



ASPPB
Association of State and
Provincial Psychology Boards

MOBILITY PROGRAM

Policies and Procedures

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SECTION 1:

INTRODUCTION

A. ASPPB Mission

The Association of State and Provincial Psychology Boards (ASPPB) is the alliance of state, territorial and provincial agencies responsible for the licensure and certification of psychologists throughout the United States and Canada. The psychology boards of all fifty states of the United States and District of Columbia, the U.S. Virgin Islands, Puerto Rico, Guam and all ten provinces of Canada are members of ASPPB. The Mission of ASPPB is to support its member jurisdictions in fulfilling their goal of advancing public protection by:

1. Offering exemplary examination and credentialing programs;
2. Providing state of the art programs and services to all our stakeholders;
3. Serving as the source for the most current and accurate information about the regulation of psychologists;
4. Contributing to the critical consumer protection perspective in the on-going development of the profession.

B. ASPPB Mobility Program History

The ASPPB Mobility Program was established to facilitate professional mobility of licensed psychologists through the recognition by ASPPB member boards of professional psychology licenses duly issued by other ASPPB member boards. Professional mobility enhances the consumer's access to a broad range of psychological services across jurisdictions. The ASPPB mobility efforts began with the Agreement of Reciprocity in 1992. In 1998, ASPPB established the Mobility Program to further facilitate professional mobility of psychologists. The program initially utilized two methods to facilitate professional mobility; first, issuance of the Certificate of Professional Qualification (CPQ) to licensed psychologists meeting eligibility criteria established by ASPPB; and second, establishment of a repository of licensure related information called the ASPPB Credentials Bank (CB). Another vehicle was added in 2007 to assist with temporary practice, the Interjurisdictional Practice Certificate (IPC). The E.Passport was developed in 2015 to promote regulation of interjurisdictional telepsychology practice. Additionally, the Mobility Program offers two services; the ASPPB Score Transfer Service and the Closed Records Verification Service.

C. Purposes of the ASPPB Mobility Program

1. To promote responsible professional mobility for psychologists in all ASPPB jurisdictions;
2. To continue implementation, marketing and review of the E.Passport, IPC CPQ, Credentials Bank, and the Agreement of Reciprocity;
3. To review applications for the ASPPB Agreement of Reciprocity, E.Passport, IPC and CPQ programs; and
4. To keep jurisdictions apprised of developments and issues affecting mobility and continue to offer proactive resolutions to member jurisdictions on emerging professional and legal issues relevant to mobility.

D. Disclaimer

All applicants of the ASPPB Mobility Program acknowledge that ASPPB does not guarantee that the Certificates may be accepted in all or any U.S. or Canadian jurisdictions. Further, although ASPPB is committed to pursuing their acceptance, it cannot and does not guarantee the applicant that a particular jurisdiction will adopt the CPQ and/or IPC as a qualification towards jurisdictional requirements.

E. Publication regarding the ASPPB Mobility Program

Permission may be granted to analyze mobility program data upon written application and approval by the Mobility Committee and the ASPPB Board of Directors.

SECTION 2: DEFINITIONS AND ACRONYMS

Definitions and Acronyms

ABPP- American Board of Professional Psychology

Appeal- A written request by an applicant to contest a decision made by the Committee regarding his/her application

APA- The American Psychological Association

APPIC- The Association of Psychology Postdoctoral and Internship Centers

ASPPB- The Association of State and Provincial Psychology Boards

ASPPB Member Board- A “board” (as defined below) that is a member of the Association of State and Provincial Psychology Boards (ASPPB); Members of ASPPB include 54 jurisdictions in the United States (that is all 50 states, the District of Columbia, Virgin Islands, Puerto Rico and Guam) and the 10 jurisdictions in Canada

Bank (CB)-The ASPPB Credentials Bank: A Verification and Storage Program

Board-The statutorily constituted body which is legally responsible for the registration or licensing of psychologists in its respective jurisdiction (state, province, territory, or District of Columbia); Boards in Canada are commonly called Colleges

Board of Directors-The Board of Directors of the Association of State and Provincial Psychology Boards (ASPPB)

CRHSP- The Canadian Register of Health Service Psychologists

CPA- The Canadian Psychological Association

CPQ- The ASPPB Certificate of Professional Qualification in Psychology

Certification- In this document, status granted by ASPPB signifying that an individual has met specific qualifications established through criteria for the CPQ and/or IPC

Certification Appeals Committee- The ASPPB committee appointed to review appeals of applicants who are denied certification or appeals from certificate holders who are denied renewal or revoked for cause

CRVS- Closed Records Verification Service

Committee- The ASPPB Mobility Committee

Credentials- Includes all documents and/or materials used to support an application for licensure or registration, CPQ, IPC, etc.

Credentials Verification- A process of reviewing and verifying specific credentials of an applicant

Designation- Applies to psychology doctoral programs that have been reviewed by the ASPPB/National Register Joint Designation Committee and have been found to meet the designation criteria

Disciplinary Action- Any action taken by a licensing entity which finds a violation of a statute or regulation that is a matter of public record unless the licensing entity clearly states that it is not a disciplinary action

E.Passport- A certificate of the Mobility Program that promotes standardization in the criteria of interjurisdictional telepsychology practice and facilitates the process for licensed psychologists to provide telepsychological services across jurisdictional lines. The E. Passport also provides more consistent regulation of interjurisdictional telepsychology practice and allows consumers of psychological services to benefit from regulated interjurisdictional telepsychology practice

EPPP- The Examination for Professional Practice in Psychology

EPPP Score Transfer Service- A service of the ASPPB Mobility Program where at a candidate's request, the service will report the candidate's EPPP score to the licensing board of another state or province in which the candidate seeks licensure or certification

IPC-The ASPPB Interjurisdictional Practice Certificate

Jurisdiction- In this document, means State, Province and/or Territory

Licensed- In this document, the word “licensed” is used to refer to licensed, registered, chartered, or other terms describing regulation of psychology practice

NACES-National Association of Credential Evaluation Services

NR- The National Register of Health Service Psychologists

Pending Disciplinary Action- Any action where a formal disciplinary action has been initiated and is awaiting a hearing or stipulation or is in the process of appeal

PLUS- Psychology Licensure Universal System. A service that ASPPB provides, outside of the Mobility Program, to assist participating member boards with streamlining their licensure process

Postdoctoral Supervised Experience- Work as a psychology trainee completed following the completion of all requirements for the doctoral degree by an appropriate institution of higher education and completed under the direct supervision of a licensed psychologist qualified to offer the services provided

Practicum- An organized, sequential series of supervised experiences of increasing complexity, serving to prepare the graduate student for internship under the supervision of licensed psychologists and other clinicians.

Pre-doctoral (doctoral) Supervised Experience - Work as a psychology trainee completed after the preponderance of the academic coursework and other requirements have been fulfilled. This could be a psychology internship as distinguished from practicum experience

Primary Source- The source from which the document originates

Primary Source Verification- Verification of a practitioner's credentials based upon evidence obtained from the issuing source of the credential

Professional Work Experience- Work as a psychologist completed following the issuance of a license, certificate or registration, issued at the independent level and based on a doctoral degree, which included, but was not limited to, applied or direct-client services

Psychology Trainee- Includes graduate students in a psychology program, and individuals completing supervised work experience toward licensure

PSYPACT- Psychology Interjurisdictional Compact

Public Member- A member of a licensure board who is not a licensed psychology practitioner

Regional Accreditation- Regional accreditation applies to entire academic institutions and not to specific academic programs. There are six regional accrediting bodies in the United States, and each is authorized to accredit institutions in specific states, divided by geographic region: Middle States Commission on Higher Education; New England Association of Schools and Colleges; North Central Association Commission on Accreditation and School Improvement; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools, and Western Association of Schools and Colleges

Residency- Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video conferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements.

