Policy Number: 1.1

Area: Administration

Authority: Compact - Article X C

Purpose: To establish the period of time records will be retained and subsequently destroyed by the PSYPACT Commission.

Date Approved:

Amendment History (List when amended and cite section number):

- None

Policy:

1. Records are retained at least seven (7) years or as long as is required by law and scanned and stored when appropriate. This must be followed and can only be changed with the approval of the PSYPACT Executive Board.

2. When records are stored at an offsite location, they are to be placed in a file storage box with the contents and date of destruction clearly noted on the outside of the box.

3. The destruction or deletion of records must be approved by the PSYPACT Executive Board.

4. All records will be maintained in a secure format.

5. Record destruction or deletion, including email, is prohibited if there is any pending or continuing litigation.
Policy Number: 1.2
Area: Administration
Authority: Compact - Article X Section C
Bylaws - Article VI

Purpose: The purpose of the conflict of interest policy is to foster public confidence and trust in the PSYPACT Commission and to protect the interests of the PSYPACT Commission as it conducts its business. This policy is intended to prevent actual conflicts from influencing PSYPACT Commissioners or PSYPACT Staff in the performance of their duties.

Date Approved:

Amendment History (List when amended and cite section number):
• None

Policy:

PSYPACT Commissioners and PSYPACT Staff occupy positions of trust and good faith and are obligated to act in the best interest of PSYPACT, and its Compact states, without regard to their personal benefit or the interests of other organizations with which they are associated. PSYPACT Commissioners and PSYPACT Staff shall disclose all actual conflicts of interest and shall recuse themselves from all discussions and decisions when a conflict of interest has been disclosed or identified, unless a majority of the quorum of the PSYPACT Commission determines otherwise.

Definitions:

A. “Conflict of Interest” means: An actual conflict of interest exists when a financial or other relationship might directly or indirectly benefit the private or personal interests of a PSYPACT Commissioner or PSYPACT Staff or prejudice a PSYPACT Commissioner or PSYPACT Staff in business before the PSYPACT Commission. A majority of the quorum of the PSYPACT Commission may determine if an actual conflict of interest exists for a PSYPACT Commissioner or PSYPACT Staff.

B. “Financial Interest” means: an interest, whether through commitment, investment, relationship, obligation, involvement, loan, donation, exchange transaction, or otherwise, direct or indirect, that may influence a Commissioner’s and/or staff’s judgement.

C. “Gift” means: any item or service with monetary value in excess of $25.00 offered to the PSYPACT Commission, a PSYPACT Commissioner or PSYPACT Staff without the expectation of compensation to the contributor. The gift might be tangible or intangible.
Requirements:

A. Duty to Disclose. PSYPACT Commissioners and PSYPACT Staff have a duty to disclose all actual conflicts of interest for themselves or other PSYPACT Commissioners or PSYPACT Staff.

B. Personal recusal. PSYPACT Commissioners and PSYPACT Staff who disclose a personal conflict of interest shall recuse themselves from all discussions and decisions, on the matter, unless otherwise determined by a majority of the quorum of the PSYPACT Commission, or by a majority of a committee designated by the PSYPACT Commission. The recusal shall be recorded in the PSYPACT Commission minutes or in a disclosure form provided by the PSYPACT Commission at the initiation of a meeting.

C. Commission-directed recusal. If a PSYPACT Commissioner or PSYPACT Staff becomes aware of the existence of an actual conflict of interest, the PSYPACT Commissioner or PSYPACT Staff shall provide this information to the PSYPACT Commission or a committee designated by the PSYPACT Commission. Upon the Commissioner's own motion, or motion of a party, a majority of the quorum of the PSYPACT Commission may recuse a PSYPACT Commissioner upon a determination that the actual conflict of interest raises an unacceptable risk of bias or prejudgment in matters before the PSYPACT Commission. The recusal shall be recorded in the PSYPACT Commission minutes or in a disclosure form provided by the PSYPACT Commission at the initiation of a meeting.

D. Gifts. The PSYPACT Commission shall maintain a public listing of all gifts.

E. Annual review of this policy. Each PSYPACT Commissioner and PSYPACT Staff shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy,

2. Has read and understands the policy, and

3. Has agreed to comply with the policy.

F. Administration of this policy. The PSYPACT Commission Executive Board shall be responsible for administering this policy and ensuring that this policy is current, compliant with all statutory requirements and case law, and consistent with other applicable standards. The Executive Board may delegate administration and maintenance of this policy to the PSYPACT Executive Director.
Policy Number: 1.3
Area: Administration
Authority: Compact - Article X C

Purpose: To facilitate an effective and efficient system for communications within the Compact, to state psychology licensing boards, and to other groups.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:
The PSYPACT Commission shall maintain open communication with psychology licensing boards and other interested parties. The PSYPACT Commission is subject only to the language of the Compact and its own rules and policies.

