



State of Maine

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

Application information to assist in completing your application. This information is not designed to include all information on laws and rules and it is strongly recommended that you review applicable laws and rules.

Psychologist Applying to take the EPPP

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

Department of Professional and Financial Regulation

Office of Professional and Occupational Regulation

(Mailing address) 35 State House Station, Augusta, ME 04333

(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345

Note: The office location address may be used for overnight deliveries only. The office address does not accept postal deliveries. You must use the mailing address for all other regular mail deliveries.

Office Direct Line (207) 624-8626 or Main Receptionist (207) 624-8603

TTY users call Maine relay 711

FAX (207) 624-8637

Web address: www.maine.gov/professionallicensing

Email: psych.lic@maine.gov

APPLICATION INSTRUCTIONS PSYCHOLOGIST

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

- ✓ 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 Board's 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, transcript from graduate program where qualifying degree was earned.**
- **Documentation of Supervised Work Experience, on forms supplied by board.**
Minimum 1,500 hours Pre-doctoral Experience & 1,500 hours Post-doctoral Experience (Review Board Rules, Chapter 4)
- **Examination – EPPP**

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 from test date.**

- **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). You may also obtain an electronically produced License Verification directly from the State Board website. Please be sure each License Verification contains the State web-address, the date the License Verification was printed, and a disciplinary history.

Court judgment and decision of any criminal conviction and a written statement regarding the crime.

CONTINUING EDUCATION

As a Psychologist 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 NOTES:

- ✓ All persons applying for a Maine license must take and pass the Maine jurisprudence examination. Once your completed application has been reviewed and approved, you will be sent the jurisprudence exam via Certified mail and you will have 20 days to complete and return.

IMPORTANT NOTES (Cont.):

The Board of Examiners requires that all supporting documents and fees be submitted with the filing of your application. **Your application will be considered incomplete and may be cancelled if supporting documents and/or fees are omitted.** Documents that have been modified or altered in any way (including the use of any white out substance) will not be accepted.

- ✓ Your application has greater chance of being processed expeditiously if it is complete and all supporting documents are attached. Action on this application is posted to the web in real time. Please visit our website if you wish to monitor progress. If the status appears Pending, this means that your application was received by this office and it is pending or under review. Once reviewed and if everything about your application is complete and complies with requirements, the license will be issued and the status will show as ACTIVE. If incomplete a letter is being sent to you.
- ✓ Please refrain from calling our office to “check” on your application as these calls only serve to slow our ability to review and process applications. Information regarding the status of applications may be found at the Office of Professional and Occupational Regulation’s website www.maine.gov/professionallicensing. We appreciate your thoughtful attention to this request.
- ✓ Once your license is issued, it will be immediately visible online with an “Active” status. Licenses are sent via email the day after the license is issued.

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.

- ⇒ The Maine Board of Examiners of Psychologists Law - 32 MRS Chapter 56
- ⇒ The Maine Board of Examiners of Psychologists Rules - Chapters 1 through 10
- ⇒ 10 MRS, Chapter 901
- ⇒ 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

Code of Conduct (ASPPB, 2005)

Via Internet: www.asppb.org/publications/model/conduct.aspx

Maine Rules of Evidence – Rule 503

Via Internet: http://www.courts.state.me.us/rules_adminorders/rules/text/MREvidONLY1-12.pdf

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Mailing Address: 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345
Phone: (207) 624-8603 Fax: (207) 624-8637 TTY users call Maine relay 711 web: www.maine.gov/professionallicensing

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 emailed to you.
- **How long does it take to process an application?** You can check our website: 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 Professional and Occupational Regulation 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. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). 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.

SECTION 3: EXAMINATION

<p>Have you ever taken a licensing examination?</p> <p>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 <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>Have hospital or similar health care institution privileges ever been denied or 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 <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> <p>Clarification on programs:</p> <ul style="list-style-type: none"> • Medicare – Health program administered by the United States government for people that are (1) ages 65 or older, (2) under the age of 65 with certain disabilities, and/or (3) all ages with end-stage renal disease. • Medicaid – Health program administered by the United States government for people with limited incomes. • MaineCare – Health program administered by the State of Maine with similar eligibility requirements as Medicaid. 	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5: NOTICES

Please Note:


Pursuant to 10 MRS §8003-G - any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to the Office within 10 days. You can access this Law for your review at:

<http://www.mainelegislature.org/legis/statutes/10/title10ch901sec0.html>

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. Applications that are incomplete, altered (including use of any white out), defaced, or compromised will not be accepted and may be cancelled. This includes, but is not limited to, unanswered questions, lack of appropriate signature, information is illegible, missing required supporting documents, and/or missing or wrong fee.