Reviewer- The individual (or individuals) selected by ASPPB to consider and evaluate CPQ and/or IPC application files

Staff- ASPPB's employees, including full-time employees, part-time employees, and consultants

Transcript- A record of a student's academic performance, including but not limited to a list of course work and earned grades, issued by the institution of learning where the course work was completed. The transcript must contain sufficient information to determine when the courses were taken, including the term and year.

Written Notification- Correspondence transmitted by mail, facsimile, or electronic medium

SECTION 3:
AGREEMENT OF RECIPROCITY (AOR)

A. Program Description

The ASPPB Agreement of Reciprocity (AOR) encourages states and provinces to enter into a cooperative agreement whereby any individual holding a license in one AOR member jurisdiction may obtain a license to practice in another AOR member jurisdiction. Under the reciprocity approach to mobility, all licensed psychologists in member jurisdictions are eligible for licensure in all other member jurisdictions based on evidence of comparable standards in current licensure requirements.

B. Jurisdictional Eligibility

Entrance into the Agreement of Reciprocity is dependent on a state or province demonstrating that its requirements for licensure meet the standards required by other participating jurisdictions. These standards include:

1. Education:

Doctoral degree in psychology must be obtained from either a or b below:

- a) A program accredited by the American Psychological Association, or the Canadian Psychological Association, or designated as a psychology program by the Designation Committee of the National Register of Health Service Psychologists and the Association of State and Provincial Psychology Boards; or
- b) An institution of higher education that is: (A) regionally accredited by an accrediting body recognized by the U.S. Department of Education, OR (B) authorized by Provincial statute or Royal Charter to grant doctoral degrees; and is based upon a program of three [3] years of full-time [or equivalent] graduate study not including pre-doctoral internship and include instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics. In addition, the core program shall require each student to demonstrate competence in each of the following substantive content areas:
 1. biological bases of behavior (e.g. physiological psychology, comparative psychology, neuropsychology, sensation, psychopharmacology);
 2. cognitive-affective bases of behavior (e.g. learning, memory, perception, cognition, thinking, motivation, emotion);
 3. social bases of behavior (e.g. social psychology, cultural, ethnic, and group processes, sex roles, organization and systems theory); and
 4. individual behavior (e.g. personality theory, human development, individual differences, abnormal psychology)

2. Supervised Experience:

- a) Two years of supervised experience, one of which shall have been completed post-doctorally, for 3,000 hours total minimum.
- b) Each year [or equivalent] shall be comprised of at least 1,500 hours of actual work, to include direct service, training, and supervisory time.
- c) A pre-doctoral internship/residency may be counted as one of the two years of experience.

The minimum standard requirement shall be one hour per week of individual one-to-one supervision from a licensed psychologist; however in the case of geographical or confirmed physical hardship, a jurisdiction may

consider variance in the frequency of supervision sessions providing that a minimum of four hours per month of individual one-to-one supervision shall be maintained.

3. Required Examinations

- a) The Examination for Professional Practice in Psychology [EPPP] with a minimum qualifying score of 70%; and
- b) An oral examination or interview to determine competence to practice.

C. Withdrawal from the AOR

If a jurisdiction changes its licensure requirements in such a way as to change the basic requirements for being in the AOR, the jurisdiction must withdraw from the Agreement.

D. Psychologist's Eligibility and Application Process

In order for a psychologist to be eligible to utilize the AOR, he or she must:

1. Have been licensed at the doctoral level for five (5) years in an Agreement of Reciprocity member jurisdiction;
2. Be applying for licensure in another member of the Agreement of Reciprocity;
3. Have been practicing continuously for five (5) years in an Agreement of Reciprocity member jurisdiction;
4. Not have any current charges or outstanding complaints pending;
5. Not have been the subject of any disciplinary action or felony conviction in any state, territory, province or other jurisdiction;
6. Not have been previously denied licensure/certification by the state or province to which he/she is applying.

In order to apply for licensure utilizing the Agreement of Reciprocity, the psychologist must:

- a) Contact the board where he/she wishes to become licensed and request an application for licensure for applicants applying under the ASPPB Agreement of Reciprocity;
- b) Complete the application and pay applicable fees;
- c) Sign the waiver of confidentiality provided by the board;
- d) Have three (3) professional colleagues send letters of reference to the board.

SECTION 4:
ASPPB CREDENTIALS BANK

A. Program Description

The ASPPB Credentials Bank is a service whereby students, trainees, and licensed psychology practitioners may deposit information about their educational preparation, supervised experience, examination performance and work history. Information is electronically stored, primary source verified, maintained by ASPPB and then forwarded to member boards or other credentials bodies upon request by the individual opening the credentials record.

B. Eligibility for the Credentials Bank

In order to be eligible to utilize the Credentials Bank, the individual must be a psychology trainee or possess a graduate degree in psychology. E. Passport, IPC, CPQ and PLUS applicants automatically have a Credentials Bank record opened without any further application process.

C. Accessing and Maintaining Stored Credentials

Credentials can be sent to the bank at any time. It is the responsibility of the Credentials Bank record holder to maintain the correctness of the information contained in the record. The information contained in the Credentials Bank record will be electronically stored, maintained by ASPPB and then forwarded where requested upon written notification and payment of appropriate fee of the record holder. The results of a review of the ASPPB Disciplinary Data System will be sent along with any credentials verified.

D. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E. Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB. See Appendix 6 for details and examples.

E. Responsibilities and Roles of State and Provincial Psychology Boards Regarding the Credentials Bank

ASPPB member jurisdictions that agree to accept information from the Credentials Bank will recognize documents and licensure related credentials supplied by ASPPB as primary source verified and require no further verification.

SECTION 5:
E.PASSPORT

A. Program Description

The E. Passport promotes standardization in the criteria of interjurisdictional telepsychology practice and facilitates the process for licensed psychologists to provide telepsychological services across jurisdictional lines. The E. Passport also provides more consistent regulation of interjurisdictional telepsychology practice and allows consumers of psychological services to benefit from regulated interjurisdictional telepsychology practice.

B. Eligibility Requirements for the E.Passport

1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in a PSYPACT participating state where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 5.B.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees.

2. Disciplinary Actions

Have no history of disciplinary actions. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists; or (2) deemed to be equivalent to (1) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

In addition to the above, the applicant's graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.

4. Examination

Completion of the Examination for Professional Practice in Psychology (EPPP).

5. Acknowledgments/Attestations

Completion of acknowledgments and attestations as required by the Mobility Committee.

C. Foreign Trained Applicants

All applicants trained outside of the U.S. or Canada must have their education reviewed by a member of NACES or by another ASPPB recognized foreign credential evaluation service. Official results must be sent directly by the organization that conducted the review to ASPPB in a sealed envelope. The review must have been completed within 6 years of the application date. Any translated credential or document, or transcript being used to support an application must be accompanied by an official copy of the untranslated version.

D. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E.Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB.

E. Modification of E.Passport Eligibility Criteria

Eligibility criteria for obtaining the E.Passport may change as a result of action by the ASPPB Board of Directors. New criteria shall become effective on the date designated by the Board of Directors and apply to newly filed applications.