Procedure:

1. All requests for PSYPACT Commission information shall be submitted in writing to the PSYPACT Executive Director. The written request, which also includes via email, shall include the name, address, and other contact information of the requestor along with a detailed description of the information being sought.
2. When a PSYPACT Commissioner receives a request, the PSYPACT Commissioner should forward the request to the PSYPACT Executive Director.
3. The PSYPACT Executive Director will make a record of each request as it is received and notify the requestor that the request has been received.
4. All requests for information regarding the PSYPACT Commission from the public, an agency, an organization, governmental entity, or other body will be evaluated based on their merit, rules and laws governing the PSYPACT Commission. #
5. When applicable, the PSYPACT Executive Director will notify the board administrator of the psychology licensing board in the state where the request originated. #
6. The PSYPACT Executive Director will maintain a repository of information on behalf of the PSYPACT Commission.
7. The PSYPACT Executive Director shall fulfill the request for PSYPACT Commission information as reasonably possible after sending the notification of receipt.
8. For any request that the PSYPACT Executive Director determines will require extensive time, money, or other resources to fulfill, the PSYPACT Executive Director may bring the request to the PSYPACT Executive Board for consultation.
9. Any PSYPACT Commissioner who agrees to speak about PSYPACT to an entity shall notify the PSYPACT Executive Director. The PSYPACT Executive Director shall send a courtesy email to the Chair and Board Administrator of the psychology licensing board of the state in which the speech will be given prior to the speech. #
10. The PSYPACT Executive Director may speak on behalf of and represent the PSYPACT Commission including, but not limited to, testifying on behalf of PSYPACT in support of introduced PSYPACT legislation.
Any Compact state may withdraw from PSYPACT by enacting legislation repealing the Compact Statute. As provided in the Compact language, the withdrawal will not take effect until six (6) months after the enactment of the legislation repealing the Compact Statute. As stated in the Compact – Article XIII C:

Any Compact State may withdraw from this Compact by enacting a statute repealing the same.

1. A Compact State’s withdrawal shall not take effect until six (6) months after enactment of the repealing statute.

2. Withdrawal shall not affect the continuing requirement of the withdrawing State’s Psychology Regulatory Authority to comply with the investigative and adverse action reporting requirements of this act prior to the effective date of withdrawal.

Procedure:

1. Action by the Compact state wishing to withdraw from PSYPACT:
   a. The Compact state shall send email or written notification to the PSYPACT Commission Chair and PSYPACT Executive Director of the intent to withdraw prior to initiating the formal process as described in the Compact state’s Compact Statute.
   b. The Compact state shall develop a timetable for the withdrawal process and communicate the timetable to all interested parties consistent with the Compact Statute.
   c. The timetable shall provide reasonable time for notification of psychologists holding active Compact authorizations or obtaining new Compact authorizations in the withdrawing Compact state and time for those psychologists to obtain a license in the withdrawing Compact state.
   d. The withdrawing Compact state shall forward a copy of the repealing Compact Statute to the PSYPACT Executive Director.
2. **Responsibilities of the PSYPACT Commission:**

   The PSYPACT Commission shall notify all states, Compact and non-Compact, and all Compact authorization holders, and those Compact authorization holders who designated the withdrawing Compact state as their home state, of the Compact state’s effective date of withdrawal from PSYPACT.
Policy Number: 1.5
Area: Administration
Authority: Compact - Article X C 4
Bylaws – Article VI Section 3
Purpose: To establish PSYPACT Commission procedures for elections to the PSYPACT Executive Board.

Date Approved:

Amendment History (List when amended and cite section number):
• None

Procedure:

1. An Elections Committee, made up of at least three (3) PSYPACT Commissioners not on the PSYPACT Executive Board, will solicit nominations at least two (2) months prior to the PSYPACT Commission Annual Meeting. Nominations for the PSYPACT Executive Board may be made up until one (1) month prior to the PSYPACT Commission Annual Meeting or from the floor during the PSYPACT Commission Annual Meeting.

2. The Elections Committee will establish the slate of candidates based on the received nominations.

3. A candidate will only be slated for one position. If not elected to that slated position, the candidate can then be nominated from the floor to run for another vacant position.

4. The Elections Committee will tally and verify the election and report the results to the PSYPACT Commission during the PSYPACT Commission Annual Meeting. Members of the PSYPACT Executive Board shall be elected by majority vote. Any election resulting in a tie will be decided by lot.
Policy Number: 1.6
Area: Administration
Authority: Compact - Article X D
Purpose: To establish how and when Compact authorization holders will be notified when a Compact state is suspended or terminated.

