

## Licensed Specialist in School Psychology Application Flowchart

### **Application Packet Required Forms:**

- Notarized Application with attached photo and application fee.
- Official NCSP Verification received directly from NASP.
- Official Transcripts received directly from your school.
- Verification of Graduate Program of Study. This is required for applicants who graduated from a non-NASP approved program. It is to be completed and returned directly from the program coordinator or department chair.



### **Reference Forms and Criminal Background Check**

- Once LSBEP receives your notarized application and fee, a file is opened in your name and references are mailed from the LSBEP office.. You are required to provide names of three certified school psychologists or licensed psychologists.
- LSBEP will also send you a letter acknowledging receipt of your application. Only after you receive this letter should you initiate your Criminal Background Check through Louisiana State Police. Information and instructions are available at [www.lsbep.org](http://www.lsbep.org) . If you are unable to travel to Baton Rouge for a live scan, please notify the LSBEP with your Application, so that fingerprint cards may be mailed to you.



### **Jurisprudence Exam**

Upon receipt of the required application forms, reference forms and criminal background check clearance, a Jurisprudence Exam will be issued.



### **PASS**

If you receive passing scores on the exam, your file will be reviewed by the LSSP Committee for recommendation to the LSBEP for licensure. The LSSP Committee meets quarterly.



### **FAIL**

If you score less than 80% on the exam, you will be required to retake the examination. There will be no charge for the first retake.



### **LSSP Committee Review**

If you receive passing scores on the exam, your file will be reviewed by the LSSP Committee for a recommendation to the LSBEP for licensure. The LSSP Committee meets quarterly.



### **LSBEP REVIEW**

LSBEP reviews your file and receives the LSSP Committee recommendation for licensure.