



## APPLICATION FOR VOLUNTEER SERVICE LICENSURE

### GEORGIA STATE BOARD OF PSYCHOLOGY

237 Coliseum Drive, Macon, Georgia 31208

Phone (404) 424-9966

[The Georgia State Board of Examiners of Psychologists](#) | [Georgia Secretary of State \(ga.gov\)](#)

Please read the instructions carefully and be familiar with the laws and rules governing the practice of Psychology in the state of Georgia. Please visit the Board's web site above for additional information.

**\*\*Important\*\***

The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing. Incomplete applications are void after sixty (60) days.

**VOLUNTEER SERVICE LICENSURE:** A license issued by consent order by the board may be granted to persons who are retired from the practice of psychology or who have an inactive license and who are **not** currently engaged in the practice of psychology either full time or part time and who have prior to retirement or attaining inactive status, maintained full licensure in psychology in good standing. See Board rule **510-9-.04 Licensure for Volunteer Service** for additional details.

Applicant must submit the following to the Board to be approved to interview:

- NOTARIZED APPLICATION:** This application must be mailed to the Board's office at the address listed above. All questions must be answered. Any question answered "yes" requires additional documentation to be submitted. Attach a written explanation if you have had any criminal convictions, been arrested, or sanctioned by another state licensing or regulatory board.
- Verification that most recently held license was in good standing.
- Proof of meeting 20 hours continuing education requirements for licensure renewal in the two calendar years immediately prior to application for volunteer service.
- Notarized statement from the agency that will receive the volunteer services attesting to the fact that you, the psychologist, will not be compensated for their services and the agency will not bill for or in any way be compensated for the services provided by you, the psychologist.
- The notarized statement will also verify that the agency will provide malpractice insurance coverage for you, the volunteer psychologist.
- If continuing education requirements are not complete at the time of application the applicant may be granted a non renewable six (6) month temporary license by consent order with the provision that the person has successfully completed the personal interview with the Board and the understanding that all continuing education requirements shall be met within six (6) months after being issued the temporary license.

- Requirements for renewal for a license by consent order for volunteer service will be the same as required to renew a psychology license except that the time for renewal will be determined by the consent order and may require a personal interview if requested by the Board.

**NEW: Complete the registration with Fieldprint/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 (Same webpage you found this application on).**



**BACKGROUND INFORMATION:**

**NOTE:** If you answer “yes” to any of questions below, you must submit a written explanation of the event(s) and attach any/all relevant documents. (Certified copies of documents from courts or other licensing agencies are required.)

Have you been denied licensure for any reason in any jurisdiction? ( ) Yes ( ) No

Have you had a license to practice revoked, suspended, surrendered, or annulled in any jurisdiction?  
( ) Yes ( ) No

Have you had any disciplinary action taken against you by any authority issuing a license in any jurisdiction? ( ) Yes ( ) No

Have you been refused renewal of a license for any reason in any jurisdiction? ( ) Yes ( ) No

Have you been subject to disciplinary action or had your membership revoked by a professional organization? ( ) Yes ( ) No

Have you been the defendant in a malpractice suit and either entered into a settlement agreement or paid court awarded damages? ( ) Yes ( ) No

Are you now or have you ever been *unable* to practice psychology with reasonable skill and safety by reason of illness or use of alcohol, drugs, narcotics, chemicals or any other type of substance, or as a result of any mental or physical condition? ( ) Yes ( ) No

Have you ever had your Medicaid and/or Medicare privileges restricted or revoked?  
( ) Yes ( ) No

Have you ever been arrested or convicted of a felony, misdemeanor (other than a minor traffic violation), crime involving moral turpitude, or a crime violating federal or state law relating to controlled substances or dangerous drugs? (DUI and DWI are not minor traffic violations.) For purposes of this question, a “conviction” includes a finding of verdict of guilty, plea of guilty, a plea of nolo contendere, or first offender treatment, and also includes adjudication of guilt or sentence withheld or not entered on the charge (s). NOTE: The answer to this question is “YES” if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled & completed probation under First offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record. ( ) \*Yes ( ) No

If “yes,” include a certified copy of the court records and final disposition from the court with your application. In the event the file no longer exists, you must submit documentation from the court stating that fact. Also include a personal letter of explanation regarding each incident. Failure to submit this information may result in delayed processing of the application.



