

GEORGIA State BOARD OF EXAMINERS OF PSYCHOLOGISTS

237 Coliseum Drive • Macon, Georgia 31217-3858

Phone 478-207-2440* Fax 866-888-7127 * Website www.sos.ga.gov/plb/psych

**GENERAL INSTRUCTIONS - APPLICATION INITIATION FORM
FOR LICENSURE AS A PSYCHOLOGIST BY EXAMINATION OR
BY ENDORSEMENT**

The Georgia State Board of Examiners of Psychologists (hereafter the “Board”) has established a new more efficient, streamlined, mobile and revised application process for our applicants. We have partnered with the Association of State and Provincial Psychology Boards (ASPPB) to process our applications through their **Psychology Licensure Universal System** (PLUS) program.

As a result, the application process will provide you with a permanent record of your application and supporting documents that will be retrievable from ASPPB for the rest of your professional career. In addition, participation is available to you in the **Certificate of Professional Qualification in Psychology** program (CPQ) with ASPPB if you desire to apply for it. CPQ is a designation provided by ASPPB that will provide you mobility to be licensed in any jurisdiction that participates in the program without having to reapply for a license should you desire to practice in that jurisdiction.

❖ This new application process became effective **July 1, 2014**.

The application for a Georgia licensure as a Psychologist will require an applicant to:

1. Submit to the Board an **APPLICATION INITIATION FORM**, the \$100.00 fee; a Secure & Verifiable Document (SVD) and an Affidavit of Citizenship (see instructions on the form) at which time you will be under the jurisdiction of the Georgia Board of Examiners of Psychologists. After this form is reviewed and approved your name will be sent to ASPPB where the remainder of your application process will occur.
2. ASPPB will contact you within one week of notification from the board of your completed Application Initiation packet to provide you with a password and instructions about how to fill out their online application and how to submit your payment of their fee of \$200.00 to them.
3. ASPPB will review and verify your application and all required supporting documents. Following their review, ASPPB will submit the completed application to the Board for their review and approval.
4. The Georgia Board will then notify you that of eligibility to register and sit for the EPPP (if applicable) Exam. Upon passage of the EPPP exam, you will be contacted by the vendor (PSI) on how to register and sit for the Georgia Jurisprudence (Laws & Rules) exam. Upon your passage of the Laws &

Rules exam, you may then notify the Board's administrative staff you are ready to be scheduled for the next available Oral Examination date. The Oral Exams are administered by the Board during their scheduled monthly meeting dates.

Types of Licenses:

1. LICENSURE AS A PSYCHOLOGIST – a renewable license issued to applicants who have met all licensure requirements and passed all examinations. Each issued license will indicate a common expiration/renewal date of **December 31st** of every **Even Numbered** year.

Following the initial renewal of the license, there will be a two year licensure period (i.e. January 1st of every odd numbered year through December 31st of every even numbered year).

Licensure as a Psychologist in Georgia may be obtained by one of two methods:

1. **EXAMINATION** – for initial licensing;
2. **ENDORSEMENT** - for individuals who hold current, valid licenses to practice psychology in other states or jurisdictions whose licensure requirements are substantially equal to, or greater than, those of Georgia, and who are applying for licensure in Georgia.

2. TEMPORARY PSYCHOLOGY LICENSES are issued to applicants for licensure by endorsement (i.e. who are already licensed in another state) who have met all the requirements, but have not yet taken the Georgia Jurisprudence (Laws and Rules) and Oral Exams.

- **WHAT'S REQUIRED?** Applicants must submit the entire application package (see below under licensure by endorsement) indicating on the application initiation form the request for a Temporary License. There is an additional \$100 fee payable to the Georgia Board for a Temporary License to be issued. Refer to Board rule 510-9-.01.

3. PROVISIONAL PSYCHOLOGY LICENSES may be granted to individuals who have passed the EPPP and the Georgia Jurisprudence (Laws & Rules) exams, and completed all other requirements for permanent licensure except for the postdoctoral supervised work experience requirement and the Oral exam.

- **WHAT'S REQUIRED?** Applicants must submit the entire application package (see below under licensure by examination) indicating on the application initiation form the request for a Provisional License. There is an additional \$100 fee payable to the Georgia Board for a Temporary License to be issued. Refer to Board rule 510-9-.02.