F. E.Passport Application Review Process

An individual interested in obtaining the E.Passport certificate must complete an application through the ASPPB Central Office.

1. An application file shall be opened once any portion of an application and the fee is received.
2. Initial review of an application file shall be made by an ASPPB staff member. This initial review shall consist of the completion of an Application Checklist in order to verify that the required documentation has been submitted by the candidate and primary source verification completed.
3. If the application is deemed incomplete, the applicant will be notified in writing of the deficiencies precluding action on the application.
4. Once an application is determined to be complete, an evaluation of the application file shall be conducted by three (3) reviewers (ASPPB staff and/or Mobility Committee members), two (2) of whom are psychologists. The first review shall consist of reviewing the credentials submitted, perform appropriate analysis, and, if necessary, return the application to staff for verification. After that reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer. If the next reviewer concurs, the application is forwarded to the third reviewer. If all reviewers concur, the application will be deemed approved or denied by the Committee. If the reviewers do not concur, the application will be submitted to the entire Committee for a final determination.
5. Reviews by the Committee or Committee members may be completed by electronic means.
6. The applicant will be notified in writing of a decision to certify or deny certification. An individual whose application is denied will be advised of the procedures to remediate deficiencies or appeal the Committee's decision.

G. Grounds for Denial

Applications for certification will be denied when the Committee determines that any of the following have occurred:

1. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies as described in *Section 5.B* above;
2. There is evidence of fraud or misrepresentation of qualifications;
3. The applicant failed to satisfy one or more qualifications necessary for obtaining the Certificate(s) as described in *Section 5.B* above; OR
4. The applicant failed to comply with all applicable statutory and regulatory requirements related to the practice of psychology.

H. Application Deficits and Remediation

The Mobility Committee retains the right to request any additional information to determine if the applicant meets all the requirements. Applicants will be afforded the opportunity to remediate deficits relative to examinations and limited coursework deficiencies at the sole discretion of the Mobility Committee. No more than two (2) core course areas can be remediated. In such cases, applicants will be required to remediate deficits within one year of notification by the Mobility Committee. If remediation cannot be completed to the satisfaction of the Mobility Committee within one year of notification, the applicant will be required to submit a new E.Passport application, pay the application fee in effect at the time of re-application, and meet all eligibility requirements in effect on the date of re-application.

I. Appeals Process

Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. See Appendix 4 for appeals process information.

J. Responsibilities of E.Passport holders

1. Certificate holders are expected to comply with all applicable statutory, regulatory, and ethical requirements.
2. Certificate holders are compelled to report to ASPPB any findings of criminal or unethical conduct or disciplinary actions against him/her that arise after application for the certificate.
3. Certificate holders are expected to appropriately represent their E.Passport status as reflecting the practitioner's basic qualifications and should not be represented as an additional qualification or as a superior level of psychological qualifications or service;
4. Be held to the APA/ASPPB/APAIT Telepsychology Guidelines and the ASPPB Telepsychology Principles/Standards;
5. Agree to inform the clients/patients of psychologist's licensure status and location, and that he/she possesses an E.Passport;
6. Inform the clients/patients of any limitations regarding where the psychologist can practice, and how and where the patient can file a complaint;

7. Notify the patient when there is a conflict of law regarding confidentiality (e.g., duty to warn, duty to report), at the outset of the provision of services [as well as when the incidents arises];
8. Comply with any cease and desist order or injunctive relief from a receiving jurisdiction;
9. Disclose E.Passport status on all promotional/professional materials in the connection with any telepsychological practice;
10. Notify ASPPB of any address or licensure or registration status changes;
11. Agree to obtain three hours education relevant to the use of technology in psychology practice each renewal period to maintain the E.Passport;
12. Agree to release information for posting in a directory;
13. At renewal, provide a list of jurisdictions in which they have provided services.

K. ASPPB'S Responsibilities

1. The Mobility Program shall not discriminate among applicants as to age, gender, race, religion, national origin, disability, or sexual orientation.
2. The Mobility Program shall comply with all requirements of applicable federal, provincial and state laws.

L. Renewal of the E.Passport

1. The E.Passport is valid for one year from the date upon which the initial certification notification is sent to the applicant.
2. The E.Passport must be renewed annually by submission of the established fee and documentation of a current active license in an ASPPB member jurisdiction. This request for renewal will activate an update of the certificate holder's file, including a query of the ASPPB Disciplinary Data System. Renewal may be denied for any of the reasons stated in *Section 5.G* above or for failure to document possession of a current active license in an ASPPB member jurisdiction.
3. E.Passport holder must demonstrate 3 hours of continuing education relevant to the use of technology in psychology. Approved Continuing Professional Development for the E. Passport may include:
 - i. Academic Courses
 - ii. Approved Sponsor Continuing Education

All continuing education must be directly relevant to the practice of telepsychology and would include, but not be restricted to any one or more of the following areas as defined in the APA/ASPPB/APAIT Telepsychology Guidelines:

- i. Competence of the Psychologist
- ii. Standards of Care in the Delivery of Telepsychology Services
- iii. Informed Consent
- iv. Confidentiality of Data and Information
- v. Security and Transmission of Data and Information

- vi. Disposal of Data and Information and Technologies
- vii. Testing and Assessment when Providing Telepsychology Services
- viii. Interjurisdictional Practice

Relevance to the practice of telepsychology will be determined by the Mobility Committee.

4. Certificate renewal is the responsibility of the certificate holder. ASPPB will provide advanced notification of the renewal deadline to the certificate holder. Failure to receive a reminder from ASPPB does not excuse the certificate holder from renewing their certificate by the renewal date. Failure to renew by the renewal deadline will cause the certificate to expire.
5. The certificate holder may not practice under the certificate while it is expired.
6. The certificate holder may renew the certificate within 30 days of expiration with no additional fees. The holder may renew the certificate within two years of expiration by paying the renewal fees, reactivation fee, and providing documentation of continuing education for the period during which the certificate was expired. A certificate holder who does not renew within two years must apply anew and meet the requirements for certification in place at the time of reapplication.
7. In the event that a certificate holder's certificate is not renewed by his or her renewal date, ASPPB will report, upon inquiry by a licensing entity, the expired status of the certificate.

M. Revocation of the E.Passport

A certificate *shall* be revoked upon reasonable proof of the following:

1. Any disciplinary sanction imposed upon a certificate holder's license by an ASPPB member board;
2. Proof of fraud in application;
3. Failure to comply with all applicable statutory, regulatory and ethical standards in representing certification status.

A certificate *may* be revoked upon reasonable proof of the following:

1. Expulsion from APA or CPA;
2. A sanction issued by an ethics committee or any other entity within APA or CPA;
3. Conviction of a serious crime, despite the pendency of any appeal or other legal proceedings. A "serious crime" shall include any felony; any lesser crime, an element of which under applicable law is fraud, bribery, extortion, theft, or attempt or conspiracy to commit another serious crime; and any other criminal act;
4. Voluntary resignation from an organization listed above when such resignation is made to avoid sanctions.

N. Procedures for Infractions

Complaints against psychologists who are providing telepsychological services under the E.Passport credential shall be handled by the home jurisdiction where the psychologist is licensed. The home jurisdiction, as part of

accepting or recognizing the E.Passport, agrees to investigate the claim even if the complainant is not a resident of that jurisdiction.

Clients/patients may make the complaint to the receiving jurisdiction where they reside even though the psychologist may not be licensed to practice psychology by that jurisdiction.

