



State of Maine

**BOARD OF  
EXAMINERS OF PSYCHOLOGISTS**

**Applicant information to assist  
in completing your application**

**Psychological Examiner Reinstatement**

**Do not return the following informational pages with your  
application; it is for your information only**

Department of Professional and Financial Regulation  
Office of Licensing and Registration  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Office Direct Line (207) 624-8689 or Main Receptionist (207) 624-8603  
TTY/Hearing Impaired 1-888-577-6690  
FAX (207) 624-8637

Web address: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)  
Email: [psych.lic@maine.gov](mailto:psych.lic@maine.gov)

**APPLICATION INSTRUCTIONS**  
**PSYCHOLOGICAL EXAMINER REINSTATEMENT**

**Fax submissions of applications and supporting documentation will not be accepted.**

**INITIAL EACH PAGE OF YOUR APPLICATION WHERE NOTED.** Be sure to initial the bottom of each page where noted on your application. This is critical to insuring that each page of your application is intact with the correlating application and will help us with expediting your application review.

- ✓ Information checklist for documents to be submitted to the Board in one package at time of application. (This is an abbreviated checklist and does not replace the requirements outlined in the Psychologists Laws and Rules. Please review them carefully for more detailed and clarifying information.)
- **Completed Application**  
Complete and sign the application. Submit with appropriate fees and documentation.
- **Official, sealed transcript from graduate program where qualifying degree was earned.**
- **Documentation of Supervised Work Experience, on forms supplied by board.**  
Minimum 1500 hours (Review Chapter 5)
- **Three letters of recommendation.**  
In accordance with Chapter 3, section 1(3-A) (3) of the Board's rules.
- **Self query results for the HIPDB and the NPDB**  
Pursuant to 10 MRS §8003, sub-§10, the Office of Licensing and Registration now requires all applicants to submit a NPDB/HIPDB\* Self-Query Report as part of the initial application for licensure within each of the following allied health licensure programs effective 11/1/2007. The instructions to request a self-query report are available at NPDB/HIPDB's website: [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)
- **Examination – EPPP**  
Please provide scores if exam has already been taken.

Upon approval by this office that you are qualified to take the EPPP, we will notify the testing company. You must provide a valid email address for the testing company to contact you. Exam scores are reported directly by electronic means, to this office from the testing company. You will be notified of the score in writing. **Please allow at least 30 days.**

- **Any other supporting documentation such as: verification of licensure or criminal conviction information**  
Submit verification from every state in which you currently hold or have ever held any type of professional license (except Maine).  
Court judgment and decision of any criminal conviction and a written statement regarding the crime.

## **CONTINUING EDUCATION**

As a Psychologists you will be required to satisfy the Continuing Education requirements identified in Chapter 8 of the Board's rules. Please be sure to review this chapter carefully.

### **IMPORTANT NOTE:**

- ✓ Once your application has been reviewed and approved by the Board, you will be notified of the next step in the licensing or examination process. The review process can take up to three-(3) months time. Applications are processed as quickly as feasibly possible. Please plan accordingly.
- ✓ All persons applying for a Maine license must take and pass the Maine jurisprudence examination. Once your completed application has been reviewed and approved by the Board, you will be scheduled to take the jurisprudence exam.

## SUGGESTED REFERENCE MATERIAL FOR THE JURISPRUDENCE EXAMINATION

The test is based on the documents listed below. Copies of these documents are available as noted. You must print documents from the websites listed as these materials will **not** be provided. You may bring your copies to the examination.

The following laws and rules can be found by clicking on the “Laws & Rules” link on our website at [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing).

- ⇒ The Maine Board of Examiners of Psychologists Law - 32 MRS Chapter 56
- ⇒ The Maine Board of Examiners of Psychologists Rules - Chapters 1 through 9
- ⇒ 10 MRS, Chapter 901, Part 9
- ⇒ Laws Related to the Practice of Psychology in Maine:
  - 22 MRS Chapter 958-A
  - 22 MRS Chapter 1071
  - 34-B MRS Chapter 3, Subchapter IV

The following related material can be found at the websites listed.

