you were selected in a previous audit.

### DC MUNICIPAL REGULATIONS FOR PSYCHOLOGY

- 6906.4 An applicant for renewal of a license shall submit proof of having completed thirty (30) hours of approved continuing education credit during the two-year (2) period preceding the date the license expires.
- 6906.7 An applicant under this section shall prove completion of required continuing education credits by submitting with the application the following information with respect to each continuing education program or activity:
- (a) The name and address of the sponsor of the program;
  - (b) The name of the program, its location, a description of the subject matter covered, a complete schedule with time allotments for each topic or subtopic and lunch or breaks, and the name of each instructor or speaker;
  - (c) The date(s) on which the applicant participated in the program;
  - (d) The hours of continuing education credit claimed; and
  - (e) A copy of the continuing education completion verification document that includes the sponsor's signature and seal.
- 6906.9 A licensee shall complete three (3) continuing education credits in each of the following:
- (a) Ethics or risk liability; and
  - (b) Cultural competence.

## DC DEPARTMENT ON DISABILITY SERVICES IS SEEKING CLINICAL SERVICE PROVIDERS

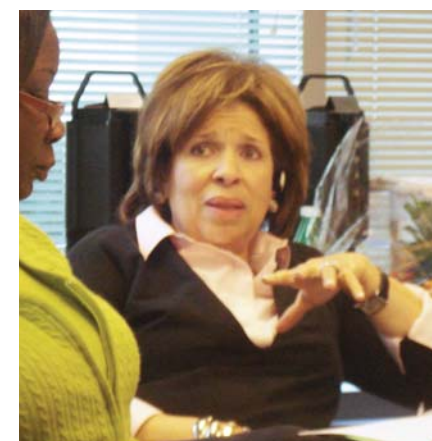
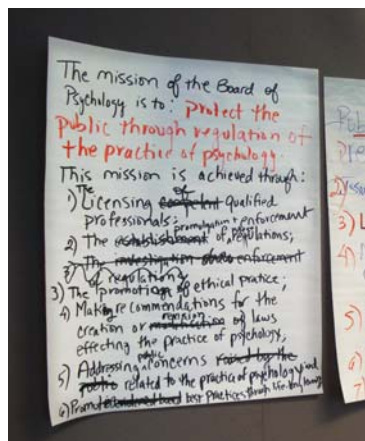
The DC Department on Disability Services (DDS) is accepting applications from licensed psychologists, social workers, and professional counselors to provide clinical services for adults with intellectual disabilities under the District of Columbia Medicaid Home and Community-Based Services Waiver for Persons with Intellectual Disabilities. The Waiver program provides an alternative to institutional residential services by offering a wide range of daily living, vocational, social, clinical, and behavioral supports in the home and community settings. DDS seeks to expand the number of "Qualified Providers" to conduct functional behavioral assessments and to develop behavioral intervention plans. Many of the individuals served by DDS also experience co-occurring severe and persistent mental illness or challenging behaviors. The Waiver offers opportunities for psychologists to adapt social skills training, applied behavior analysis, cognitive-behavioral interventions, psychosocial rehabilitation, and geropsychology for individuals with intellectual disabilities. Qualified Providers should have a strong understanding of positive behavior supports. In addition to developing behavioral intervention plans, providers will be expected to consult with interdisciplinary teams, psychiatrists, direct care staff, supported employment settings, and day programs in DC or Maryland. All services will require establishing a Medicaid provider agreement for billing purposes. Licensed clinicians who are interested in becoming qualified DDS providers should submit a letter of interest to Mr. Ernest Gooding [ernest.gooding@dc.gov](mailto:ernest.gooding@dc.gov) by November 30, 2011. Applications are reviewed on an individual basis, and must include a description of qualifications and proof of DC licensure. DDS will provide training in the agency's policies and procedures for behavior support. For more information, please contact Mr. Gooding at **(202) 730-1781** or by email.

## BOARD OF PSYCHOLOGY RETREAT: 2013 AND BEYOND

The Board of Psychology held a retreat in November 2011 to discuss the core functions of the Board, licensure, enforcement and outreach, and strategic planning for the future. Guided by facilitator Geetha Ravindra, Board members and staff had the opportunity to look at the Board's mission and engage in forecasting. Board members and staff discussed developing a totally new look for our website, and making it much more user-friendly and interactive for licensees. Participants also discussed fully automating all licensure processes and expanding Board outreach activities for our licensees. Health Regulation and Licensing Administration (HRLA) Senior Deputy Director Dr. Feseha Woldu provided the group with an overview of the administration's functions, assured Board members that HRLA staff are dedicated to providing the Board with first-class support, and discussed new and upcoming initiatives for the Department of Health and the HRLA.







