



STEPS TOWARD PROVISIONAL LICENSURE

The information provided below is intended to provide guidance in submitting your application for licensure. Please feel free to contact the board office for assistance with this process. Only forms provided by the LSBEP, or downloaded in their original format from www.lsbep.org will be accepted. Additional documentation may be requested to verify compliance with the Board's licensing law and regulations.

1. **Application:** The application must be notarized and include a passport photograph. A curriculum vita is not an acceptable substitute. The application fee (\$200), in the form of a check or money order, made payable to the LSBEP, must accompany the application. *The appropriate time to make application for licensure is immediately after your doctorate is conferred and prior to the inception of your postdoctoral supervision.*
2. **Transcripts:** Certified copies of all graduate transcripts from all colleges and universities attended by the applicant must be sent directly to the Board from the college or university registrars. Doctoral programs that are not accredited by the American Psychological Association will require additional documentation for credentials review, including the **Doctoral Program Documentation** form.
3. **Dissertation:** Your Doctoral Dissertation should be verified on your university transcripts. If it is not, provide a copy of the title page of your Doctoral Dissertation.
4. **Internship Documentation:** In applied areas, and otherwise when appropriate, detailed internship training must be verified by the Director of Internship Training supervisor's completion on the Internship Documentation form. This is a primary source verification and must be mailed by the Internship Director directly to the LSBEP. **This document will not be accepted if mailed from the applicant.**
5. **References:** Provide the names of three psychologists who are well acquainted with your work. Professional Reference Forms will be sent from the Board office directly to those persons listed on an application. Appropriate references include former supervisors, faculty members, and other psychologists. Inappropriate references include friends, relatives, or fellow students.
6. **Practicum Documentation:** Applied areas of specialization require a minimum of 300 hours of practicum experience that precedes the internship. The practicum training usually requires academic credit with a time commitment of 8 to 16 hours per week. This 300 hours must include at least 100 hours of direct client contact and at least 50 hours of scheduled individual supervision.
7. **Criminal Background Check:** On receipt of your application, a CBC Instruction Packet to complete this process.
8. **Supervised Practice Plan:** To ensure that supervision is credited toward licensure the Supervised Practice Plan form should be submitted to the Board for approval prior to the inception of the applicants post doctoral supervision. Upon approval, a signed copy of the Supervised Practice Plan will be returned to the supervisor with a copy to the candidate. Supervision must be in accordance with the licensing law and the Board's regulations. *Supervising psychologists must have essentially the same training as the applicant supervisee.* Postdoctoral Supervision beginning prior to the date of conferral of your doctoral degree requires the submission of the **Verification of Degree Form.**
9. **Candidate Status:** When an applicant's file is complete, the file will be reviewed for candidate status. If approved, the applicant will be granted a provisional license and invited to take the EPPP. The Board requires a minimum score of 500 on the EPPP. If an applicant has previously taken the EPPP, his/her test scores must be sent directly to the Board. Candidate status will not be confirmed by the Board until all documentation, including Criminal Background Check records have been received and cleared.
10. **Postdoctoral Supervision Documentation:** The Postdoctoral Supervision Documentation form must be completed by the supervising psychologist(s) at the conclusion of the required postdoctoral period of supervision. This form must be received by the Board before a candidate will be invited to sit for the jurisprudence examination and the oral examination. This is a primary source verification and must be mailed by the Supervising Psychologist or Medical Psychologist directly to the LSBEP. **This document will not be accepted if mailed from the applicant.**
11. **Oral and Jurisprudence Examination:** After the Board has admitted an applicant to candidacy, accepted his or her EPPP scores, approved his or her documentation of supervision, and ascertained the completion of all licensing criteria, the candidate will be sent the take-home Jurisprudence Examination and invited to sit for the oral examinations. The fee for the Jurisprudence Exam is \$75 and the Oral Exam fee is \$250. Upon successful completion of both examinations, the candidate may be licensed for the independent practice of psychology in the State of Louisiana.

Louisiana law prohibits individuals from representing themselves as psychologists to the public without Louisiana licensure. Further, it prohibits the delivery of psychological services without supervision by a psychologist licensed in Louisiana. (REV. 3/18)