

**PSYCHOLOGY
NEW LICENSE APPLICATION
CHECKLIST- By ENDORSEMENT**

To expedite the processing of your NEW LICENSE APPLICATION be sure to follow the instructions carefully before submitting your ONLINE application portal. It is important to submit in all the required supporting documents listed below based on the method by which you are applying:

CHECKLIST ITEMS	SUBMISSION METHODS
All Pages of Application <i>All pages of the online application must be completed and submitted.</i>	ONLINE
Demographic Information <i>The demographic information (i.e., name, date of birth, address, etc.) provided by the application is true and correct and matches what is contained in the electronic licensing system.</i>	ONLINE
Social Security Number <i>If you do not have social security number then you must submit a sworn affidavit, under penalty of perjury, stating that you do not have a social security number AND one of the following: a copy of a Certificate of Citizenship or Naturalization; a Resident Alien Card; a valid foreign passport with a visa; or a work permit card from the Department of Homeland Security (I-766 or I-688B)</i>	ONLINE
One (1) Recent and Identical Passport Type Photo (2x2 size) of the Applicant's Face <i>The photo must be original and cannot be a computer-generated copy, or paper copy.</i>	ONLINE
One (1) photocopy of a current government issued photo ID <i>This can be a driver's license or passport.</i>	ONLINE
Three (3) Character Reference Form <i>List (on the character reference form) of the names and addresses of three responsible persons (other than relatives, instructors, or employers) who have known you for at least one year and can attest to your character.</i>	ONLINE
Attestation Statement Form (DC Jurisprudence Examination) <i>District of Columbia Jurisprudence Examination is required for psychology license. Only after the candidate has satisfied all requirements may a license be issued. {No DC Exam at this time. Applicant must read the study material & sign the attestation statement form}.</i>	ONLINE
Official School Transcript <i>Transcript showing proof of doctoral degree in psychology (PhD or PsyD) should be sent electronically via email from issuing institution/issuing body OR provided in a sealed envelope from the issuing institution the applicant attended:</i> <ul style="list-style-type: none"> Send Via Official Email or Mail: An official electronic transcript is acceptable from the issuing institution/agency if directly sent from the school to the Board (dcbopsych@dc.gov) via their secure electronic network or mail it to DC Board of Psychology, 899 North Capitol Street, NE, 1st Floor, Washington DC 20002. Foreign Educated Only: Transcripts from a foreign school in a foreign language must have evaluated by World Education Services (WES).	E-MAIL or MAIL <i>(preferably via E-Mail and must come directly from the School/issuing institution)</i>
Examination Score (Transfer of EPPP Score) <i>Examination scores must be transferred from the examining body. This can be submitted via electronically from the ASPPB.</i>	E-MAIL <i>(Directly from ASPPB)</i>

<p>Verification of Supervision Forms (Predoctoral and Postdoctoral Trainings)</p> <p><i>Signed <u>Predoctoral</u> and <u>Postdoctoral Verifications</u> should be emailed directly to the Board (dcpsych@dc.gov) from the supervisor(s). Each supervision form should be fully completed and signed by the supervisor(s). Supervisors SHOULD NOT LEAVE ANY SECTION OF THE FORM BLANK. Incomplete form(s) will delay your application process; please ensure that ALL sections are completed. (A total of 4000 hours verified on pre-doctoral and postdoctoral supervision forms is required).</i></p>	<p>E-MAIL or MAIL (Preferably via E-Mail must come directly from Supervisors)</p>
<p>Verification(s) of Licensure</p> <p><i>Official Verifications should be provided from the issuing state (s) and jurisdiction(s) for each license identified in the application. All states and jurisdictions in which you have EVER held a professional license, regardless of status must be submitted. Website verifications may be acceptable if the website is considered “primary source verified” by the jurisdiction in question.</i></p>	<p>E-MAIL or MAIL (Preferably via E-Mail and must come directly from Licensing Boards)</p>
<p>Criminal Background Check (CBC)</p> <p><i>If a recent CBC (fingerprint) already exists in the system within 2 years, no new CBC is required. All other applicants must re-do their CBC with the online application. If answering “YES” to any of the screening questions, an explanation of the incident(s) must be provided by the applicant. For information, please visit the website: https://dchealth.dc.gov/node/120532. (\$50 payment must be paid via online with the application. A link will be provided to you afterward via email).</i></p>	<p>ONLINE</p>
<p>Screening Question Responses</p> <p><i>Applicants must provide a detailed explanation for any Screening Questions and/or any Clean Hands question to which “YES” was the answer provided. The explanation must sufficiently describe the facts that led to the reason for the “YES” answer. Applicants must also submit any and all relevant documents related to the reason for the “YES” answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.)</i></p>	<p>ONLINE</p>
<p>National Practitioner Databank (NPDB) Self Query Report</p> <p><i>The Self-Query Report must be requested from the NBDP (https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp) no more than thirty (30) days prior to submission of the application.</i></p>	<p>ONLINE</p>
<p>Payment (Fee)</p> <p><i>\$322.00 (USD) for Application and License Fee.</i></p>	<p>ONLINE</p>
<p>(APPLICABLE ENDORSEMENT APPLICANTS ONLY):</p> <ul style="list-style-type: none"> ➤ Nature of Practice Statement/Resume (In lieu of Supervision Forms) <ul style="list-style-type: none"> ○ Per Section 6902.7, in lieu of the Supervision Forms, an applicant who has been licensed in another state but who does not qualify for licensure by endorsement due to a lack of psychological practice experience may rely upon at least two (2) years of licensed, unsupervised practice to fulfill the requirements of the regulations. The applicant must submit a copy of a <u>RESUME</u> along with a <u>NATURE OF PRACTICE STATEMENT</u> showing the location, duration, total hours and specific nature of the applicant’s practice. ➤ CPQ (Certificate of Professional Qualifications) (In lieu of Official Transcript, EPPP Score and Supervision Forms) <ul style="list-style-type: none"> ○ The official CPQ credential should be sent directly from ASPPB to the Board. ➤ National Register of Health Service Psychologists Credential (In lieu of Official Transcript. If the credential included the predoctoral and postdoctoral hours showing the required 4000 hours, then it can be used in lieu of the supervision forms) <ul style="list-style-type: none"> ○ The official National Register credential should be sent directly from National Register to the Board. 	<p>E-MAIL or MAIL (Preferably via E-Mail and must come directly from Institution)</p>