DISTRICT OF COLUMBIA DEPARTMENT OF HEALTH

DC BOARDS OF ALLIED & BEHAVIORAL HEALTH  
IN COLLABORATION WITH HOWARD UNIVERSITY'S  
AETC-NATIONAL MULTICULTURAL CENTER



# *Getting to Zero:* World AIDS Day 2011 Conference

Date: **Thursday, December 1, 2011**

Time: **7:00 am - 8:00 am Registration**  
**8:30 am - 5:00 pm Program**

Place: **St. Elizabeths Hospital Auditorium**  
**1100 Alabama Avenue, SE**  
**Washington, DC 20032**



To Register, please send  
an email to:

[alliedbehavioralconference.dc@dc.gov](mailto:alliedbehavioralconference.dc@dc.gov)

**CEUs WILL BE AWARDED.**

## FILING A COMPLAINT WITH THE BOARD

To file a complaint against a licensed Psychologist, simply write a letter that describes your complaint. The letter must be signed, and you should attach copies of any pertinent documents that you may have.

The letter must also include your address, so we may contact you as necessary and notify you of any findings.

**PLEASE NOTE:** You can print a complaint form from our website at [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)

You should mail the complaint to:

DC Board of Psychology  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

You can also fax the complaint to the Board at (202) 724-8677.

If your complaint alleges unlicensed activity, you should address your complaint to:

Supervisory Investigator  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

You can also fax your complaint about unlicensed activity to (202) 724-8677.

*Please be advised that the health professional licensing boards do not have jurisdiction over fee disputes, except for billing for services that were not provided. If you have a fee dispute with a health professional, you can seek redress through the civil courts.*

## BOARD ORDERS

**January 1, 2011 - July 31, 2011**

### **Suspended**

**Dr. Ruby Jones** - License suspension for failure to comply with CEU audit.

**Dr. Doree Lynn** - License suspension for failure to comply with CEU audit.

**Dr. Martha Ozer** - License suspension for failure to comply with CEU audit.

## ATTENTION LICENSEES:

HELP US TO STAY IN TOUCH WITH YOU!

Please send an email informing the  
Board of your email address at:

**NAKIA.SNIDER@DC.GOV**

The Board will be distributing the Board  
newsletter electronically.

## PUBLIC VS. NON-PUBLIC BOARD DISCIPLINE

**Public Discipline:** Disciplinary actions that are reported to the National Practitioners Data Bank and viewed at <http://app.hpla.doh.dc.gov/weblookup/>.

**Non-Public Discipline:** Disciplinary actions that constitute an agreement between the Board and the licensee and, if complied, are not made public.



## UPCOMING BOARD MEETINGS

The DC Board of Psychology meets the third Friday of each month at 9:30 am  
at 899 N. Capitol Street, NE, Second Floor, Washington, DC 20002

Time is allocated during Open Session at each Board Meeting to allow the public an opportunity to speak to the Board. Please notify us in advance if you plan to attend a meeting by sending an email to [hpla@dc.gov](mailto:hpla@dc.gov).

### PAID INACTIVE

If you intend to retire your license, or if you would like to place your license on Inactive Status, you must explicitly inform the Board of your intention before the renewal date expires. If you fail to pay renewal fees on time, your license is not inactive; it is delinquent (expired). It is unlawful to practice while your license is delinquent/expired.

### VERIFICATION OF LICENSURE

Licensing authorities and some health facilities often require a letter of verification of the licenses you currently hold or have held in the past. These letters of verification are sometimes called "letters of good standing," even though your DC license may have expired.

If the jurisdiction or institution to which you wish the letter sent gave you a form, simply forward the form, with a check or money order payable to "DC Treasurer" in the amount of thirty-four dollars (\$34.00) to:

DC Board of Psychology  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

On the form, be sure to include your name as it appears on your license and the address where the form is to be sent. If the jurisdiction or institution to which you wish the letter sent did not give you a form, send the payment referenced above and a short note requesting a letter of verification. The note should include your name and the name and address of where you want the letter of verification sent.

To use HPLA's website to check and verify a license, go to: [www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)



Government of the District of Columbia  
Vincent C. Gray, Mayor



Health Professional  
Licensing Administration

#### Address

DC Board of Psychology  
899 North Capitol Street NE  
First Floor  
Washington, DC 20002

#### Phone

(202) 724-4939

#### Fax

(202) 724-8677

#### Webpage

[www.hpla.doh.dc.gov](http://www.hpla.doh.dc.gov)

#### DC Government website

[www.dc.gov](http://www.dc.gov)

#### Current Members of The District of Columbia Board of Psychology

Barbara T. Roberts, PhD

Chairperson

John D. Robinson, EdD, MPH, ABPP, FACHP

Vice Chairperson

Juliet Francis, PsyD

Board Member

Director, Department of Health  
Mohammad N. Akhter, MD, MPH

#### Board Staff

##### Executive Director

Bonnie Rampersaud

Phone: (202) 724-7332

Email: [bonnie.rampersaud@dc.gov](mailto:bonnie.rampersaud@dc.gov)

##### Health Licensing Specialist

Nakia Snider

Phone: (202) 724-4939

Email: [nakia.snider@dc.gov](mailto:nakia.snider@dc.gov)

##### Assistant Attorney General

Van Brathwaite

##### Investigator

Mark Donatelli

##### Newsletter Editor/Layout

Nancy Kofie