

OREGON BOARD OF PSYCHOLOGY

Frequently Asked Questions for Applicants

- 1. Q. When can I apply for a license?**

A. You may begin submitting materials (references, transcripts, background check, etc.) before you apply, and we will hold them for up to 6 months. You are not an “applicant” until we receive a completed, signed application form and fee. If you’ll be graduating soon, you can apply up to 6 months in advance of your degree conferral date. Applications are reviewed for completeness when all items on the checklist (and any additional information requested by staff) have been received.
- 2. Q. How do I know where I am in the process?**

A. Applicants will receive a status memo shortly after we receive your application and fee. You will be given a username and password to login to our [Applicant Tracking](#) tool. There you can track the status of your application, check which items have been received, and later in the process, retrieve exam scores. We use this tool to communicate important information to you and recommend that you check it often.
- 3. Q. What is a “complete” application?**

A. An application is complete when we have received the application & fee, all supporting documents (references, transcripts, verifications, etc.), the results of your background check, and any other clarifying information requested by the Board. If the applicant has met the requirements, the application will be approved.
- 4. Q. What does it mean to be an “approved applicant”?**

A. An approved applicant (candidate for licensure) is eligible to sit for the exams and may be considered for a residency contract. Your approval letter will be sent by email, and the information will be updated on the "Applicant Tracking" tool.
- 5. Q. What does it mean to be a “resident”?**

A. A resident is a candidate for licensure who has a Board-approved resident supervision contract and is working in Oregon towards completing the supervised work experience requirement for licensure. A resident is also an approved applicant, because the application must be approved before a residency contract may be approved. Please see our [Residency Webpage](#) for more info.

DO NOT BEGIN RENDERING PSYCHOLOGICAL SERVICES BEFORE YOUR CONTACT IS APPROVED BY THE BOARD, OR AFTER YOUR CONTRACT IS TERMINATED OR EXPIRED. THIS WILL SUBJECT YOU TO BOARD SANCTION.
- 6. Q. Can I just submit a residency contract and have it approved by the Board without applying for licensure?**

A. No. As described above, you must be an approved applicant in order to qualify for a residency contract. The Board does not just authorize individuals to practice psychology in the state of Oregon without verifying that they have met the educational, character and fitness, and other requisite qualifications.
- 7. Q. For the endorsement application procedure, what does it mean to “possess and have maintained an active license”?**

A. To qualify for licensure by endorsement, you must possess an “active license,” which means

a current, practicing-status license. This includes semi-retired or semi-active statuses, so long as you are currently authorized by the jurisdiction to practice psychology. This does not include inactive status licenses, or those that have not been renewed or reregistered to practice psychology in the jurisdiction. You must possess an active license not only at the time of application, but also at the time of licensure. To qualify for the “Endorsement ≥ 15 years” procedure, you must also “have maintained” an active license for a *cumulative total* of 15 years or more.

8. Q. How long does the application process take?

A. Keep in mind that we will need all of the required items before we can review an application. It is recommended that you request your license verification(s) and the file copy (if applicable) as early as possible, as some states do not complete these requests expeditiously. You should also complete your fingerprints as soon as possible, as Oregon State Police takes an average of 2-3 weeks to process and send the background check results to the Board. Completing your background check via ink fingerprinting (rather than electronic capture) can take up to 4 weeks, and poses a higher risk for print rejections.

The application review process may take up to two weeks, but possibly longer in unusual circumstances. Applicants whose degree program was not accredited by the American Psychological Association or the Canadian Psychological Association should expect up to five weeks. These files require a detailed review by staff and the Board's Education Committee, which typically meets monthly.

9. Q. Can I combine the fingerprint packet and application fees, and send just one check?

A. Yes. Note that checks must be issued for the correct amount, or they will be returned.

10. Q. Can I pay my application or background check fee by credit or debit card?

A. No. The office is only set up to accept check, cashier's check, or money order.

11. Q. Do my professional/endorsement references need to be licensed psychologists?

A. Not necessarily. References may hold other healthcare licenses and/or may be individuals such as professors, secondary/group supervisors, and other professional colleagues who can attest to your professionalism and fitness to practice psychology. In general, references should have been acquainted with you for at least one year, and within a period of time that the person feels confident to serve as a reference.

12. Q. How do I document my post-doc work experience completed in another state?

Standard and endorsement (<15 years) applicants must submit sufficient documentation to demonstrate that they have met the post-doc work experience requirement for licensure. To qualify, post-doc must consist of psychological services that are completed *after* degree conferral (as posted on your transcript), and must be supervised by a psychologist licensed for at least two years at the time of supervision. Hours completed prior to degree conferral do not qualify as post-doc, regardless of when the coursework, internship, or dissertation degree requirements were completed.