Required forms for licensure by Examination or Endorsement applicants:

The following are the requirements for submission of an application for licensure for those requesting licensure for the first time (i.e. by examination) or for those who have been licensed less than five years in another state and are requesting licensure by endorsement:

1. **Application Initiation form and required fee(s) for licensure as a Psychologist; and,**
2. **A Secure and Verifiable Document (SVD); and,**
3. **An Affidavit of Citizenship; and,**
4. **Participation in the ASPPB PLUS program application process.**

Additional information for Licensure by Endorsement Applicants:

The Board reviews applications for licensure by endorsement on a case-by-case basis. You must hold a current, valid, unencumbered license in another state or jurisdiction (refer to Board rule 510-3-.02) to apply by endorsement.

Georgia may waive the national written examination (EPPP) for an applicant for licensure by endorsement that has already taken and passed the exam or who has been licensed for a long period of time and the state of current licensure did not require the EPPP exam. Petition for Waiver form may be found on the same webpage as the application and other forms.

Applicants by endorsement must take and pass **both** the Georgia Jurisprudence (Laws and Rules) exam and the Oral Examination administered by the Board.

Licensure Requirements for holders of the CPQ:

- CPQ applicants are required to take and pass **both** the Georgia Jurisprudence (Laws and Rules) exam and the Board administered Oral exam. The Oral Exam for CPQ candidates is based on Georgia Laws and Rules -Refer to Board rule 510-3-.02).
- CPQ applicants must provide official documentation of their CPQ status by requesting ASPPB to send the appropriate documents to the Board.

Disability Accommodation: If you have a disability and require certain accommodations for any of the required examinations, print out and complete the ADA Request for Accommodation form posted on the same webpage as all other Board applications and forms and submit to the administrative staff.

Veterans: If you have served on active duty in the Armed Forces, the Reserves or the National Guard during wartime or during any conflict when military personnel were committed by the President, you may be eligible for Veterans' Preference Points to be added to your examination scores. You will need to submit a copy of your **DD 214** form with your application and other supporting documents. Refer to O.C.G.A. §§ 43-1-9 through 13 for more information.

Application Processing: The Board's administrative staff will process your

application initiation form, fee(s), and all supporting documents within ten (10) business days of receipt in the Board office. Candidates for Georgia licensure as a psychologist will not be submitted to ASPPB until the required forms, documentation and fee(s) have been submitted and processed by the Board's administrative staff.

Names: If some of your documents or records are in different than the name in which you have applied for licensure under, please notify the Board of the different name(s) in writing when submitting the application materials. If you change your name and wish for the professional license to reflect the new name upon issuance of any license, you must send a copy of the legal document changing the name to the Board.

Your Copy: Please keep a copy of **ALL** application materials submitted to the Board.

Fees: For application initiation forms mailed into the Georgia Board office, personal checks, money orders or cashier's checks are to be made payable to: The Georgia State Board of Examiners of Psychologists.

- **Application fees are Non-Refundable; Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20**
- **Fees for the EPPP examination must be submitted directly to the vendor, PES.**
- **Fees for the Georgia Jurisprudence (Laws and rules) examination must be submitted directly to the vendor, PSI.**

Examination Dates: The Board administers **the Oral Exams** monthly on scheduled Board meeting dates. Other dates may be scheduled. Please visit the Board website, www.sos.ga.gov/plb/psych, for meeting dates. Information for the **Georgia Jurisprudence (Laws and Rules) and Oral** exams may also be found on this site.

It will be most helpful to the Board and Board staff in reviewing your application if you ensure that all of the information is accurate, timely, and legible, and that you have reviewed the pertinent Georgia Rules and Laws. Should you need to contact the Board staff concerning your application, you may call 478-207-2440.

Mailing address, physical address and/or e-mail address changes: Please notify the Board promptly, in writing, of any change:

- Fax #: 866-888-7127 * E-Mail: ExamBoards-Healthcare@sos.state.ga.us
- **DO NOT FAX OR E-MAIL** Applications to the Board office – fee payments must accompany applications
- USPS Mail: 237 Coliseum Drive, Macon, GA 31217-3858