Date Approved:

Amendment History (List when amended and cite section number):

- None

Policy:

Upon a Compact state’s suspension or termination, all psychologists holding active Compact authorizations in that Compact state shall be notified by the PSYPACT Commission.

Procedure:

Suspension of a PSYPACT Compact State:

1. 30 days prior to a meeting of the PSYPACT Commission to discuss the potential suspension of a Compact state, the PSYPACT Executive Director shall send notification of the potential of suspension to all psychologists holding active Compact authorizations.

2. Within 24 hours of the official vote to suspend by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all individuals holding active compact authorizations with the suspended state designated as their home state that that compact authorizations will be deactivated until further notice and thus are no longer valid in the suspended state.

3. Within 24 hours of the official vote to lift a suspension by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all individuals with deactivated Compact authorizations associated with said Compact state, notifying them that Compact authorizations will be re-activated within five (5) business days.

Termination of a PSYPACT Compact State

1. 30 days prior to a meeting of the full PSYPACT Commission to discuss the potential termination of a Compact state, the PSYPACT Executive Director shall send notification of the potential of termination to all psychologists holding active Compact authorizations designating this Compact state as their home state.
2. Within 24 hours of the official vote to terminate by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all psychologists holding active Compact authorizations with the suspended state designated as their home state that compact authorizations are no longer valid and will be terminated immediately until another home state can be designated.

3. Within 24 hours of the official vote to terminate by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all individuals that this state that has been terminated from PSYPACT and that compact authorizations are no longer valid in this state.
Policy Number: 1.7

Area: Administration

Authority: Compact - Article X

Purpose: To establish the process by which minutes will be drafted, reviewed, and posted.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

Minutes will be drafted, reviewed, and posted in a timely manner following the conclusion of a meeting.

Procedure:

1. Minutes of official PSYPACT Commission meetings, including PSYPACT Commission, PSYPACT Executive Board, committees, and task forces, will be drafted, and submitted to the respective entity for review and comment within ten (10) business days after the conclusion of the meeting.

2. After review and incorporation of any necessary edits as determined by the PSYPACT Executive Director, draft minutes will be posted publicly within 15 business days after the conclusion of the meeting.

3. All pending draft minutes will be reviewed the PSYPACT Commission at the PSYPACT Annual Meeting and approved. Final approved minutes will be posted publicly within 15 business days after the conclusion of that meeting.
Policy Number: 1.8
Area: Administration
Authority: Bylaws - Article VII
Purpose: To establish the role and duties of the PSYPACT Finance Committee.
Date Approved:

Amendment History (List when amended and cite section number):
  • None

Policy:

  As delegated by the PSYPACT Treasurer, the PSYPACT Finance Committee shall provide support in the performance of the duties of the PSYPACT Treasurer as outlined in Article VII Section 1 D of the Bylaws

Procedure:

  1. The Treasurer will give the financial report to the PSYPACT Commission at its Annual Meeting.

  2. The Treasurer may direct the PSYPACT Finance Committee to assist in tasks such as:
     a) Serving in an advisory role in developing financial policies and practices.
     b) Reviewing quarterly financial reports and annual budget.
     #
     c) Other duties as assigned.
Policy Number: 1.9

Area: Administration

Authority: Bylaws - Article VII

Purpose: To establish the employment policies for the PSYPACT Staff.

Date Approved:

Amendment History (List when amended and cite section number):
  • None

Policy:

1. PSYPACT Staff will have employment policies provided at the time of employment by the PSYPACT Commission, or if employed and managed through a third party, said third party employer shall provide a copy of the employment policies governing the PSYPACT Staff and administer the policies as needed.

2. The third party employer will provide a copy of the employment policies to the PSYPACT annually for review and acknowledgement.
Policy Number: 1.10

Area: Administration

Authority: Bylaws - Article VII

Purpose: To establish the role and duties of the PSYPACT Rules Committee.

Date Approved:

Amendment History (List when amended and cite section number):
• None

Procedure:

Annual Review of Bylaws, Rules and Policies

1. The PSYPACT Rules Committee will be comprised of five (5) members.

2. Annually, at a time determined by the PSYPACT Rules Committee Chair, the PSYPACT Rules Committee will solicit suggestions from PSYPACT Commissioners, Compact state psychology licensing board administrators, and PSYPACT Staff for suggested amendments to the PSYPACT Commission Bylaws, Rules and Policies.

3. The PSYPACT Rules Committee will review all submitted suggestions and draft proposed amendments for any suggestions that the PSYPACT Rules Committee mutually agrees should be made within 30 calendar days of the receipt for comments deadline.

4. The PSYPACT Rules Committee will then provide both the PSYPACT Executive Board and all PSYPACT Commissioners and Compact state psychology licensing board administrators the opportunity for informal review and comment on the proposed draft amendments prior to making any official recommendation. The comment period will be no more than 30 calendar days.