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 State 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
	



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VERIFICATION OF PRE-DOCTORAL SUPERVISED EXPERIENCE
Return this completed form directly to the applicant, not the Board.

Name and Address of Applicant:		
City:	State:	Zip Code:
<i>The following section is to be completed by supervisor only</i>		
Name of Facility:	Number of Professional Staff:	
Patient (client/resident) Population:		
Number:	Type:	
Describe type of services provided at facility:		
Describe Applicant's Duties and Functions:		
** Please review Board Rules Chapter 5 section 2 regarding Supervised Experience requirements. **		
Beginning date of Supervision _____ End Date _____		
<u>The following questions are to be answered by the Supervisor</u>		
1. Were you licensed or certified as a psychologist in the state where the supervision occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Did the pre-doctoral supervision consist of an average of a minimum of at least 16 hours but not more than 40 hours per week? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list hours of supervision _____ per week		
3. Did the pre-doctoral supervision consist of a minimum of 2 hours per week of face-to-face supervision and 2 hours per week of additional learning activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list face to face _____ hours and additional learning activities _____ hours weekly.		
4. Did the supervision experience consist of 50% in service-related activities (assessment, interviews, report writing, case presentations, treatment and consultation), at least 25% of that time devoted to face-to-face direct patient/client contact, and no more than 25% of total time was allocated for research. <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the percentage of time devoted _____		



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5. Did the Supervised experience include work experience earned in connection with practica for which academic credit has been awarded? Yes No
6. Did you provide at least two hours per week of learning activity supervision? Yes No
7. Was the supervised training completed with 36 months? Yes No
8. Did any of the hours described here accumulate while supervisee was functioning in a professional capacity not directly under your responsibility? Yes No
9. Was this supervisee's performance satisfactory? If not, please explain in detail on a separate sheet of paper. Yes No

If you answered NO to any of the above please provide a detailed explanation

10. What was the nature of the supervisee's duties while you were supervisor? _____
-
11. Total Number of hours worked while under my direct supervision: _____

I the supervisor, of the above named applicant is certifying the information provided on this form is verifiable, factual and accurate.

Print Name:

License Number:

Signature:

Date:



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VERIFICATION OF POST-DOCTORAL SUPERVISED EXPERIENCE
Return this completed form directly to the applicant, not the Board.

Name and Address of Applicant:		
City:	State:	Zip Code:
<i>The following section is to be completed by employer or supervisor only</i>		
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:		
** Please review Board Rules Chapter 4 section 2 regarding Supervised Experience requirements. **		
Beginning date of Supervision _____ End Date _____		
<u>The following questions are to be answered by the Supervisor</u>		
1. Were you licensed or certified as a psychologist in the state where the supervision occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Did the post-doctoral supervision consist of an average of a minimum of at least 16 hours but not more than 40 hours per week? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list hours of supervision _____ per week		
3. Did the post-doctoral supervision consist of a minimum of 1 hour per week of face-to-face supervision and 1 hour per week of additional learning activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list face to face _____ hours and additional learning activities _____ hours weekly.		
4. Did the post-doctoral supervision consist of at least 25% and not more than 60% of time devoted to direct service per week with the majority of work being in the intended area of practice? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the percentage of time devoted:		



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5. Did the Supervised experience include work experience earned in connection with practica for which academic credit has been awarded? Yes No
6. Did you provide at least one hour per week of learning activity supervision? Yes No
7. Was the supervised training completed with 24 months? Yes No
8. Did any of the hours described here accumulate while supervisee was functioning in a professional capacity not directly under your responsibility? Yes No
9. Was this supervisee's performance satisfactory? If not, please explain in detail on a separate sheet of paper. Yes No

If you answered NO to any of the above please provide a detailed explanation

10. What was the nature of the supervisee's duties while you were supervisor? _____

11. Total Number of hours worked while under my direct supervision: _____

I the supervisor of the above named applicant certifies that the information provided on this form is verifiable, factual and accurate.

Print Name:

License Number:

Signature:

Date:



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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): _____