### Codes of Conduct:

- ⇒ Ethical Principles of Psychologists and Code of Conduct (APA 2002)
  - Via Internet: [www.apa.org/ethics](http://www.apa.org/ethics)
- ⇒ Code of Conduct (ASPPB, 2005)
  - Via Internet: [www.asppb.org/publications/model/conduct.aspx](http://www.asppb.org/publications/model/conduct.aspx)
- ⇒ Maine Rules of Evidence – Rule 503
  - Via Internet: [http://www.courts.state.me.us/rules\\_forms\\_fees/rules/MREvid7-08.pdf](http://www.courts.state.me.us/rules_forms_fees/rules/MREvid7-08.pdf)

If you do not have internet access, you may contact the Law Library. A hard copy is available, for a fee. Please contact the Law Library by phone at (207) 287-1600 or at [lawlib.ref@legis.maine.gov](mailto:lawlib.ref@legis.maine.gov).

## VERIFICATION OF LICENSURE IN ANOTHER STATE OR JURISDICTION

If you hold or have held a psychologists license in another state or jurisdiction, you must submit evidence from the State of licensure in the form of a License Verification. Please contact the state of licensure to request an official License Verification. At a minimum, the license verification must contain:

- Name of State providing the License Verification
- Your name
- License number and expiration date
- Status of your license i.e. active, inactive, lapsed, probation, restricted, suspended, revoked
- Type of license issued to you
- Date your license was issued
- If appropriate, hours of internship completed with beginning and ending dates
- Method your license was issued i.e. Original State, Reciprocity/Endorsement, Score Transfer
- Examinations taken i.e. EPPP, Jurisprudence, other
- Disciplinary action(s) against your license, if any
- Signature and title of person from the licensing jurisdiction providing License Verification
- State Seal

Please direct the licensing jurisdiction to send the License Verification report to you directly and in turn you must submit this verification with your completed Maine application.

## Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

## NOTICES

**BACKGROUND CHECK:** Pursuant to 5 MRS §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRS §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF LICENSING AND REGISTRATION  
INDIVIDUAL LICENSE APPLICATION**

APPLICANT INFORMATION (please print)

|                            |                       |                        |             |
|----------------------------|-----------------------|------------------------|-------------|
| FULL LEGAL NAME            | <i>FIRST</i>          | <i>MIDDLE INITIAL</i>  | <i>LAST</i> |
| ANY OTHER NAMES EVER USED: |                       |                        |             |
| DATE OF BIRTH              | <i>mm / dd / yyyy</i> | SOCIAL SECURITY NUMBER | - -         |
| MAILING ADDRESS            |                       |                        |             |
| CITY                       | STATE                 | ZIP                    | COUNTY      |
| PHONE # ( )                | FAX # ( )             | E-MAIL                 |             |

**CRIMINAL BACKGROUND DISCLOSURE**

*NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.*

1. **Have you ever been convicted by any court of any crime? (circle one)**      **NO**      **YES**  
 If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.
2. **Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)**      **NO**      **YES**  
 If yes, enclose a detailed explanation and copies of all documents.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Licensing and Registration will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

|                  |             |
|------------------|-------------|
| <b>SIGNATURE</b> | <b>DATE</b> |
|------------------|-------------|

**Board of Examiners of Psychologists  
Reinstatement of Psychological Examiner License  
Required Fees: \$721.00**

(includes application, late fee, license and criminal records check fee)  
**FOR LICENSES THAT HAVE EXPIRED 91 DAYS UP TO 2 YEARS FROM THE DATE OF EXPIRATION.**

|   |   |  |
|---|---|--|
| LICENSE TYPE:<br><br><input type="checkbox"/> Psychological Examiner      ( <i>PE1427</i> ) | <b>Office Use Only:</b><br>PE 1446 - \$250.00<br>2090 - \$50.00<br>1427 - \$400.00<br>2619 - \$ 21.00 | <i>Office Use Only:</i><br>Check # _____<br>Amount: _____<br>Cash # _____<br>Lic. # _____<br>Issue Date _____<br>Exp. Date _____ |
|---|---|--|