5. After consideration of informal comments on the proposed draft amendments, the PSYPACT Rules Committee will make changes that it agrees should be made and vote on a final version of the proposed draft amendments to recommend for PSYPACT Executive Board consideration within 60 calendar days of the next scheduled PSYPACT Executive Board Meeting.

6. If the PSYPACT Executive Board does not vote to recommend the proposed draft amendments for consideration by the full PSYPACT Commission, the PSYPACT Rules Committee will review the amendments and revise as necessary before voting again to recommend to the PSYPACT Executive Board.
Policy Number: 1.11

Area: Administration

Authority: Bylaws - Article X

Purpose: To establish financial processes of the PSYPACT Commission.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

The PSYPACT Commission finances shall be conducted in accordance with common financial practices and shared with PSYPACT Commissioners. The fiscal year of the PSYPACT Commission shall be January 1 through December 31.

Procedure:

Financial Reporting

1. Treasurer’s Report at Annual Meeting
   The Treasurer of the PSYPACT Commission, with the assistance of the PSYPACT Executive Director, will present an annual report to the PSYPACT Commission at the PSYPACT Annual Meeting.

2. Review of Financial Activities
   Financial statements will be prepared in a timely manner at the conclusion of each quarter. Such statements will be distributed to the Treasurer of the PSYPACT Commission, PSYPACT Commission Finance Committee, and PSYPACT Executive Board.

3. Reporting Financial Matters to Compact States
   Actual incomes and expenses will be published and shared with the PSYPACT Commission and Compact state psychology licensing board administrators after the end of the fiscal year or after an annual audit is completed.

Annual Budget

1. The PSYPACT Executive Director will summarize and discuss the proposed annual budget with the Treasurer of the PSYPACT Commission. The Treasurer of the PSYPACT Commission will submit the annual budget to the PSYPACT Executive Board for consideration.
2. The PSYPACT Executive Board will submit the proposed annual budget for consideration and vote by the full PSYPACT Commission at the PSYPACT Annual Meeting.
Policy Number: 1.12

Area: Administration

Authority: Bylaws - Article VIII Section 2

Purpose: To establish processes to manage contracts on behalf of the PSYPACT Commission

Date Approved:

Amendment History (List when amended and cite section number):
  • None

Policy:

Contracts binding on the PSYPACT Commission may only be signed by an individual delegated in writing the authority to sign such contract in compliance with this policy.

Definition:

“Contract” means any contract, agreement, memorandum of understanding, memorandum of agreement, letter of intent, or other written or electronic document, or renewal of or amendment to such document that commits the funds, personnel, facilities, equipment, property, or other resources of the PSYPACT Commission.

Procedure:

1. Contracts necessary for the daily operation of PSYPACT and the PSYPACT Commission may be executed by the PSYPACT Executive Director or the PSYPACT Executive Director’s designee.

2. Consistent with this policy, the following officials are authorized to execute contracts as described below:

   a) The PSYPACT Executive Director is authorized to execute all contracts necessary for the operation of PSYPACT and the PSYPACT Commission.

   b) If the written delegation of authority to execute contracts so permits, the authorized officials may sub-delegate authority to execute contracts to other officers or individuals in writing.
Policy Number: 1.13

Area: Administration

Authority: Bylaws - Article X

Purpose: To establish processes to manage the PSYPACT Commission/ Association of State and Provincial Psychology Boards (ASPPB) Memorandum of Understanding (MOU)

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

The PSYPACT Commission and the Association of State and Provincial Psychology Boards (ASPPB) have engaged in a Memorandum of Understanding (MOU), which provides for services needed by the PSYPACT Commission including staffing, consultation services, office space, and access to ASPPB data systems.

Procedure:
Review and Modification of the MOU:

1. The PSYPACT Executive Director will review the MOU by September 1st of each year to see if any changes are needed.
2. The PSYPACT Executive Director will provide a summary of their review and present to the PSYPACT Commission at its annual meeting.
3. The PSYPACT Commission will review the MOU at its Annual Meeting and instruct the PSYPACT Executive Director on how to proceed.
4. The PSYPACT Executive Director will provide written notice to the ASPPB Chief Executive Officer as specified in the MOU if any changes are noted.
5. If at any time, the PSYPACT Commission wishes to terminate the MOU, the PSYPACT Executive Director will provide 60 days written notice on behalf of the PSYPACT Commission to the ASPPB Chief Executive Officer.

