

PSYCHOLOGY ASSOCIATE CHECKLIST

To expedite the processing of your **NEW REGISTRATION APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

NEW REGISTRATION

Checklist of supporting documents required

- A complete signed application for D.C. Registration
- Two (2) identical recent passport-size photos (2x2)
- Social Security Number or a Sworn Affidavit if the applicant does not have a Social Security Number
- Photocopy of a government issued **photo ID** (such as a valid driver's license)
- Name Change document (marriage certificate, divorce decree or court order), if applicable
- An official transcript of Degree indicating receipt of a minimum of a Master's degree in Psychology
- Character References
- \$ 230.00 for the application and registration fee (Fee must be in the form of Check, Money Order, or Certified Check and be made payable to the **D.C. Treasurer**)
- Criminal Background Check- CBC is **paid separately to** <https://dchealth.dc.gov/node/120532>. For questions, call **877-614-4364**.

REGISTRATION BY ENDORSEMENT

Checklist of supporting documents required

- A complete signed application for D.C. Registration
- Two (2) identical recent passport-size photos (2x2)
- Social Security Number or a Sworn Affidavit if the applicant does not have a Social Security Number
- Photocopy of a government issued **photo ID** (such as a valid driver's license)
- Name Change documents (marriage certificate, divorce decree or court order), if applicable
- An official transcript of Degree indicating receipt of a minimum of a Master's degree in Psychology
- Character References
- \$ 230.00 for the application and registration fee (Fee must be in the form of Check, Money Order, or Certified Check and be made payable to the **D.C. Treasurer**)
- Letter of verification from each state in which you hold a comparable registration/certification
- Criminal Background Check- CBC is **paid separately to** <https://dchealth.dc.gov/node/120532>. For questions, call **877-614-4364**.