**PAYMENT OPTIONS:**

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

|  |                                     |                                |                  |
|--|-------------------------------------|--------------------------------|------------------|
| NAME OF CARDHOLDER (please print)  | <i>FIRST</i>                        | <i>MIDDLE INITIAL</i>          | <i>LAST</i>      |
| I authorize the Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my |                                     |                                |                  |
| <input type="checkbox"/> VISA  | <input type="checkbox"/> MASTERCARD | the following amount: \$ _____ |                  |
| Card number:   | <i>XXXX-XXXX-XXXX-XXXX</i>          | Expiration Date                | <i>mm / yyyy</i> |

|                  |             |
|------------------|-------------|
| <b>SIGNATURE</b> | <b>DATE</b> |
|------------------|-------------|

**SECTION 1: EDUCATION**

|   |                    |          |
|---|--------------------|----------|
| Please check one:   |                    |          |
| <input type="checkbox"/> Ed. M. Master's of Education <input type="checkbox"/> M.ED. Master's of Education <input type="checkbox"/> Ed. D Doctor of Education<br><input type="checkbox"/> M.S.E.D. Master's of Science in Education <input type="checkbox"/> M.S. Master's of Science<br><input type="checkbox"/> M.A. Master's of Arts <input type="checkbox"/> Ph.D. Doctor of Philosophy <input type="checkbox"/> Psy.D. Doctor of Psychology<br>Other describe: _____ |                    |          |
| Name of Educational Provider  | Date of Graduation |          |
|   |                    |          |
| Contact Address: _____ Street or P.O. Box _____   |                    |          |
|   |                    |          |
| City  | State              | Zip Code |
|   |                    |          |
| Official sealed transcript demonstrating your education must be submitted with your application.  |                    |          |

**SECTION 2: LIST BELOW EVERY JURISDICTION IN WHICH YOU HOLD OR HAVE EVER HELD A PROFESSIONAL LICENSE, INCLUDING PSYCHOLOGIST, PSYCHOLOGICAL EXAMINER, OR OTHER MENTAL HEALTH PROFESSIONAL LICENSES.**

| 1. State, Territory, Country   | License Number/Type | Date Issued | Expiration Date |
|--|---------------------|-------------|-----------------|
|  |                     |             |                 |
| 2. State, Territory, Country   | License Number/Type | Date Issued | Expiration Date |
|  |                     |             |                 |
| 3. State, Territory, Country   | License Number/Type | Date Issued | Expiration Date |
|  |                     |             |                 |
| For each of the above, you must submit with this application an official Verification of Licensure from the licensing jurisdiction. <b>IMPORTANT:</b> Applications submitted without all of the Verification of Licensure from the licensing jurisdiction(s) will not be accepted and your application returned as incomplete. |                     |             |                 |

\_\_\_\_\_  
INITIALS OF APPLICANT

**SECTION 3: EXAMINATION**

| <p>Have you ever taken a licensing examination?<br/>                 If yes, list the jurisdiction(s) where you took the examination, type of examination, date of examination and score:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 25%;">Jurisdiction</th> <th style="width: 25%;">Examination Type</th> <th style="width: 25%;">Date</th> <th style="width: 25%;">Score</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | Jurisdiction     | Examination Type | Date  | Score |  |  |  |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
|--|------------------|------------------|-------|-------|--|--|--|--|--|--|--|--|--|--|--|--|---|
| Jurisdiction   | Examination Type | Date             | Score |       |  |  |  |  |  |  |  |  |  |  |  |  |   |
|  |                  |                  |       |       |  |  |  |  |  |  |  |  |  |  |  |  |   |
|  |                  |                  |       |       |  |  |  |  |  |  |  |  |  |  |  |  |   |
|  |                  |                  |       |       |  |  |  |  |  |  |  |  |  |  |  |  |   |

**SECTION 4: CHECK APPROPRIATE RESPONSE TO THE QUESTIONS BELOW. ANY YES RESPONSE MUST BE FULLY EXPLAINED BY WRITTEN STATEMENT ON A SEPARATE SHEET OF PAPER, SIGNED AND DATED, AND SUBMITTED WITH YOUR APPLICATION.**

|   |   |
|---|---|
| <p>Had hospital or similar health care institution privileges ever been denied or which had previously been granted to you suspended, restricted or withdrawn involuntarily; or have you ever voluntarily surrendered privileges or resigned from staff membership while under peer review?</p>   | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| <p>Have you ever received a sanction from Medicare or from a state Medicaid program?</p> <p>1. <input type="checkbox"/> Medicare <u>OR</u> <input type="checkbox"/> Medicaid Program (State) _____</p> <p>2. Submit a copy of the official action by the entity.</p> <p>3. Provide a detailed explanation in your own words on a separate sheet of paper.</p> | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |
| <p>Do you currently have any physical or mental impairment related to drugs, alcohol, or finding of mental incompetence that would limit your ability to undertake the practice of psychology safely?</p>   | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |

\_\_\_\_\_  
 INITIALS OF APPLICANT

## **SECTION 5: NOTICES**

### **Public Information**

This application is a public record for purposes of Maine's Freedom of Access Law, 1 MRS §401, et seq. Public records must be made available to any person upon request. Information that you supply as part of this application (except your Social Security number) is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, contact address and other information listed on this application may be posted on the State's website.

### **10 Day Notification Requirement**

This applicant/licensee must report in writing to the Board the following information no later than 10 days after the change or event, as the case may be:

- a. Change of name or address of the licensee;
- b. A criminal conviction of the licensee or anyone listed on this application as having an ownership interest in the licensee;
- c. A revocation, suspension, or other disciplinary action taken in this or any other jurisdiction against any occupational or professional license held by the applicant/licensee or anyone listed on this application as having an ownership interest in the licensee; or
- d. Any material change in the conditions or qualifications set forth in the original application for licensure submitted to the Board.

### **Social Security Number Disclosure**

The following statement is made pursuant to the Privacy Act of 1974 section 7 (B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 MRS section 175 as authorized by the Tax Reform Act of 1976 (42 USC section-405 (C) (2) (1)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

### **Healthcare Integrity and Protection Data Bank ("HIPDB") Self-Query Reports**

In accordance with 10 MRS §8003(10), all applicants must submit a HIPDB Self-Query Report as part of the initial application for licensure. The instructions to request a self-query report are available at HIPDB's website: [www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov) The website includes a Fact Sheet on self-querying, as well as FAQs to assist you in requesting a report. Customer Service Contact information: **NPDB-HIPDB Customer Service Center**  
**Tel: (800)767-6732 - TDD: (703)802-9395**

\_\_\_\_\_  
INITIALS OF APPLICANT

**SECTION 6: APPLICANT’S CERTIFICATION AND SIGNATURE**

Read the statement below and sign where indicated as your certification of the information provided on this application.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application I understand that the Maine Board of Examiners of Psychologists will rely upon this information for issuance of my license and that this information is truthful and factual. I further understand that sanctions may be imposed, including denial, suspension or revocation of my license, if this information is found to be false.

|                           |       |
|---------------------------|-------|
| Printed Name of Applicant | Title |
|                           |       |
| Signature of Applicant    | Date  |
|                           |       |

Applications that are incomplete, altered, defaced, or compromised will not be accepted and will be returned. This includes, but not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing supporting documents, and/or missing or wrong fee.



STATE OF MAINE  
 DEPARTMENT OF PROFESSIONAL  
 AND FINANCIAL REGULATION  
 BOARD OF EXAMINERS OF PSYCHOLOGISTS  
 35 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0035  
 TEL:(207)624-8603 – FAX:(207)624-8637

**VERIFICATION OF SUPERVISED EXPERIENCE**

**Return this completed form directly to the applicant, not the Board.**

|   |                               |                                  |  |  |
|---|-------------------------------|----------------------------------|--|--|
| Name of Applicant:  |                               |                                  |  |  |
| Address:  |                               |                                  |  |  |
| City:   | State:                        | Zip Code:                        |  |  |
| <b><i>The following section is to be completed by employer or supervisor only</i></b>   |                               |                                  |  |  |
| Name of Facility:   |                               |                                  | Number of Professional Staff:                |  |
| Patient (client/resident) Population:   |                               |                                  |  |  |
| Number:   |                               | Type:                            |  |  |
| Describe type of services provided at facility:   |                               |                                  |  |  |
| Describe Applicants Duties and Functions:   |                               |                                  |  |  |
| <b><i>** Please review Chapter 5, section 2 regarding Supervised Experience requirements. **</i></b>  |                               |                                  |  |  |
| Dates of Employment   | Applicant's Educational Level | Number of hours worked per week. | Number of formal supervision hours per week. | Total hours worked or trained under your direct supervision. |
| From: _____   |                               |                                  |  |  |
| To: _____   |                               |                                  |  |  |
| <b>ASSESSMENT OF APPLICANT'S PERFORMANCE:</b><br><input type="checkbox"/> Highest professional quality<br><input type="checkbox"/> Highest trainee quality, but not on par with fellow professionals<br><input type="checkbox"/> Adequate quality, on a par with other average trainees<br><input type="checkbox"/> Marginal performance, recommend continued supervision<br><input type="checkbox"/> Unacceptable level of performance, person definitely should not function independently<br><input type="checkbox"/> Unacceptable functioning because of ethical or personal problems<br><input type="checkbox"/> Highly variable |                               |                                  |  |  |
| I the supervisor, of the above named applicant is certifying the information provided on this form is verifiable, factual and accurate.   |                               |                                  |  |  |
| <b>Print Name:</b>  |                               |                                  | <b>License Number:</b>                       |  |
| <b>Signature:</b>   |                               |                                  | <b>Date:</b>                                 |  |