Process for Compliance with Payment Provisions of the MOU:

1. The PSYPACT Executive Director will compute the quarterly number of Compact authorization applications received each quarter and will authorize payment from the PSYPACT bank account to ASPPB.
2. The PSYPACT Executive Director will provide verification of the quarterly payment to the PSYPACT Treasurer.
Policy Number: 1.14

Area: Administration

Authority: Compact - Article X
          Bylaws - Article VI

Purpose: To establish the processes for maintaining the PSYPACT website and other public facing media.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

The PSYPACT Commission provides information via its website and other public facing media. The PSYPACT Commission Training and Public Relations Committee shall oversee substantive changes and may delegate maintenance to PSYPACT Commission staff.

Procedure:

1. All substantive information provided on the PSYPACT website or other public facing media shall be reviewed and approved by the PSYPACT Commission Training and Public Relations Committee prior to posting.
2. The PSYPACT Commission Training and Public Relations Committee delegates to the PSYPACT Executive Director, or staff designated by the PSYPACT Executive Director, the authority to make non-substantive updates and changes to the PSYPACT website and other public facing media which are administrative or technical in nature, as deemed necessary to conduct business. Examples include but are not limited to:
   a. Posting of minutes.
   b. Posting notices of meeting dates and times.
   c. Posting of public documents as approved by the PSYPACT Commission and/or its committees.
   d. Posting of press and information releases as approved by the PSYPACT Commission and/or its committees.
   e. Posting of reports and audit results approved by the PSYPACT Commission and/or its committees.
   f. Posting of updates to the information regarding the level of participation by Compact states and legislation introduced by states to join PSYPACT.
   g. Posting of contact information for the PSYPACT Commission.
h. Posting of rulemaking information as approved by the PSYPACT Commission Rules and Administrative Policies Committee Technical updates as they relate to the Compact authorizations application processes.

i. Other specific actions as authorized by the PSYPACT Commission Training and Public Relations Committee.
Policy Number: 1.15

Area: Administration

Authority: Compact - Article X F 5

Purpose: To establish the processes for creating and disbursing the PSYPACT Annual Report

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

The PSYPACT Commission shall provide an annual report.

Procedure:

1. The PSYPACT Commission Training and Public Relations Committee shall be responsible for the creation, production and distribution of the PSYPACT Annual Report. The PSYPACT Commission Training and Public Relations Committee may delegate any and all of these responsibilities to the PSYPACT Executive Director.

2. The PSYPACT Annual Report shall be released not later than 180 days after the end of the fiscal year.

3. The content of the PSYPACT Annual Report shall be determined by the PSYPACT Commission Training and Public Relations Committee which will include at a minimum:
   a. Reports of financial audits and any recommendations that may have been adopted by the PSYPACT Commission.
   b. A report of the budget.
   c. A summary of policies, amendments to bylaws, amendments to the rules and any advisory opinions that were issued during the previous fiscal year.
   d. Information on Compact authorizations issued during the year.
   e. Information on compliance actions through the Compact.
   f. A roster of Compact states and appointed commissioners.
   g. A summary of committee activities.
   h. A report from the PSYPACT Executive Director.

4. The PSYPACT Executive Board may approve the publication of the annual report as presented by the PSYPACT Commission Training and Public Relations Committee. The PSYPACT Executive Board may delegate administration and maintenance of this policy to the PSYPACT Executive Director.
Policy Number: 1.16
Area: Administrative
Authority: Compact - Article X C
Purpose: To establish a uniform policy on the use of the PSYPACT logo and other brand elements by non-Commission parties.
Date Approved: November 20, 2020

Policy:

In order to protect the reputation and integrity of the Commission and its name, logo and other brand elements (hereinafter, “Brand Elements”), the use of Commission Brand Elements by Non-Commission Individuals or Entities shall be limited to educational, informational, legislative and similar purposes, and may not be used in any way that is false, malicious, misleading, or that implies a commercial endorsement or relationship between PSYPACT and any other individual or entity.

Definitions:

A. “Brand Element” means a word, name, symbol or logo adopted by, or that identifies or refers to, the Psychology Interjurisdictional Compact and/or the Commission (collectively, “PSYPACT”), and/or the goods or services of PSYPACT. Brand Elements specifically include, but are not limited to, the PSYPACT name and logo.

B. “Non-Commission Individuals or Entities” means any person, organization, corporation, partnership, sole proprietorship, or any other type of entity, other than duly appointed Commissioners and/or staff of PSYPACT.

Procedures:

A. Non-Commission Individuals or Entities may utilize the Brand Elements only for informational, educational and/or bona fide legislative purposes that are consistent with and which further the purpose, mission and functions of PSYPACT.

B. Without limiting the foregoing, examples of permissive use of PSYPACT Brand Elements as set forth in (A) above shall include, but not be limited to:

   a. Materials for a presentation to state officials for purposes of considering enactment of the Compact legislation.

   b. Materials in an educational presentation at a conference, seminar and/or professional meeting of licensed psychologists or others in the psychology profession.
c. Information on a website, blog, social media application, or other such application or site intended to educate users or visitors about PSYPACT and/or the psychology profession.