If the complaint is made to the receiving jurisdiction, it will refer the complaint to the home jurisdiction.

Notwithstanding the above, if the complaint is investigated by the receiving jurisdiction and found to be of merit and the receiving jurisdiction sanctions the psychologist or issues a cease and desist order or injunctive relief for conduct while practicing under the E.Passport, any public disciplinary findings will be forwarded to ASPPB for revocation of the E.Passport of the psychologist, inclusion in the ASPPB Disciplinary Data System and notification to the home jurisdiction. If the psychologist is sanctioned by the receiving jurisdiction, the E.Passport will be revoked and the psychologist will no longer have the authorization to provide interjurisdictional telepsychology services. The psychologist agrees to abide by this decision and stop providing interjurisdictional telepsychology services based on the issuance of the E.Passport. The psychologist is on notice that the revocation of the E.Passport may serve as a basis for action by a licensing board.

Since the E.Passport holder is licensed to practice psychology in the home jurisdiction, that jurisdiction agrees to hold the psychologist accountable for their professional conduct while providing interjurisdictional telepsychological services to clients/patients in a receiving jurisdiction.

Any public disciplinary actions imposed resulting from the complaint will be forwarded to ASPPB for inclusion in the ASPPB Disciplinary Data System, and will automatically result in revocation of the E.Passport.

SECTION 6:
INTERJURISDICTIONAL PRACTICE CERTIFICATE
(IPC)

A. Program Description

Interjurisdictional Practice Certificate (IPC) began in 2007 and promotes standardization in criteria for short-term practice and interjurisdictional mobility by facilitating the process for licensed psychologists to provide short-term psychological services across jurisdictional lines without obtaining an additional license. The IPC also provides more consistent regulation of interjurisdictional practice and allows consumers of psychological services to benefit from regulated interjurisdictional practice.

The IPC allows psychologists to provide temporary psychological services in jurisdictions that accept the IPC for up to 30 work days per year without obtaining full licensure in that jurisdiction with proper notification. A “day” is defined as any part of a day in which psychological work is performed. In situations where the psychologist wishes to extend the duration of the work past 30 days, the jurisdiction would determine whether the temporary permission to practice could be extended or a regular licensure would be required.

B. Eligibility Requirements for the IPC

1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in an ASPPB member jurisdiction where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 6.B.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board’s website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees

2. Disciplinary Actions

Have no history of disciplinary actions. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists; or (2) deemed to be equivalent to (1) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

4. Acknowledgments/Attestations

Completion of acknowledgments and attestations as required by the Mobility Committee.

C. Foreign Trained Applicants

All applicants trained outside of the U.S. or Canada must have their education reviewed by a member of NACES or by another ASPPB recognized foreign credential evaluation service. Official results must be sent directly by the organization that conducted the review to ASPPB in a sealed envelope. The review must have been completed within 6 years of the application date. Any translated credential or document, or transcript being used to support an application must be accompanied by an official copy of the untranslated version.

D. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E.Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB. See Appendix 6 for details and examples.

E. Modification of IPC Eligibility Criteria

Eligibility criteria for obtaining the IPC may change as a result of action by the ASPPB Board of Directors. New criteria shall become effective on the date designated by the Board of Directors and apply to newly filed applications.

F. IPC Application Review Process

An individual interested in obtaining the IPC certificate must complete an application through the ASPPB Central Office.

1. An application file shall be opened once any portion of an application and the fee is received.
2. Initial review of an application file shall be made by an ASPPB staff member. This initial review shall consist of the completion of an Application Checklist in order to verify that the required documentation has been submitted by the candidate and primary source verification completed.
3. If the application is deemed incomplete, the applicant will be notified in writing of the deficiencies precluding action on the application.
4. Once an application is determined to be complete, an evaluation of the application file shall be conducted by three (3) reviewers (ASPPB staff and/or Mobility Committee members), two (2) of whom are psychologists. The first review shall consist of reviewing the credentials submitted, perform appropriate analysis, and, if necessary, return the application to staff for verification. After that reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer. If the next reviewer concurs, the application is forwarded to the third reviewer. If all reviewers concur, the application will be deemed approved or denied by the Committee. If the reviewers do not concur, the application will be submitted to the entire Committee for a final determination.
5. Reviews by the Committee or Committee members may be completed by electronic means.
6. The applicant will be notified in writing of a decision to certify or deny certification. An individual whose application is denied will be advised of the procedures to remediate deficiencies or appeal the Committee's decision.

G. Grounds for Denial

Applications for certification will be denied when the Committee determines that any of the following have occurred:

1. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies as described in *Section 6.B* above;
2. There is evidence of fraud or misrepresentation of qualifications;
3. The applicant failed to satisfy one or more qualifications necessary for obtaining the Certificate(s) as described in *Section 6.B* above; OR

4. The applicant failed to comply with all applicable statutory and regulatory requirements related to the practice of psychology.

H. Application Deficits and Remediation

The Mobility Committee retains the right to request any additional information to determine if the applicant meets all the requirements. Applicants will be afforded the opportunity to remediate deficits relative to examinations, postdoctoral supervision, and limited coursework deficiencies at the sole discretion of the Mobility Committee. No more than two (2) core course areas can be remediated. In such cases, applicants will be required to remediate deficits within one year of notification by the Mobility Committee. If remediation cannot be completed to the satisfaction of the Mobility Committee within one year of notification, the applicant will be required to submit a new application, pay the application fee in effect at the time of re-application, and meet all eligibility requirements in effect on the date of re-application.

I. Appeals Process

Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. See Appendix 4 for appeals process information.

J. Responsibilities of IPC holders

1. Certificate status shall be presented as reflecting the practitioner's basic qualifications and should not be represented as an additional qualification or as a superior level of psychological qualifications or service.
2. Certificate holders are expected to comply with all applicable statutory, regulatory, and ethical requirements.
3. The certificate holder is compelled to report to ASPPB any findings of criminal or unethical conduct or disciplinary actions against him/her that arise after application for the certificate.

K. ASPPB'S Responsibilities

1. The Mobility Program shall not discriminate among applicants as to age, gender, race, religion, national origin, disability, or sexual orientation.
2. The Mobility Program shall comply with all requirements of applicable federal, provincial and state laws.

L. Renewal of the IPC

1. The certificate is valid for one year from the date upon which the initial certification notification is sent to the applicant.
2. The certificate must be renewed annually by submission of the established fee and documentation of a current active license in an ASPPB member jurisdiction. This request for renewal will activate an update of the certificate holder's file, including a query of the ASPPB Disciplinary Data System. Renewal may be denied for any of the reasons stated in *Section 6.G* above or for failure to document possession of a current active license in an ASPPB member jurisdiction. If the current license is inactive, the certificate will be renewed in "inactive" status and cannot be used until

such time ASPPB is provided verification that the license has been reactivated. However, the certificate will be considered renewed and no penalty fees will be charged.

3. Certificate renewal is the responsibility of the certificate holder. ASPPB will provide advanced notification of the renewal deadline to the certificate holder. Failure to receive a reminder from ASPPB does not excuse the certificate holder from renewing their certificate by the renewal date. Failure to renew by the renewal deadline will cause the certificate to expire.
4. The certificate holder may not practice under the certificate while it is expired.
5. The certificate holder may renew the certificate within 30 days of expiration with no additional fees. The holder may renew the certificate within two years of expiration by paying the renewal fees and reactivation fee. A certificate holder who does not renew within two years must apply anew and meet the requirements for certification in place at the time of reapplication.
6. In the event that a certificate holder's certificate is not renewed by his or her renewal date, ASPPB will report, upon inquiry by a licensing entity, the expired status of the certificate.