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35 STATE HOUSE STATION  
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**PROFESSIONAL REFERENCE FORM**

The completed form must accompany your application.

In accordance with Chapter 3, section 1(3-A) (3) of the Board's rules, applicant's must provide **three (3) reference letters** from qualified professionals who are familiar with the applicant's current work. At least two (2) of these references must be from a licensed Psychologist.

**THIS FORM MUST BE RETURNED DIRECTLY TO THE APPLICANT AT THE ADDRESS BELOW:**

|   |                             |           |
|---|-----------------------------|-----------|
| Name of Applicant:  |                             |           |
| Address:  |                             |           |
| City:   | State:                      | Zip Code: |
| <b><i>The following section is to be completed by the professional providing the reference.</i></b> |                             |           |
| Name:   |                             |           |
| Address:  |                             |           |
| City:   | State:                      | Zip Code: |
| Telephone:  | Email Address:              |           |
| Professional License Type:  | License # and State Issued: |           |
| License Expiration Date:  | Highest Educational Degree: |           |
| Educational Institution:  | Date Degree Conferred:      |           |
| At the time of your professional relationship, what position did the applicant hold?                |                             |           |

|  |   |           |   |  |
|--|---|-----------|---|--|
| <b>What duties and functions did the applicant perform? Check all that apply.</b>  | <input type="checkbox"/> Assessment/Evaluation<br><input type="checkbox"/> Psychotherapy/Counseling<br><input type="checkbox"/> Group Therapy<br><input type="checkbox"/> Family/Marital Therapy<br><input type="checkbox"/> Supervision of Others<br><input type="checkbox"/> In Service Training<br><input type="checkbox"/> Consultation with _____<br><input type="checkbox"/> Other, specify _____ |           | <input type="checkbox"/> Adults <input type="checkbox"/> Children<br><input type="checkbox"/> Adults <input type="checkbox"/> Children<br><input type="checkbox"/> Research<br><input type="checkbox"/> Teaching<br><input type="checkbox"/> Case Presentations |  |
| Was the frequency and intensity of the supervision?  | <input type="checkbox"/> Hours per week   | <u>Or</u> | <input type="checkbox"/> Hours per client/patient   |  |
| Did you personally supervise this person? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If not, in what capacity did you know the applicant?   |   |           |   |  |
| How many hours per week did the applicant do professional work relevant to this application?   | Hours per week  |           | For how long?   |  |
| How would you rate the quality of this person's clinical work? (Check One)   | <input type="checkbox"/> Excellent<br><input type="checkbox"/> Unusually high<br><input type="checkbox"/> Better than average   |           | <input type="checkbox"/> Acceptable<br><input type="checkbox"/> Average Marginal Poor   |  |
| In your opinion, does this person have: (Check if yes; leave blank if no) <ul style="list-style-type: none"> <li><input type="checkbox"/> High moral and ethical standards</li> <li><input type="checkbox"/> Sense of commitment to client/patient welfare</li> <li><input type="checkbox"/> Knowledge of own limits, and willingness to function within them</li> <li><input type="checkbox"/> Personal problems that would significantly impair his/her functioning</li> <li><input type="checkbox"/> Significant deficiencies in training, such that a license for the general practice of psychology should be restricted or denied</li> </ul> |   |           |   |  |
| To the best of your knowledge, has the applicant (check if yes, leave blank if no): <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed an accredited and adequate graduate program</li> <li><input type="checkbox"/> Obtained a Master's degree</li> <li><input type="checkbox"/> Obtained a Doctoral degree</li> <li><input type="checkbox"/> Completed a graduate program in <u>psychology</u></li> <li><input type="checkbox"/> Sufficient knowledge of basic science of psychology</li> <li><input type="checkbox"/> Sufficient knowledge of applied/professional area of psychology</li> </ul>                         |   |           |   |  |
| Would you have any reservations about this person being licensed for the general practice of psychology? <input type="checkbox"/> YES <input type="checkbox"/> NO      If yes, please explain.   |   |           |   |  |
| Please list any additional comments that would be helpful to the Board.  |   |           |   |  |
| Supervisor's Signature   |   |           | Date  |  |