C. The Brand Elements may not be used in any manner that is, in the sole opinion of PSYPACT, false, misleading, unfair, malicious, inappropriate, defamatory, obscene, infringing, offensive or inaccurate, or otherwise objectionable to PSYPACT.

D. The Brand Elements may not be utilized in any manner that expresses or implies a commercial or business relationship, partnership, affiliation or other business or proprietary relationship between PSYPACT and any Non-Commission Individuals or Entities, or that can be reasonably interpreted to suggest content has been authorized by, or represents the views or opinions of PSYPACT or its Commissioners, staff or representatives.

E. The Brand elements may not be used in any matter that expresses or implies an endorsement or acceptance of the products, services or other offerings of any Non-Commission Individuals or Entities.

F. Brand Elements may not be utilized on any website or application that contains or displays adult content, promotes gambling, involves the sale of tobacco or alcohol, or otherwise violates applicable law.

G. Non-Commission Individuals or Entities may not adopt or utilize in any manner any marks, logos, slogans, or designs that are confusingly similar to the Brand Elements.

H. All Brand Elements remain the intellectual property of PSYPACT.

I. Any use in a manner inconsistent with this Policy, or in any manner that the Commission determines is inappropriate or unacceptable, shall constitute a violation and shall be subject to a cease-and-desist order from the Commission and/or its legal counsel. Any use of Brand Elements in contravention of this Policy shall cease immediately even in the absence of such a cease-and-desist notification.

J. Any Non-Commission Individual or Entity that wishes to use a Brand Element in any manner not expressly permitted by this Policy shall contact PSYPACT prior to any such use so that the Commission may make a determination on the acceptability of any such proposed use.
Policy Number: 2.1

Area: Implementation

Authority: Compact - Article XII

Purpose: To assure that states prepare/adopt language consistent with the model Psychology Interjurisdictional Compact language.

Date Approved:

Amendment History (List when amended and cite section number):

- None

Policy:

1. Any compact or enabling statute provisions that require a psychologist to meet additional requirements to obtain or maintain a compact authorization will be deemed to impose material limitations and conditions on the exercise of the Compact authorization and to constitute a material variation from the Compact enacted by the existing Compact states.

2. Any compact or enabling statute provisions that require a psychologists to notify the state psychology licensing board that they are practicing in the state so that the state may determine the availability of psychologists or practice patterns within its jurisdiction, etc. are not deemed to impose a material limitation or condition on the exercise of the Compact authorization or to constitute a material variation from the Compact enacted by the existing Compact states so long as the state psychology licensing board does not require registration, payment of a fee, satisfaction of a background check or other conditions as a precondition to practice on a Compact authorization in the state.

Procedure:

1. If PSYPACT Staff or a PSYPACT Commissioner becomes aware of proposed Compact legislation or when the Compact is enacted by a new state, the PSYPACT Executive Director will review the statute adopting the Compact to determine whether the statute imposes material limitations and conditions on the ability to practice in the state pursuant to a Compact authorization and whether the Compact, as enacted, contains other material variations from the Compact as enacted by existing Compact states. All reasonable efforts will be made to notify a state which introduces proposed Compact legislation, prior to the enactment of said statute.

2. Where the PSYPACT Executive Board, in consultation with legal counsel, determines that the Compact legislation, as enacted by a new state, is materially different from the enactments of the other Compact states, the PSYPACT Executive Director will notify the new state that the
PSYPACT Commission will not recognize it as effectively adopting the Compact and identify the reasons therefore.

3. States enacting Compact legislation that is determined to be materially equivalent by the PSYPACT Executive Director will automatically be deemed a member of the PSYPACT Commission. Subsequently, the PSYPACT Executive Director will send notification to the PSYPACT Executive Board, PSYPACT Commissioners, and the board administrator of the new Compact state psychology licensing board.
Policy Number: 2.2

Area: Implementation

Authority: Compact - Article III
Bylaws - Article III & IV
Rule – Section 9

Purpose: To provide guidance to Compact states regarding the requirements to complete the implementation of the Psychology Interjurisdictional Compact (PSYPACT) and be ready to recognize Compact authorizations

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

A Compact state must satisfactorily demonstrate its readiness to begin recognizing Compact authorizations before psychologists in other Compact states can practice under Compact authorization(s) in said state.

Procedure:

Compact states must implement the following items and inform the PSYPACT Executive Director once implementation is complete:

1. Identify the PSYPACT Commissioner to serve on the PSYPACT Commission no later than 90 days after the effective date of the PSYPACT legislation.

