

**GEORGIA State BOARD OF EXAMINERS OF PSYCHOLOGISTS**

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**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 collaborated 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 applicants with a permanent record of their application and supporting documents that will be retrievable from ASPPB for the rest of the applicant’s professional career. In addition, participation is available to all applicants in the **Certificate of Professional Qualification in Psychology** program (CPQ) with ASPPB if the applicant desires to apply. CPQ is a designation provided by ASPPB that will provide applicants the mobility for licensure consideration in any jurisdiction that participates in the ASPPB PLUS program should you desire to practice in that jurisdiction.

(This new application process began **July 1, 2014**)

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

1. Submit to the Board an **APPLICATION INITIATION FORM BY EXAM OR ENDORSEMENT**, the \$100.00 fee; **a Secure & Verifiable Document (SVD) and an Affidavit of Citizenship** (see instructions on the form).
2. Complete the registration with COGENT/GAPS as required by the Board to cause the **submission of a criminal background check** as required by O.C.G.A. §§ 43-39-6 and 43-39-8(b)(6). The applicant shall be responsible for all fees associated with the performance of such background check - see instructions on how to register and complete the fingerprint check posted on the Board website, Application/Form Downloads link.
3. Upon receipt, applicants will be registered with the Georgia Board of Examiners of Psychologists to begin the application process for licensure. Once this form is reviewed and approved, the applicants name and contact information will be sent to ASPPB who will guide them through the remainder of the application process.
4. ASPPB will contact applicants within a week of their notification from the

board of an applicants approved registration by e-mail that will contain the instructions on how to fill out their online application forms and submit payment of their fee.

5. ASPPB will review and verify the application and obtain all required supporting documents. Following their review, ASPPB will submit the completed application to the Board for review and approval.
6. The Georgia Board will then notify applicants of their eligibility to register and sit for the two-part EPPP exam (if applicable) and the Georgia Jurisprudence (Laws & Rules) exam. Upon passage of both parts of the EPPP and Laws & Rules exams, applicants are to notify the Board's administrative staff they are ready to be scheduled for the next available Oral Examination date.
7. For applicants by Examination, the Oral Exam may be scheduled within the final 2 months prior to the satisfactory completion of the Post-Doctoral Supervised Work Experience (PDSWE). Rule 510-2-.01(1)(3)
8. The Board administers the Oral Exam 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 31<sup>st</sup>** of every **Even Numbered** year regardless of the date of issuance.

Then, following the initial renewal of the license there will be a full two-year licensure period (i.e. January 1<sup>st</sup> of every odd numbered year through December 31<sup>st</sup> of every even numbered year).

### **One of two methods may be used to obtain licensure as a Psychologist in Georgia:**

1. By **EXAMINATION** – for initial licensing; never licensed.
2. By **ENDORSEMENT** - for individuals who hold current, valid licenses to practice psychology in other states or jurisdictions whose standards, in the opinion of the board, are not lower than those required by O.C.G.A. § 43-39. The board may require the applicant to pass such written and oral examinations, as the board may deem necessary.

**2. TEMPORARY PSYCHOLOGY LICENSES** may be issued to applicants for licensure by **Endorsement only**.

- 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.

- The applicant by endorsement must have passed the EPPP national licensure exam. Once registered with the GA Board, the applicant may be approved to register and sit for the Georgia Jurisprudence (Laws & Rules) exam. Applicants must pass this exam **BEFORE** a temporary license can be issued.
- Refer to Board rule 510-9-.01.

**3. PROVISIONAL PSYCHOLOGY LICENSES** may be granted to individuals who are in the process of completing the post-doctoral supervised work experience requirement who have passed the EPPP and Georgia Jurisprudence (Laws & Rules) exams, and completed all other requirements for permanent licensure except for the post-doctoral supervised work experience requirement and the Oral examination.

- 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 Provisional License to be issued. Refer to Board rule 510-9-.02.

**Required forms/procedures 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. **Registration with COGENT/GAPS as required by the Board to cause the submission of a criminal background check as required by O.C.G.A. §§ 43-39-6 and 43-39-8(b)(6).**
5. **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. Applicants 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 who has already taken and passed the EPPP exam.

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

**Licensure Requirements for holders of the CPQ:**

- CPQ applicants are required to take and pass the Georgia Jurisprudence (Laws & Rules) and Board administered Oral examination. Refer to Board rule 510-3-.02(d).
- CPQ applicants must provide official documentation of their CPQ status by requesting ASPPB to send the appropriate documents to the Board.

**Disability Accommodation:** If an applicant has a disability that may require certain accommodations to sit for any of the required examinations, please: 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 along with the initiation application form and all other supporting documents and fee(s).

**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 the President committed military personnel, you may be eligible for Veterans' Preference Points 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 an applicant's initiation form, fee(s), and all supporting documents within ten (10) business days of receipt in the Board office. Candidates for licensure as a psychologist in Georgia are not referred to ASPPB until **all** required forms, documentation and fee(s) have been submitted and processed by the administrative staff.

**Names:** If any application documents or records are in a different name than the applicant is applying under, please indicate this in writing when submitting the application. If applicants/licensees wish to change their names on file, on a license, then they must send a copy of the legal document changing the name to the Board.

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 ASPPB PLUS program and/or the registration for the**

**EPPP examinations are NOT payable to the Georgia Board.**

**Examination Dates:** The Board administers **the Oral Exams** via ZOOM and/or during scheduled Board meetings each month. Other dates may be scheduled. Please visit the Board website, [www.sos.ga.gov/plb/psych](http://www.sos.ga.gov/plb/psych), for meeting dates. Information regarding the **Georgia Jurisprudence (Laws and Rules) and Oral Exams** may also be found on this site.

The Board appreciates the time and effort involved in completing the required application materials and forms. 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.

**Mailing address, physical address and/or e-mail address changes:** Please use your online account ([www.sos.ga.gov/plb](http://www.sos.ga.gov/plb)) to make the changes yourself, or notify the Board promptly, in writing, of any change:

- By FAX: 866-888-7127 (**DO NOT FAX** Applications)
- By E-Mail: [ExamBoards-Healthcare@sos.state.ga.us](mailto:ExamBoards-Healthcare@sos.state.ga.us) (**DO NOT E-Mail** Applications)
- Or by USPS Mail: Georgia Board of Examiners of Psychologists, 237 Coliseum Drive, Macon, GA 31217-3858