M. Revocation of the IPC

A certificate *shall* be revoked upon reasonable proof of the following:

1. Any disciplinary sanction imposed upon a certificate holder's license by an ASPPB member board;
2. Proof of fraud in application;
3. Failure to comply with all applicable statutory, regulatory and ethical standards in representing certification status.

A certificate *may* be revoked upon reasonable proof of the following:

1. Expulsion from APA or CPA;
2. A sanction issued by an ethics committee or any other entity within APA or CPA;
3. Conviction of a serious crime, despite the pendency of any appeal or other legal proceedings. A "serious crime" shall include any felony; any lesser crime, an element of which under applicable law is fraud, bribery, extortion, theft, or attempt or conspiracy to commit another serious crime; and any other criminal act;
4. Voluntary resignation from an organization listed above when such resignation is made to avoid sanctions.

N. Procedures for Infractions

Complaints against psychologists who are practicing under the IPC credential should be handled by the jurisdiction where the temporary practice occurs (distant jurisdiction); however an individual may make the complaint to the jurisdiction where the psychologist holds regular licensure (home jurisdiction).

Complaints received by the distant jurisdiction(s)

1. ASPPB member jurisdictions that grant temporary permission to practice to an IPC holder for interjurisdictional practice agree to hold the IPC holder accountable for their professional conduct in that jurisdiction.
2. The distant jurisdiction also agrees to notify ASPPB and, if legally permitted, the jurisdiction where the IPC holder maintains a license to practice psychology of any public disciplinary action.

3. Any public disciplinary actions imposed resulting from the complaint will be forwarded to ASPPB for inclusion in the ASPPB Disciplinary Data System, and will automatically result in revocation of the IPC and notification of the home jurisdiction in which the psychologist is licensed for potential action on the license.

Complaints received by the home jurisdiction(s) of licensure

1. If the complaint is made to the home jurisdiction about actions taken in the distant jurisdiction, the home jurisdiction may refer it to the distant jurisdiction if permitted by law.
2. If the complaint is investigated by the home jurisdiction and found to be of merit and the home jurisdiction sanctions the psychologist for conduct while practicing under the IPC, any public disciplinary findings will be forwarded to ASPPB for revocation of the IPC status of the psychologist, inclusion in the ASPPB Disciplinary Data System and notification to the distant jurisdiction accepting the IPC.

SECTION 7: CERTIFICATE OF PROFESSIONAL QUALIFICATION IN PSYCHOLOGY (CPQ)

A. Program Description

The *Certificate of Professional Qualification in Psychology (CPQ)* is based upon standards established by the ASPPB Mobility Committee and endorsed by the ASPPB Board of Directors. The CPQ is a means by which a doctoral level licensed psychologist can easily demonstrate to a psychology board that he or she has met ASPPB recommended standards for licensure which include specific requirements relative to his or her educational background, supervised experience, and performance on the EPPP.

B. Eligibility for the CPQ

There are two options available to apply for the CPQ: Option 1, the standard method with all requirements for licensure being documented and verified and Option 2 for persons holding an ABPP credential in a specialty area who meet the other requirements. In order to be eligible for a CPQ applicants must meet all of the criteria set out below under either Option 1 (Standard Application) or Option 2 (ABPP Application):

Option 1: Standard Application

1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in an ASPPB member jurisdiction where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 7.B.Option1.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees

2. Disciplinary Actions

Have no history of disciplinary actions. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) regionally accredited by bodies approved by the council on postsecondary accreditation and the United States Office of Education, or (2) a university recognized as such by the designated provincial or territorial authority; or a foreign college or university deemed to be equivalent to (1) or (2) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

In addition to the above, the applicant's doctoral program must meet the criteria as set out in either *Section 7.B.Option1.3.a* or *Section 7.B.Option1.3.b* below and graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.

a. APA/CPA Accredited Programs or Designated Programs	b. All Other Programs
A program accredited by the American Psychological Association, the Canadian Psychological Association,	A program that is not accredited by the American Psychological Association, the Canadian

<p>or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists;</p>	<p>Psychological Association or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial and Psychology Boards and the National Register of Health Service Psychologists must meet the following requirements at a minimum:</p> <ol style="list-style-type: none"> i. The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists; ii. The psychology program must stand as a recognizable, coherent organizational entity within the institution; iii. There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines; iv. The program must consist of an integrated, organized sequence of study; v. There must be an identifiable psychology faculty sufficient in size and breadth to carry out its responsibilities; vi. The designated director of the program must be a psychologist and a member of the core faculty; vii. The program must have an identifiable body of students who are matriculated in that program for a degree; viii. The program must include supervised practicum, internship, or field training appropriate to the practice of psychology;
<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video</p>	<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or</p>

<p>teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>	<p>that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>
	<p>The core program shall require every student to demonstrate competence in each of the following substantive areas. This typically will be met through substantial instruction in each of these following areas, as demonstrated by a minimum of three graduate semester hours or the equivalent (five or more graduate quarter hours; when an academic term is other than a semester, credit hours will be evaluated on the basis of fifteen hours of classroom instruction per semester hour):</p> <ol style="list-style-type: none"> a. scientific and professional ethics and standards; b. research design and methodology; c. statistics; d. psychometric theory; e. biological bases of behavior(e.g. physiological psychology, comparative psychology, neuropsychology, sensation and perception, and psychopharmacology); f. cognitive-affective bases of behavior(e.g. learning, thinking, motivation, and emotion); g. social bases of behavior (e.g. social psychology, group processes, organizational and systems theory); h. individual differences (e.g. personality theory, human development, and abnormal psychology); i. assessment/evaluation (e.g. psychological testing, program evaluation, organizational analysis); and j. treatment/intervention (e.g. therapy, consultation, evaluation)

4. Professional Work Experience

Have a record of practicing psychology at the independent level for at least five (5) years in an ASPPB member jurisdiction(s) under the authority of a license which is based on receipt of a doctoral degree in psychology as attested to by another licensed doctoral level psychologist who was licensed during the time period for which he/she is attesting (ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board’s website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any

applicable fees). The attestor may not be under direct or indirect authority or supervision of the applicant. The attestor may not be a relative or a significant other of the applicant.

5. Supervised Experience

- a) Two years of supervised experience, at least one of which shall have been completed after receipt of the doctoral degree, for a minimum of 3,000 total clock hours, as attested to by the primary supervisor or individual currently responsible for the agency where the supervision took place;
- b) Each year [or equivalent] shall be comprised of no less than 10 months, but no more than 24 months, and at least 1,500 hours of professional service including direct contact, supervision and didactic training.
- c) Pre-doctoral internship/residency may be counted as one of the two years of experience.
- d) The minimum standard requirement shall be one hour per week of individual face-to-face supervision from a licensed doctoral psychologist (ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees); however in the case of geographical or confirmed physical hardship, the Committee may consider variance in the frequency of supervision sessions providing that a minimum of four hours per month of individual one-to-one face-to-face supervision shall be maintained.