2. Have PSYPACT Commissioner and appropriate staff participate in the Compact implementation calls.

3. Fully implement the requirements of PSYPACT Rule Section 9 regarding the Coordinated Licensure Information System.

4. If necessary, adopt any new rules related to the Compact.
Policy Number: 2.3
Area: Implementation
Authority: Compact - IV and V
Rule - Section 4 and 5
Purpose: To establish the process by which Compact authorization applications are reviewed.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

Authority to Practice Interjurisdictional Telepsychology (APIT) and Temporary Authorization to Practice (TAP) authorizations are issued by the PSYPACT Commission and are required to practice under the authority of PSYPACT.

Procedure:

1. A psychologist wishing to practice under the authority of PSYPACT must first obtain an Authority to Practice Interjurisdictional Telepsychology (APIT) to practice interjurisdictional telepsychology or a Temporary Authorization to Practice (TAP) to practice temporary, in-person face-to-face psychology in another Compact state.
2. A psychologist applies for the APIT and/or TAP through the Association of State and Provincial Psychology Boards’ (ASPPB) current online application management software.
3. An application shall be opened once any portion of an application and the fee is received.
4. Initial review of an application shall be made by a PSYPACT Staff. 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 applicant and primary source verification was completed.
5. If the application is deemed incomplete, the applicant will be notified of the deficiencies precluding action on the application.
6. Once an application is determined to be complete, an evaluation of the application shall be conducted by two (2) PSYPACT Staff reviewers.
7. After the first reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer. If both reviewers concur, the application will be deemed approved or denied by the PSYPACT Commission. If the reviewers do not concur, the application will be submitted to the PSYPACT Commission for a final determination.
8. All reviews will be completed by electronic means.
9. The applicant will be notified of a decision on the application.
Policy Number: 2.4

Area: Implementation

Authority: Compact - III
Rule - Section 4.4 and 5.4

Purpose: To establish the process by which Compact authorization holders must notify the PSYPACT Commission of a change in home state.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

Compact authorization holders must notify the PSYPACT Commission of a change in home state within 30 days per PSYPACT Rule 4.4 and 5.4.

Procedure:

1. If a Compact authorization holder changes home state, as defined in PSYPACT Rules 4.4 and 5.4, the Compact authorization holder must update their identified home state in the Association of State and Provincial Psychology Boards (ASPPB) current application management software.
Policy Number: 2.5

Area: Implementation

Authority: Compact - IX
Rule - Section 9

Purpose: To establish the process by which Compact authorization status will be verified to third parties.

Date Approved:

Amendment History (List when amended and cite section number):
• None

Policy:

Compact authorization status will be provided to third parties when authorized by Compact Authorization Holders.

Definitions:

A. Authority to Practice Interjurisdictional Telepsychology (APIT) Statuses:
   i. Active: Certificate has been approved
   ii. Expired 1: Users E.Passport certificate has expired
   iii. Expired 2: Users E.Passport Certificate has expired for 2 renewal periods
   iv. Expired Permanently: Users E.Passport Certificate has expired permanently and must reapply.
   v. Active*: Significant Investigatory Information has been identified. User cannot modify their Home State while listed as Active* but can use the certificate. Only Commissioners and/or PSYPACT Staff have access to this information.
   vi. Suspended: User is in an Alternative Program. Certificate cannot be used while listed as Suspended
   vii. Voluntarily Resigned: User has requested the certificate be closed.
   viii. Revoked: Disqualifying activity identified, and certificate is closed

B. Temporary Authorization to Practice (TAP) Statuses:
   i. Active: Certificate has been approved
   ii. Expired 1: Users Interjurisdictional Practice Certificate (IPC) has expired
   iii. Expired 2: Users IPC has expired for 2 renewal periods
   iv. Expired Permanently: Users IPC has expired permanently and must reapply.
   v. Active*: Significant Investigatory Information has been identified. User cannot modify their Home State while listed as Active* but can use the certificate. Only Commissioners and/or PSYPACT Staff have access to this information.
   vi. Suspended: User is in an Alternative Program. Certificate cannot be used while listed as Suspended
vii. Voluntarily Resigned: User has requested the certificate be closed.

viii. Revoked: Disqualifying activity identified, and certificate is closed

Procedure:

1. Verifications will be conducted via a public directory to be housed on the PSYPACT website.

2. Compact authorization holder must complete the appropriate release of information form to request paper verification of their Compact authorization status be sent to a third party.