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|   |                             |           |
|---|-----------------------------|-----------|
| Name of Applicant:  |                             |           |
| Address:  |                             |           |
| City:   | State:                      | Zip Code: |
| <b><i>The following section is to be completed by the professional providing the reference.</i></b> |                             |           |
| Name:   |                             |           |
| Address:  |                             |           |
| City:   | State:                      | Zip Code: |
| Telephone:  | Email Address:              |           |
| Professional License Type:  | License # and State Issued: |           |
| License Expiration Date:  | Highest Educational Degree: |           |
| Educational Institution:  | Date Degree Conferred:      |           |
| At the time of your professional relationship, what position did the applicant hold?                |                             |           |

|  |   |   |   |
|--|---|---|---|
| <b>What duties and functions did the applicant perform? Check all that apply.</b>  | <input type="checkbox"/> Assessment/Evaluation<br><input type="checkbox"/> Psychotherapy/Counseling<br><input type="checkbox"/> Group Therapy<br><input type="checkbox"/> Family/Marital Therapy<br><input type="checkbox"/> Supervision of Others<br><input type="checkbox"/> In Service Training<br><input type="checkbox"/> Consultation with _____<br><input type="checkbox"/> Other, specify _____ | <input type="checkbox"/> Adults <input type="checkbox"/> Children<br><input type="checkbox"/> Adults <input type="checkbox"/> Children<br><input type="checkbox"/> Research<br><input type="checkbox"/> Teaching<br><input type="checkbox"/> Case Presentations |   |
| Was the frequency and intensity of the supervision?  | <input type="checkbox"/> Hours per week   | <u>Or</u>   | <input type="checkbox"/> Hours per client/patient |
| Did you personally supervise this person? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If not, in what capacity did you know the applicant?   |   |   |   |
| How many hours per week did the applicant do professional work relevant to this application?   | Hours per week  | For how long?   |   |
| How would you rate the quality of this person's clinical work? (Check One)   | <input type="checkbox"/> Excellent <input type="checkbox"/> Acceptable<br><input type="checkbox"/> Unusually high <input type="checkbox"/> Average Marginal Poor<br><input type="checkbox"/> Better than average  |   |   |
| In your opinion, does this person have: (Check if yes; leave blank if no) <ul style="list-style-type: none"> <li><input type="checkbox"/> High moral and ethical standards</li> <li><input type="checkbox"/> Sense of commitment to client/patient welfare</li> <li><input type="checkbox"/> Knowledge of own limits, and willingness to function within them</li> <li><input type="checkbox"/> Personal problems that would significantly impair his/her functioning</li> <li><input type="checkbox"/> Significant deficiencies in training, such that a license for the general practice of psychology should be restricted or denied</li> </ul> |   |   |   |
| To the best of your knowledge, has the applicant (check if yes, leave blank if no): <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed an accredited and adequate graduate program</li> <li><input type="checkbox"/> Obtained a Master's degree</li> <li><input type="checkbox"/> Obtained a Doctoral degree</li> <li><input type="checkbox"/> Completed a graduate program in <u>psychology</u></li> <li><input type="checkbox"/> Sufficient knowledge of basic science of psychology</li> <li><input type="checkbox"/> Sufficient knowledge of applied/professional area of psychology</li> </ul>                         |   |   |   |
| Would you have any reservations about this person being licensed for the general practice of psychology? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, please explain.   |   |   |   |
| Please list any additional comments that would be helpful to the Board.  |   |   |   |
| Supervisor's Signature   |   | Date  |   |



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
BOARD OF EXAMINERS OF PSYCHOLOGISTS  
35 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0035  
TEL:(207)624-8603 – FAX:(207)624-8637

**PROFESSIONAL REFERENCE FORM**

The completed form must accompany your application.