6. Examination

Successful completion of the Examination for Professional Practice in Psychology (EPPP) with a score that meets or exceeds the established ASPPB recommended passing score at the time of application

Option 2: ABPP Application

1. Licensure

Possess a current, active license or registration to practice psychology at the independent level in an ASPPB member jurisdiction where such license or registration is based on receipt of a doctoral degree in psychology as defined below in *Section 7.B.Option2.3* below. ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board's website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees

2. Disciplinary Actions

Have no history of disciplinary actions. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

3. Education

Possession of a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) regionally accredited by bodies approved by the council on postsecondary accreditation and the United States Office of Education, or (2) a university recognized as such by the designated provincial or territorial authority; or a foreign college or university deemed to be equivalent to (1) or (2) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.

In addition to the above, the applicant’s doctoral program must meet the criteria as set out in either *Section 7.B.Option2.3.a* or *Section 7.B.Option2.3.b* below and graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.

a. APA/CPA Accredited Programs or Designated Programs	b. All Other Programs
<p>A program accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Providers in Psychology;</p>	<p>A program that is not accredited by the American Psychological Association, the Canadian Psychological Association or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial and Psychology Boards and the National Register of Health Service Providers in Psychology must meet the following requirements at a minimum:</p> <ul style="list-style-type: none"> i. The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists; ii. The psychology program must stand as a recognizable, coherent organizational entity within the institution; iii. There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines; iv. The program must consist of an integrated, organized sequence of study; v. There must be an identifiable psychology faculty sufficient in size and breadth to carry out its responsibilities; vi. The designated director of the program must be a psychologist and a member of the core faculty; vii. The program must have an identifiable body of students who are matriculated in that program for a degree; viii. The program must include supervised practicum, internship, or field training appropriate to the practice of psychology;
<p>The curriculum shall encompass a minimum of three academic years of full time graduate</p>	<p>The curriculum shall encompass a minimum of three academic years of full time graduate study and a minimum</p>

<p>study and a minimum of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>	<p>of one continuous academic year of full time residency at the educational institution granting the doctoral degree. Residency means physical presence, in person, at an educational institution or training facility in a manner that facilitates acculturation in the profession, the full participation and integration of the individual in the educational, and training experience and includes faculty student interaction. Training models that rely exclusively on physical presence for periods of less than one continuous year (e.g., multiple long weekends and/or summer intensive sessions), or that use video teleconferencing or other electronic means as a substitute for any part of the minimum requirement for physical presence at the institution are not acceptable as applied to the Mobility Program requirements</p>
	<p>The core program shall require every student to demonstrate competence in each of the following substantive areas. This typically will be met through substantial instruction in each of these following areas, as demonstrated by a minimum of three graduate semester hours or the equivalent (five or more graduate quarter hours; when an academic term is other than a semester, credit hours will be evaluated on the basis of fifteen hours of classroom instruction per semester hour):</p> <ol style="list-style-type: none"> a. scientific and professional ethics and standards; b. research design and methodology; c. statistics; d. psychometric theory; e. biological bases of behavior(e.g. physiological psychology, comparative psychology, neuropsychology, sensation and perception, and psychopharmacology); f. cognitive-affective bases of behavior(e.g. learning, thinking, motivation, and emotion); g. social bases of behavior (e.g. social psychology, group processes, organizational and systems theory); h. individual differences (e.g. personality theory, human development, and abnormal psychology);

	<ul style="list-style-type: none"> i. assessment/evaluation (e.g. psychological testing, program evaluation, organizational analysis); and j. j. treatment/intervention (e.g. therapy, consultation, evaluation)
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4. Professional Work Experience

Have a record of practicing psychology at the independent level for at least five (5) years in an ASPPB member jurisdiction(s) under the authority of a license which is based on receipt of a doctoral degree in psychology as attested to by another licensed doctoral level psychologist who was licensed during the time period for which he/she is attesting (ASPPB requires primary source verification of all listed licenses. If a licensing board does not provide information regarding license status, date issued, date expired (if applicable) and disciplinary actions on the licensing board’s website, an applicant will need to request an official license verification be sent directly to ASPPB and will be responsible for any applicable fees). The attester may not be under direct or indirect authority or supervision of the applicant. The attester may not be a relative or a significant other of the applicant.

5. ABPP Diploma

Possess an active registration/certificate from the American Board of Professional Psychology (ABPP).

C. Primary Source Verification

All documents and credentials received by ASPPB from a third party which could potentially be used to support an application for the E.Passport, IPC, CPQ or PLUS will be primary source verified by ASPPB. See Appendix 6 for details and examples.

D. Foreign Trained Applicants

All applicants trained outside of the U.S. or Canada must have their education reviewed by a member of NACES or by another ASPPB recognized foreign credential evaluation service. Official results must be sent directly by the organization that conducted the review to ASPPB in a sealed envelope. The review must have been completed within 6 years of the application date. Any translated credential or document, or transcript being used to support an application must be accompanied by an official copy of the untranslated version.

E. Modification of CPQ Eligibility Criteria

Eligibility criteria for obtaining the CPQ may change as a result of action by the ASPPB Board of Directors. New criteria shall become effective on the date designated by the Board of Directors and apply to newly filed applications.

F. CPQ Application Review Process

An individual interested in obtaining the CPQ certificate must complete an application through the ASPPB Central Office.

1. An application file shall be opened once any portion of the application and the fee is received.

2. Initial review of an application file shall be made by an ASPPB staff member. This initial review shall consist of the completion of an Application Checklist in order to verify that the required documentation has been submitted by the candidate and primary source verification completed.
3. If the application is deemed incomplete, the applicant will be notified in writing of the deficiencies precluding action on the application.
4. Once an application is determined to be complete, an evaluation of the application file shall be conducted by three (3) reviewers (ASPPB staff and/or Mobility Committee members), two (2) of whom are psychologists. The first review shall consist of reviewing the credentials submitted, perform appropriate analysis, and, if necessary, return the application to staff for verification. After that reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer. If the next reviewer concurs, the application is forwarded to the third reviewer. If all reviewers concur, the application will be deemed approved or denied by the Committee. If the reviewers do not concur, the application will be submitted to the entire Committee for a final determination.
5. Reviews by the Committee or Committee members may be completed by electronic means.
6. The applicant will be notified in writing of a decision to certify or deny certification. An individual whose application is denied will be advised of the procedures to remediate deficiencies or appeal the Committee's decision.

G. Grounds for Denial

Applications for certification will be denied when the Committee determines that any of the following have occurred:

1. The applicant failed to complete any required portion of the application process following appropriate notification to the applicant of one or more deficiencies as described in *Section 7.B* above;
2. There is evidence of fraud or misrepresentation of qualifications;
3. The applicant failed to satisfy one or more qualifications necessary for obtaining the Certificate(s) as described in *Section 7.B* above; OR
4. The applicant failed to comply with all applicable statutory and regulatory requirements related to the practice of psychology.

H. Application Deficits and Remediation

The Mobility Committee retains the right to request any additional information to determine if the applicant meets all the requirements. Applicants will be afforded the opportunity to remediate deficits relative to examinations, postdoctoral supervision, and limited coursework deficiencies at the sole discretion of the Mobility Committee. No more than two (2) core course areas can be remediated. In such cases, applicants will be required to remediate deficits within one year of notification by the Mobility Committee. If remediation cannot be completed to the satisfaction of the Mobility Committee within one year of notification, the applicant will be required to submit a new CPQ application, pay the application fee in effect at the time of re-application, and meet all eligibility requirements in effect on the date of re-application.

I. Appeals Process

Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. See Appendix 4 for appeals process information.

