

# LSBEP APPLICATION FLOWCHART FOR LICENSURE

## APPLICATION

- Notarized Application for Provisional License with current application fee
- Official Transcripts from University (will not be accepted from Applicant)
- Doctoral Program Form (if degree not APA approved)
- Practicum Documentation form
- Internship Documentation Form forwarded directly to LSBEP from Director of Internship Training Program (form will not be accepted from Applicant)
- Supervised Practice Plan Required for Provisional Licensure
- Verification of Degree form Required if Postdoctoral Supervision began prior to the conferred on your doctoral transcripts.
- Completed *Postdoctoral Supervision Documentation* form must be received directly from your supervisor.
- Verification of License sent directly from any jurisdiction which you currently, or have ever held a professional license.

## REFERENCE FORM

When LSBEP receives the application fee and completed application form a file is opened in Applicant's name and reference forms are mailed to individuals listed on the Application Form.

- LSBEP requires the names and addresses of three psychologists who are well acquainted with your work.

## CRIMINAL BACKGROUND CHECK (CBC)

- Applicant is mailed criminal background check forms upon receipt of completed application form and fee.

## FILE REVIEW

Upon receipt of the information required above, the file will be reviewed for candidate status.

### CANDIDATE STATUS

If file is approved, the applicant is admitted to candidate status and invited to take the EPPP.

### EPPP

- Examination for Professional Practice in Psychology

### FAILS EPPP

If candidate fails EPPP, he/she will be allowed three times in four years to take and pass the examination. If he/she does not pass then, he/she must wait 2 years to reapply for licensure.

### APPARENT DEFICIENCY

If the file is found with an apparent deficiency, the applicant will be notified in writing of the deficiency and asked for clarification before proceeding further in the process.

### PASSES EPPP

## FILE REVIEW

If the Postdoctoral Supervision Documentation is accepted by the Board, candidate will be invited to take the Jurisprudence examination.

## JURISPRUDENCE EXAMINATION

- The Candidate will be sent the Jurisprudence Exam and the exam must be returned within 30 days.

### ORAL EXAMINATION

#### PASS

If candidate passes oral and Jurisprudence exam, he/she is licensed that day.

#### FAIL

If candidate fails oral examination he/she may reapply after 2 years.

#### CONTINUED

If candidate's oral examination is *continued*, he/she may continue the examination after the specified time.