In accordance with Chapter 3, section 1(3-A) (3) of the Board's rules, applicant's must provide **three (3) reference letters** from qualified professionals who are familiar with the applicant's current work. At least two (2) of these references must be from a licensed Psychologist.

**THIS FORM MUST BE RETURNED DIRECTLY TO THE APPLICANT AT THE ADDRESS BELOW:**

|   |                             |           |
|---|-----------------------------|-----------|
| Name of Applicant:  |                             |           |
| Address:  |                             |           |
| City:   | State:                      | Zip Code: |
| <b><i>The following section is to be completed by the professional providing the reference.</i></b> |                             |           |
| Name:   |                             |           |
| Address:  |                             |           |
| City:   | State:                      | Zip Code: |
| Telephone:  | Email Address:              |           |
| Professional License Type:  | License # and State Issued: |           |
| License Expiration Date:  | Highest Educational Degree: |           |
| Educational Institution:  | Date Degree Conferred:      |           |
| At the time of your professional relationship, what position did the applicant hold?                |                             |           |

|  |   |           |   |  |
|--|---|-----------|---|--|
| <b>What duties and functions did the applicant perform? Check all that apply.</b>  | <input type="checkbox"/> Assessment/Evaluation<br><input type="checkbox"/> Psychotherapy/Counseling<br><input type="checkbox"/> Group Therapy<br><input type="checkbox"/> Family/Marital Therapy<br><input type="checkbox"/> Supervision of Others<br><input type="checkbox"/> In Service Training<br><input type="checkbox"/> Consultation with _____<br><input type="checkbox"/> Other, specify _____ |           | <input type="checkbox"/> Adults <input type="checkbox"/> Children<br><input type="checkbox"/> Adults <input type="checkbox"/> Children<br><input type="checkbox"/> Research<br><input type="checkbox"/> Teaching<br><input type="checkbox"/> Case Presentations |  |
| Was the frequency and intensity of the supervision?  | <input type="checkbox"/> Hours per week   | <u>Or</u> | <input type="checkbox"/> Hours per client/patient   |  |
| Did you personally supervise this person? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If not, in what capacity did you know the applicant?   |   |           |   |  |
| How many hours per week did the applicant do professional work relevant to this application?   | Hours per week  |           | For how long?   |  |
| How would you rate the quality of this person's clinical work? (Check One)   | <input type="checkbox"/> Excellent<br><input type="checkbox"/> Unusually high<br><input type="checkbox"/> Better than average   |           | <input type="checkbox"/> Acceptable<br><input type="checkbox"/> Average Marginal Poor   |  |
| In your opinion, does this person have: (Check if yes; leave blank if no) <ul style="list-style-type: none"> <li><input type="checkbox"/> High moral and ethical standards</li> <li><input type="checkbox"/> Sense of commitment to client/patient welfare</li> <li><input type="checkbox"/> Knowledge of own limits, and willingness to function within them</li> <li><input type="checkbox"/> Personal problems that would significantly impair his/her functioning</li> <li><input type="checkbox"/> Significant deficiencies in training, such that a license for the general practice of psychology should be restricted or denied</li> </ul> |   |           |   |  |
| To the best of your knowledge, has the applicant (check if yes, leave blank if no): <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed an accredited and adequate graduate program</li> <li><input type="checkbox"/> Obtained a Master's degree</li> <li><input type="checkbox"/> Obtained a Doctoral degree</li> <li><input type="checkbox"/> Completed a graduate program in <u>psychology</u></li> <li><input type="checkbox"/> Sufficient knowledge of basic science of psychology</li> <li><input type="checkbox"/> Sufficient knowledge of applied/professional area of psychology</li> </ul>                         |   |           |   |  |
| Would you have any reservations about this person being licensed for the general practice of psychology? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, please explain.   |   |           |   |  |
| Please list any additional comments that would be helpful to the Board.  |   |           |   |  |
| Supervisor's Signature   |   |           | Date  |  |



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**Application to Provide Intervention Services Under Supervision**

|   |                |
|---|----------------|
| Applicant's Name                                |                |
| Contact Address                                 | Street         |
|   | City/State/ZIP |
| Psychological Examiner License #, if applicable |                |

Please list intervention privileges being requested:

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On a separate sheet of paper provide the following information in the format given below.