J. Renewal of the CPQ

1. The CPQ is valid for one year from the date upon which the initial certification notification is sent to the applicant.
2. The CPQ must be renewed annually by submission of the established fee and documentation of a current active license in an ASPPB member jurisdiction. This request for renewal will activate an update of the certificate holder's file, including a query of the ASPPB Disciplinary Data System. Renewal may be denied for any of the reasons stated in *Section 7.G* above or for failure to document possession of a current active license in an ASPPB member jurisdiction. If the current license is inactive, the CPQ will be renewed in "inactive" status and cannot be used until such time ASPPB is provided verification that the license has been reactivated. However, the CPQ will be considered renewed and no penalty fees will be charged
3. Certificate renewal is the responsibility of the certificate holder. ASPPB will provide advanced notification of the renewal deadline to the certificate holder. Failure to receive a reminder from ASPPB does not excuse the certificate holder from renewing their certificate by the renewal date. Failure to renew by the renewal deadline will cause the certificate to expire.
4. The certificate holder may not practice under the certificate while it is expired.
5. The certificate holder may renew the certificate within 30 days of expiration with no additional fees. The holder may renew the certificate within two years of expiration by paying the renewal fees and reactivation fee. A certificate holder who does not renew within two years must apply anew and meet the requirements for certification in place at the time of reapplication.
6. In the event that a certificate holder's certificate is not renewed by his or her renewal date, ASPPB will report, upon inquiry by a licensing entity, the expired status of the certificate.

K. Revocation of the CPQ

1. A certificate shall be revoked upon reasonable proof of the following:
 - a. Any disciplinary sanction imposed upon a certificate holder's license by an ASPPB member board;
 - b. Proof of fraud in application;
 - c. Failure to comply with all applicable statutory, regulatory and ethical standards in representing certification status; or
 - d. Failure to reactivate a certificate within the two year time limit (2 renewal periods).
2. A certificate may be revoked upon reasonable proof of the following:
 - a. Expulsion from APA or CPA;
 - b. A sanction issued by an ethics committee or any other entity within APA or CPA;
 - c. Conviction of a serious crime, despite the pendency of any appeal or other legal proceedings. A "serious crime" shall include any felony; any lesser crime, an element of which under applicable law is fraud, bribery, extortion, theft, or attempt or conspiracy to commit another serious crime; and any other criminal act; or

- d. Voluntary resignation from an organization listed above when such resignation is made to avoid sanctions.

L. Responsibilities of CPQ holders

1. Certificate status shall be presented as reflecting the practitioner's basic qualifications and should not be represented as an additional qualification or as a superior level of psychological qualifications or service.
2. Certificate holders are expected to comply with all applicable statutory, regulatory, and ethical requirements.
3. The certificate holder is compelled to report to ASPPB any findings of criminal or unethical conduct or disciplinary actions against him/her that arise after application for the certificate.

M. ASPPB'S Responsibilities

1. The Mobility Program shall not discriminate among applicants as to age, gender, race, religion, national origin, disability, or sexual orientation.
2. The Mobility Program shall comply with all requirements of applicable federal, provincial and state laws.

N. Responsibilities and roles of state and provincial psychology boards regarding CPQ

1. ASPPB member regulatory boards that agree to accept the CPQ as evidence that licensure requirements related to education, supervised experience and examinations are satisfied, will not impose additional requirements on CPQ holders except for locally required assessments. These additional requirements do not include such things as additional application materials or procedures to support the application. However, a jurisdiction may ask an applicant to provide information regarding intended areas of practice or to participate in an oral interview.
2. ASPPB member jurisdictions accepting the CPQ will verify that an individual seeking licensure under the CPQ program holds a valid and current CPQ.

SECTION 8:
ASPPB SCORE TRANSFER SERVICE

A. Program Description

The ASPPB Score Transfer Service was started in 1997, and maintains a permanent record of EPPP scores. At the psychologist's request, the service will report the psychologist's EPPP score to the licensing board of another state or province in which the psychologist seeks licensure or certification. The EPPP score report will also include a review of ASPPB's Disciplinary Data System to determine if a disciplinary sanction imposed on the psychologist's license has been reported by a psychology licensing board. EPPP scores are automatically registered with ASPPB EPPP Score Transfer Service.

B. Requesting a Score Transfer

To request a transfer of an EPPP score or scores, a psychologist should complete the EPPP score transfer request form. This form is available by request from ASPPB or on the ASPPB website (www.asppb.net). A psychologist's examination fee includes a report of his/her score to the licensing board in which he or she seeks initial licensure.

SECTION 9: ASPPB CLOSED RECORD VERIFICATION SERVICE (CRVS)

A. Program Description

In July 2008, ASPPB agreed to become the Agent of Record for closed psychology training programs. ASPPB has signed agreements with each program that forwards psychology training records to ASPPB indicating that ASPPB will maintain the records indefinitely and that the records forwarded to ASPPB by the programs are complete, accurate and unchanged from the original records.

B. Accessing Training Records

To request information maintained by ASPPB regarding stored information in the closed records program, a psychologist must complete the Training Records and Credentials Affidavit and Authorization for Release of Information form and return the completed forms to ASPPB.

Appendix 1:

ASPPB Mobility Program and Committee

A. ASPPB Mobility Program

1. The ASPPB Mobility Program operates as a program of ASPPB and under the authority of ASPPB.
2. Even though it operates under ASPPB, the Mobility Program is an independent decision-making entity in matters dealing with certification.
3. All administrative support contributed to the Mobility Program (including staff) is provided by ASPPB.
4. Funding for the ASPPB Mobility Program comes primarily from the fees collected from the mobility programs and services.
5. Activities for the Mobility Program are carried out by the ASPPB Mobility Committee.

B. ASPPB Mobility Committee

1. The ASPPB Mobility Committee (Committee) shall be comprised of at least five (5) members and shall include:
 - a) A Chair of the committee who shall be a psychologist and is either an ASPPB staff member or a current member of the ASPPB Board of Directors
 - b) Four (4) additional members who are current or former members or administrators of an ASPPB member board; one of which must be a current or former public member of an ASPPB member board; and
 - c) At least one member of the ASPPB Board of Directors shall serve on the Committee, and no more than two (2) current members of the ASPPB Board of Directors shall serve on the Committee simultaneously.
2. Committee members shall be appointed by the Board of Directors and may be disqualified pursuant to (E) or (F) or for cause, and thereafter removed by the Board of Directors. The term “cause” shall be interpreted as defined in the ASPPB Policies and Procedures Manual.
3. Each member shall be appointed for a one (1) year term. Members of the Committee may be reappointed by the ASPPB Board of Directors.
4. The Committee shall meet at least two (2) times per year with additional meetings as deemed necessary. Committee meetings shall be conducted in accordance with the parliamentary rules and usages prescribed in the Association Bylaws, and with the policies and procedures established for operation of the ASPPB Mobility Program.
5. A Committee member shall resign from the Committee if he or she is unable to attend more than one scheduled Committee meeting in any one year of service; or if a situation arises that would create a conflict of interest in engaging in the Committee’s decision-making role; or, if his or her license to practice psychology is sanctioned in any ASPPB member jurisdiction.
6. A Committee member shall disqualify and remove himself or herself from decision-making regarding an applicant(s) where there may be bias or the appearance of bias because of financial, personal, professional or other reasons. It is the responsibility of the Committee member to disclose potential conflicts of interest and where appropriate recuse himself or herself from deliberation and voting in such situations.

