

**APPLICATION FOR LICENSURE AS A PSYCHOLOGIST
INITIAL APPLICATION CHECKLIST****INTRODUCTION:**

This checklist is to assist you in gathering the required documents for an Application for Licensure as a Psychologist to obtain eligibility to take an examination as the **first step** towards licensure. This checklist is provided for your reference for your initial application, **do not submit this checklist to the Board**. See the [Overview of Licensure and Examination Process](#) and the step-by-step instructions for [In-State Applicants](#) and [Out-of-State Applicants](#) for more information. Page 2 of this document begins detailed information regarding required submissions.

- If you have not taken the Examination for Professional Practice in Psychology (EPPP), see #1 below or on page 2 for more details.
- If you have already taken and passed the EPPP in another state, U.S. territory, or Canadian province and are seeking psychologist licensure in California, see #2 below or pages 2 and 3 for more details.

Mailing address of the Board of Psychology: 1625 North Market Blvd., N-215, Sacramento, CA 95834

1. To apply for the Examination for Professional Practice in Psychology, submit the following in your application packet:

- Application and fee.
- Official doctoral transcript.
- Original Supervision Agreement(s), if applicable: see page 2.
- Verification of Experience (VOE) form(s) (1,500 hours minimum).

2. If you have already taken and passed the EPPP in another state, Canadian province, or U.S. territory, you are to apply to take the California Psychology Law and Ethics Examination (CPLEE) as your beginning step towards licensure in California. To apply for the CPLEE, submit the following in your application packet:

- Application and fee.
- Original supervision agreement(s), if applicable: see page 2.
- Verification of Experience (VOE) form(s) (3,000 hours total).
- EPPP score transfer.
- Official certification of licensure, if applicable.
- Certificate of Professional Qualification (CPQ), if applicable.
- Credential issued by National Register of Health Service Providers in Psychology (NRHSPP), if applicable.
- Certificate issued by the American Board of Professional Psychology (ABPP), if applicable.

CHECKLIST WITH DETAILED INFORMATION

1. To apply for the Examination for Professional Practice in Psychology, submit the following in your application packet:

Application and Fee: For First-Time Applicants Only

- Apply [online](#) and make a \$236 payment via BreEZe.
- *Note: An application will not be assigned to the processing queue until the required fee is received and processed.*
- *Note: If you have previously applied for licensure as a psychologist in California, mail a completed [Application for Licensure as a Psychologist](#) and a \$236 check payable to the California Board of Psychology.*

Official Doctoral Transcript

- Official transcript(s) for the qualifying degree must be sent to the Board in one of the following three ways:
 - » Submitted electronically by the educational institution to boplicensing@dca.ca.gov (recommended).
 - » Mailed directly to the Board by your educational institution.
 - » Mailed in an envelope that has been sealed and signed by the educational institution.
- Transcripts must reflect the degree conferred and awarded date.

Original [Supervision Agreement\(s\)](#)

- Must be completed, signed, and dated by all parties **prior to** commencement of the supervised professional experience (SPE).
- Mail to the Board in a sealed envelope signed across the seal by your primary supervisor unless already on file with the Board. **Experience prior to preparation of a signed agreement will not count toward licensure.**
- *Note: Required for experience gained within California; not required for experience gained in another state, U.S. territory, or Canadian province.*

Verification of Experience (VOE) Form(s) (A minimum of qualifying 1,500 hours of SPE).

- Mail to the Board completed and signed VOE forms in a sealed envelope signed across the seal by your primary supervisor.
- Experience gained within California: Complete page one of the [VOE form](#).
- Experience gained outside of California or experience accrued prior to January 1, 2005: Complete both pages of the [VOE form](#).

Delivery Information

If you would like to know more about whether the Board has received your documents, you will need to use a mail tracking service when mailing the documents to the Board. The Board will also send you a courtesy acknowledgment of receipt via email after each of your documents have been received for applications submitted with the required fee.

2. If you have already taken and passed the EPPP in another state, Canadian province, or U.S. territory, you are to apply to take the California Psychology Law and Ethics Examination (CPLEE) as your beginning step towards licensure in California. To apply for the CPLEE, submit the following in your application packet:

Application and Fee: For First-Time Applicants

- Apply [online](#) and make a \$363 payment via BreEZe.
- *Note: An application will not be assigned to the processing queue until the required fee is received and processed.*
- *Note: If you have previously applied for licensure as a psychologist in California, mail a complete [Application for Licensure as a Psychologist](#) and a completed [CPLEE request form](#) along with a \$363 check payable to the California Board of Psychology.*

Original [Supervision Agreement\(s\)](#)

- Mail to the Board in a sealed envelope signed across the seal by your primary supervisor unless already on file with the Board.
- Must be completed, signed, and dated by all parties **prior to** commencement of the supervised professional experience (SPE). **Experience prior to preparation of a signed agreement will not count toward licensure.**
- *Note: Required for experience gained within the state of California; not required for experience gained in another state, U.S. territory, or Canadian province.*

Verification of Experience (VOE) Form(s) (A total of qualifying 3,000 hours of SPE)

- Mail to the Board completed and signed VOE forms in a sealed envelope signed across the seal by your primary supervisor.
- Experience gained within California: Complete page one of the [VOE form](#).
- Experience gained outside California or experience accrued **prior to** January 1, 2005: Complete both pages of the [VOE form](#).

EPPP Score Transfer

- Verification of [Examination for Professional Practice in Psychology \(EPPP\) score](#) to be submitted by the Association of State and Provincial Psychology Boards (ASPPB) directly to the Board.
- *Note: Optional if you have been licensed based on a doctoral degree in another state, Canadian province, or U.S. territory for a minimum of two years.*

If you have been licensed as a psychologist based on a doctoral degree in another state, Canadian province, or U.S. territory, submit the following additional document:

Official Certification of Licensure

- Attach an official certification of licensure from your current licensing Board to your online application or mail it to the Board along with your application packet.

If you have been licensed as a psychologist based on a doctoral degree in another state, Canadian province, or U.S. territory for a minimum of two years and possess one of the following, you may submit verification of supervised professional experience through one of the below certificates or credential status in lieu of the verification of experience form(s):

Certificate of Professional Qualification (CPQ)

- Request verification of your CPQ from and to be submitted by the ASPPB directly to the Board. See [CPQ Program Info](#) page on the ASPPB website for information.

Credential issued by National Register of Health Service Providers in Psychology (NRHSPP)

- Request verification of your credential from, and to be submitted by the NRHSPP. See [NRHSPP website](#) for information.

Certificate issued by the American Board of Professional Psychology (ABPP)

- Attach an ABPP verification letter to your online application or mail it to the Board along with your application packet.

Delivery Information

If you would like to know more about whether the Board has received your documents, you need to use a mail tracking service when mailing the documents to the Board. The Board will also send you a courtesy acknowledgment of receipt via email after each of your documents have been received for applications submitted with the required fee.