1. A detailed description of the type of service(s), population and settings you propose to provide.
2. List relevant education and training. Include names of teachers and supervisors and documentation of your work.
3. List relevant experience, and include names of supervisor(s).
4. List the name and address of two licensed psychologists who are familiar with your work in the area for which privileges are sought.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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**Supervisor's Letter of Agreement to Provide Supervision  
 For Intervention Services of a Psychological Examiner**

This form must accompany Application to Provide Intervention Services under Supervision

I, \_\_\_\_\_, agree to provide supervision to  
 \_\_\_\_\_ for intervention privileges of  
 \_\_\_\_\_

In making this agreement, I agree to abide by the rules established by the Board of Examiners of Psychologists as stated in the Rules. I accept responsibility for both myself and the psychological examiner to ensure that the scope, limits, and supervised nature of intervention services are accurately communicated to the public. I am responsible for all intervention services provided by the supervisee, and that it is my responsibility to protect the welfare of the client and the supervisee.

I further understand that the Board shall determine whether I am qualified by education, training and experience to supervise the specific intervention services. This will be done on a basis of the Board file and any additional information that I submit.

If, for any reason, I must terminate my supervisory agreement or alter the conditions, I must inform the Board in writing of the change.

I have agreed to provide a minimum of \_\_\_\_\_ hour(s) of supervision for every \_\_\_\_\_(s) of intervention.

**Supervisor's Signature** \_\_\_\_\_ **License #** \_\_\_\_\_

As a psychological examiner requesting the intervention privileges, I accept the terms of the above agreement and fully agree to abide by the Board of Examiners of Psychologists laws and rules.

**Applicant's Signature** \_\_\_\_\_ **License #** \_\_\_\_\_

FOR OFFICE USE ONLY

The Board  approves  denies the application for intervention services.

Date of action by the Board: \_\_\_\_\_

Reason for denial: \_\_\_\_\_



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**ACCOMMODATION REQUEST FORM**

***The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission***

|  |
|--|
| Name: _____                                      |
| Address: _____                                   |
| Telephone #: _____ Social Security Number: _____ |

Accommodations Requested for the \_\_\_\_\_ Examination.  
Disability \_\_\_\_\_

**Please check all that apply**

- Accessible Testing Site
- Separate Testing Site
- Braille
- Large Print
- Tape
- Reader as Accommodation for Visual Impairment
- Scribe/Amanuensis as Accommodation for Visual or Motor Impairment
- Reader as Accommodation for Learning Disability
- Scribe/Amanuensis as Accommodation for Learning
- Sign Language Interpreter
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (specify): \_\_\_\_\_
- Use of Computer or other adaptive equipment (specify): \_\_\_\_\_
- Other: \_\_\_\_\_

Signed and dated: \_\_\_\_\_

**DOCUMENTATION OF DISABILITY RELATED NEEDS**

If you have a learning disability, a psychological disability, or other hidden disability that requires an accommodation in testing, please have this section completed by an appropriate professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation.

**If you have existing documentation of having the same or similar accommodation provided to you in another test situation, you may submit such documentation instead of having this portion of the form completed.**

I have known \_\_\_\_\_ since \_\_\_\_\_ in  
(Test applicant) (Date)

my capacity as a \_\_\_\_\_.  
(Professional Title)

This applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, providing the following should accommodate him/ her:  
(check all that apply):

- Accessible Testing Site
- Separate Testing Site
- Braille
- Large Print
- Tape
- Reader as Accommodation for Visual Impairment
- Scribe/Amanuensis as Accommodation for Visual or Motor Impairment
- Reader as Accommodation for Learning Disability
- Scribe/Amanuensis as Accommodation for Learning
- Sign Language Interpreter
- Extended Time
  - Time-and-a-half
  - Double time
  - More than double time (specify): \_\_\_\_\_
- Use of Computer or other adaptive equipment (specify): \_\_\_\_\_
- Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_