

PSYCHOLOGY
NEW LICENSE APPLICATION
COVERSHEET CHECKLIST- RE-EXAMINATION

(TO QUALIFY VIA RE-EXAMINATION, THE INITIAL APPLICATION MUST BE ON FILE NO MORE THAN ONE (1) YEAR PRIOR TO THE RE-EXAMINATION APPLICATION)

To expedite the processing of your 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
<p>All Pages of Application <i>All pages of the online application must be completed and submitted.</i></p>	ONLINE
<p>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></p>	ONLINE
<p>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></p>	ONLINE
<p>One (1) photocopy of a current government issued photo ID <i>This can be a driver's license or passport.</i></p>	ONLINE
<p>All Pages of Application <i>All pages of the online application must be completed and submitted.</i></p>	ONLINE
<p>Name Change document <i>You must provide a copy of marriage certificate, divorce decree or court order, if applicable.</i></p>	ONLINE
<p>National Practitioner Databank (NPDB) Self Query Report <i>The Self-Query Report must be requested from the NBPD (https://www.npdb.hrsa.gov/ext/selfquery/SQHome.jsp) no more than thirty (30) days prior to submission of the application.</i></p>	ONLINE
<p>Payment (Fee) <i>\$119.00 (USD) for Application and License Fee.</i></p>	ONLINE
<p>Screening Question Responses <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>	ONLINE
<p>Criminal Background Check (CBC) <i>All other applicants must do (or 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>	ONLINE