7. There shall be at least one (1) ASPPB staff member assigned by the ASPPB Executive Director to the Mobility Committee.
8. The Committee shall periodically disseminate information regarding the Mobility Program to the Board of Directors, member boards and other appropriate organizations. The information shall include, but not be limited to certificate purposes and goals; certificate requirements; fees; recognizing jurisdictions; Mobility Program policies and procedures; and benefits of certification.
9. The Mobility Committee has the following responsibilities:
 - a) The Committee shall instruct recipients of the certificate(s) on appropriate representation of the certificate(s) and shall require of the candidates that they appropriately represent the certificate(s);
 - b) The Committee shall periodically review the eligibility criteria and application procedures to ensure that they are fair and equitable and reflect appropriate documentation of eligibility for licensure in an ASPPB member jurisdiction; and
 - c) The Committee shall notify all ASPPB member boards of any revocations of any certificate once such revocation is final.

Appendix 2: Fees

Fees associated with programs discussed in this manual will be determined by the ASPPB Board of Directors. All fees are nonrefundable. Fees associated with programs discussed in this manual will be reviewed and revised by ASPPB as necessary. A listing of the current fee structure can be found on the ASPPB website at www.asppb.net.

Appendix 3:

History of CPQ Application Options

A. Previous CPQ Application Requirements

When the CPQ Program was initiated in 1998, there were three (3) application options to qualify for the CPQ. All three (3) application options required the applicant to demonstrate:

1. a current license to practice psychology at the independent level in an ASPPB member jurisdiction where such license was based on receipt of an acceptable doctoral degree;
2. a record of practicing psychology (including but not limited to applied or direct-client services) for at least five (5) years at the independent doctoral level in any ASPPB member jurisdiction as attested to by another licensed doctoral psychologist who was licensed during the time period for which he/she is attesting, and;
3. no record of any reported disciplinary action. If there is any disciplinary action pending, the application shall be held in abeyance until said disciplinary action is resolved.

B. Previous CPQ Application Options

1. Option 1 (Standard Application), or the standard application method, required applicants to meet additional criteria as described in earlier sections of this document;
2. Option 2 (ABPP and/or Canadian or National Register Option) was a waiver of some of the requirements imposed under Option 1 in recognition of the applicant's holding other accepted credentials in psychology such as a diplomate from the American Board of Professional Psychology (ABPP) in a specialty area of practice or listing in either the National or Canadian Registers of Health Service Providers in Psychology. The requirements waived included documentation of two years of supervised experience (including one year postdoctoral), passage of the EPPP at the ASPPB recommended pass point, and passage of an oral exam, all of which were difficult for many psychologists to meet given the variations in licensing laws and the changes in training and credentialing that occurred over many years. Option 2 was later modified such that after December 31, 2001, only individuals holding a credential from ABPP could apply under the waiver of requirements offered by Option 2.
3. Option 3 (Grandparenting Option) - Between August, 1998, and December 31, 2000, an individual could apply for the CPQ under a time-limited grandparenting provision known as Option 3. Option 3 had a waiver of some requirements similar to Option 2, but in order to qualify under Option 3 an individual had to have been licensed in an ASPPB member jurisdiction by 1981 in the United States and 1986 in Canada on the basis of an acceptable doctoral degree and have practiced without discipline above a reprimand throughout his/her career. These dates were selected to coincide with changes in training and credentialing standards in the two countries. Effective, December 31, 2000, Option 3 was no longer available to CPQ applicants. (ABPP and/or Canadian or National Register Option) was a waiver of some of the requirements imposed under Option 1 in recognition of the applicant's holding other accepted credentials in psychology such as a diplomate from the American Board of Professional

Psychology (ABPP) in a specialty area of practice or listing in either the National or Canadian Registers of Health Service Providers in Psychology. The requirements waived included documentation of two years of supervised experience (including one year postdoctoral), passage of the EPPP at the ASPPB recommended pass point, and passage of an oral exam, all of which were difficult for many psychologists to meet given the variations in licensing laws and the changes in training and credentialing that occurred over many years. Option 2 was later modified such that after December 31, 2001, only individuals holding a credential from ABPP could apply under the waiver of requirements offered by Option 2.

Only two options remain available to apply for the CPQ: Option 1, the standard method with all requirements for licensure being documented and verified, and Option 2 for persons holding an ABPP credential in a specialty area who meet the other requirements.

Appendix 4:

Appealing a Committee Decision

1. Appeals shall be considered by the Certification Appeals Committee.
2. Applicants who are denied certification may file an appeal by submitting the appropriate form to the ASPPB Central Office. The appeal must be received by the Certification Appeals Committee within 90 days of the date of the Mobility Committee's letter of notice regarding denial of certification.
3. An appeal must be based on the contention that the Mobility Committee erred in its decision based on the information submitted in the application and supporting documentation as of the applicant's last review. Additions or changes to the applicant's record may not be made on appeal but may be submitted to the Mobility Committee for reconsideration. An appeal may include written arguments regarding misapplication of standards or misinterpretation of information or documentation.
4. Nothing contained in the Mobility Program Policies shall entitle any applicant to a hearing on his or her application. An applicant and/or his/her attorney may submit arguments in writing so long as they are reasonable in length.
5. The decision of the Certification Appeals Committee will be final.
6. The ASPPB Certification Appeals Committee may conduct its reviews by electronic means or correspondence. The Certification Appeals Committee will be provided only the information that was available to the ASPPB Mobility Committee when it made its original decision. The Certification Appeals Committee may make the following decisions:
 - a. Affirm the Mobility Committee's decision;
 - b. Reverse the Mobility Committee's decision and issue a certificate; or
 - c. Send back to the Mobility Committee with a request to the applicant for additional information for the Mobility Committee to consider.

Appendix 5:

ASPPB Certification Appeals Committee

The ASPPB Certification Appeals Committee is made up of three (3) members appointed by the Board of Directors, two of whom shall be psychologists and one of whom shall be a public member. Certification Appeals Committee members shall not be current or immediate former members (having served within the last year) of the Mobility Committee or the Board of Directors. The Certification Appeals Committee will meet on an as-needed basis.

Appendix 6:

Primary Source Verification

Primary Source Verification refers to the verification by the ASPPB Mobility staff of credentials based upon evidence obtained from the issuing source of the credential. Credentials verified include but are not limited to education, training, examination, licensure and registration, certification, and work experience.

The following is a list of commonly verified credentials and the verification procedures:

- Regional Accreditation of the doctoral degree granting institution is verified through the appropriate accrediting body;
- APA/CPA Accreditation of doctoral programs status is verified through official documentation provided by APA or CPA;
- ASPPB/National Register Designation of doctoral program status is verified through official documentation directly with ASPPB/National Register;
- Degrees from foreign colleges or universities will be deemed to be equivalent as verified by a member organization of the National Association of Credential Evaluation Services (NACES), or by another ASPPB recognized foreign credential evaluation service;
- Examination for Professional Practice in Psychology (EPPP) scores are verified with ASPPB;
- All licensure history and status will be verified directly with the issuing licensing board;
- Work History Verification form is received directly from the attestor. ASPPB will contact the attestor directly to verify the information is accurate and was completed by the attestor;
- Internship Verification Form is received directly from the internship director. ASPPB will contact the director directly to verify the information is accurate and was completed by the director;
- Postdoctoral Supervised Experience Form is received directly from the supervisor. ASPPB will contact the supervisor directly to verify the information is accurate and was completed by the supervisor; Disciplinary history is verified directly with the ASPPB Disciplinary Data System;
- American Board of Professional Psychology (ABPP) status is verified with ABPP directly; and
- Graduate degree transcripts are sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.
- Any additional documents as determined by ASPPB