3. Based on a completed release of information form, PSYPACT Staff will verify the following information:
   a) E.Passport Number
   b) E.Passport Issue Date
   c) E.Passport Status
   d) E.Passport Renewal Date
   e) APIT Issue Date
   f) APIT Status
   g) APIT Home State
   h) IPC Number
   i) IPC Issue Date
   j) IPC Status
   k) IPC Renewal Date
   l) TAP Issue Date
   m) TAP Status
   n) TAP Home State
Policy Number: 2.6

Area: Implementation

Authority: Compact Article VI & Article V
        Rules -Section IV & V

Purpose: To establish the format in which PSYPACT participation may be listed by PSYPACT authorization holders.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

• None

Policy:

1. When listing an Authority to Practice Interjurisdictional Telepsychology (APIT) and/or Temporary Authorization to Practice (TAP) under PSYPACT, the authorization holder may include the following under a header of certification:
   a) Authority to Practice Interjurisdictional Telepsychology (APIT) and/or Temporary Authorization to Practice (TAP)
   b) Granted by the PSYPACT Commission
   c) Date issued
   d) APIT or TAP number

2. The authorization holder must not indicate that this authorization implies an advance skill, license or education level.

3. The APIT nor the TAP may not be listed after the holder’s name to indicate an academic degree or certification but under the name such as another qualification to practice.

4. When possible, an explanation of what the authorization means should be included.

Example: PSYPACT is an interstate compact which offers a voluntary expedited pathway for practice to qualified psychologists who wish to practice in multiple states. PSYPACT is designed to facilitate the practice of telepsychology and the temporary in-person, face-to-face practice of psychology across state boundaries. In order to practice telepsychology in PSYPACT states, psychologists licensed in PSYPACT states only, can apply to the PSYPACT Commission for an Authority to Practice Interjurisdictional Telepsychology (APIT). In order to conduct temporary practice in PSYPACT states, psychologists licensed in PSYPACT states only can apply to the PSYPACT Commission for a Temporary Authorization to Practice (TAP). The PSYPACT Commission is the governing body of PSYPACT and is comprised of one representative from each PSYPACT state. More information regarding PSYPACT and its requirements can be found at www.psypact.org.
Policy Number: 3.1

Area: Discipline

Authority: Compact - Article VII and VIII
Rules - Section 7

Purpose: To assist Compact states in obtaining evidence for investigative and disciplinary purposes when an incident occurs in another Compact state.

Date Approved:

Amendment History (List when amended and cite section number):
- None

Policy:

Compact states will assist in obtaining evidence necessary for investigations and disciplinary proceedings in Compact states, as allowed by state law and PSYPACT Rules.

Procedure:

1. The Compact state requesting investigatory information shall communicate directly with the psychology licensing board of the state making the notification of available investigatory information. The designated staff of each state shall come to a mutual agreement on what information will then be formally requested in writing and shared between the states based on their respective state laws.

2. The Compact state needing the documentary evidence shall request, in writing, that the psychology licensing board of the state where the incident occurred obtain the requested records. The request shall be specific regarding the time frame to be covered and documents needed (medical records, personnel records, policies, time records, etc.)

3. The Compact state where the incident occurred shall acknowledge the request within ten (10) business days of receipt and will provide an estimated time within which the information will be provided.

4. The Compact state will facilitate obtaining requested records as allowed by state law and PSYPACT Rules, including but not limited to, subpoenas and formal requests.

6. Those Compact states allowed by law to issue subpoenas will do so within ten (10) days of receipt of request.
Policy Number: 3.2
Area: Discipline
Authority: Compact - Article IX
          Rule - Section 9

Purpose: To establish the process by which Compact states will report adverse actions to the PSYPACT Commission.

Date Approved:

Amendment History (List when amended and cite section number):
  • None

Policy:

  Compact states must report any new adverse actions taken on a license to the PSYPACT Commission.

Definition: “Adverse Action” means any action taken by a State Psychology Regulatory Authority which finds a violation of a statute or regulation that is identified by the State Regulatory Authority as discipline and a public matter.

Procedure:

1. Compact states will use the jurisdiction interface of the Association of State and Provincial Psychology Boards (ASPPB) Disciplinary Data System (DDS) to log any adverse action taken on a license in accordance with the requirements of PSYPACT Rule 9.

2. The effective date of the adverse action, as referenced in PSYPACT Rule 9, is to be defined as the date in which the psychology licensing board order officially goes into effect after any appeals or mandated delays.
Policy Number: 3.3

Area: Discipline

Authority: Compact - Article IV and V

Purpose: To establish the process by which Compact authorizations will be terminated.

Date Approved:

Amendment History (List when amended and cite section number):
  • None

Policy:

The PSYPACT Commission will terminate Compact authorizations if the Compact authorization holder is found to have violated PSYPACT Law, Rules, Bylaws or Policies or if notified by a psychology licensing board, after due process, that a state’s laws have been violated.

Procedure:

1. Upon termination of a Compact authorization, the PSYPACT Staff as designated will send an email notification to the psychologist that all Compact authorizations were terminated.

2. Upon termination of a Compact authorization, the PSYPACT Executive Director will send email notification to all Compact states notifying of the termination of Compact authorization.