Often, the file copy from your other licensure state will include sufficient documentation to verify that you have met the post-doc requirement. If not, the Supervisor Reference Form(s) must be completed by your supervisor(s) and sent directly to the Board's office. Approved applicants who have completed a partial residency (less than 1,500 qualifying hours over a minimum of 50 weeks) in another state may complete the remainder of their experience in

Oregon under a Board-approved residency contract. Please visit the [Residency Webpage](#) for more information. Work experience completed in another state while you are licensed (for example, states that do not require a residency) may qualify if the supervision requirements are met per OAR 858-010-0036.

- 13. Q. The “Reference List” section asks me to list my internship site director/administrator. Do I need to have this person submit the Internship Site Director Reference Form?**

A. Only if your degree program was not APA or CPA-accredited. Refer to the checklist.
- 14. Q. If I do not qualify, or if I request to withdraw my application, will I be refunded?**

A. No. Application and background check fees are non-refundable.
- 15. Q. I was recently fingerprinted at another agency. Can I have my prints or background check results forwarded to the Board?**

A. No. All applicants must be fingerprinted for a background check. Oregon State Police and the FBI do not allow secondary dissemination of criminal history information, even between state agencies.
- 16. Q. Do I need to disclose on my application any arrest or conviction?**

A. The Board expects applicants to be forthright and to disclose any misdemeanor or felony arrests or convictions – even if they have been expunged, and to provide a complete explanation. You do not need to disclose expunged juvenile records.
- 17. Q. Will my criminal conviction prevent me from becoming licensed?**

A. The Board has not established any list of crimes which create an automatic bar to licensure. Every situation is different and is considered on a case-by-case basis. The Board will consider the nature of the crime, any mitigating circumstances, how long it has been since the crime occurred, and whether the conviction was set aside (expunged).
- 18. Q. Do I qualify for licensure with a degree in Counseling?**

A. No, not unless the degree is in Counseling Psychology.
- 19. Q. Can I become licensed as a psychologist with a master’s degree?**

A. No. Individuals with a master’s degree in psychology may qualify for licensure as a Psychologist Associate.
- 20. Q. I received my degree in Germany, do I qualify for licensure?**

A. All applicants for licensure with degrees from educational institutions outside the United States or Canada must first be evaluated by a Board-recognized credentialing body. Board staff cannot pre-review a person’s qualifications. Applicants should closely review the educational requirements before making a decision to apply.
- 21. Q. May I personally deliver a sealed transcript from my school?**

A. No. The Board requires primary source verification, so official transcripts must be mailed directly from the school. We also accept electronic transcripts from your school (please have them send them to psychology.board@oregon.gov) or transcripts that come directly from your other state licensing board.
- 22. Q. Can I have my program send a degree verification letter in lieu of a transcript showing my degree conferral date?**

A. No. There is no substitute for an official transcript showing the date of degree conferral.

- 23. Q. May I obtain the license verification or a copy of my licensure file from my other state and forward it to the Board?**
- A. No. Primary source verification is required, so verification and files must be sent to the Board's office directly from the other state. The state may send the documents to us electronically at psychology.board@oregon.gov.
- 24. Q. May I collect the reference forms and send them in?**
- A. No. Reference forms must be sent directly from the person who completes the form. Please note that some of the forms require the reference to sign the envelope.
- 25. Q. When do I have my supervisor complete a reference form?**
- A. Generally, the form should be completed when your supervised work experience is complete. The reference form cannot verify experience that has not actually been completed (i.e., include expected hours). If you apply while you are completing your residency out-of-state, then we need the supervisor reference form as a part of the initial application in order to approve you, and then later another form once the residency is complete to verify that you have met the experience requirements for licensure.
- 26. Q. The University Director of Training at my program is no longer working at my school. Do I need to track this person down?**
- A. No, the person who is currently in this position (and has access to your records) should complete this form.
- 27. Q. Why all the reference forms?**
- A. The forms have two purposes: 1) to verify that your educational experience, practicum, internship, and post-doctoral supervised work experience meet the requirements for licensure; 2) to endorse an applicant's character and fitness.
- 28. Q. Does my internship need to be APPIC approved to qualify for licensure?**
- A. Oregon does not require an APPIC internship.
- 29. Q. I am done with school but my degree won't be officially awarded for another month or so. I've been offered a job practicing psychology and they want me to start work now. Can I start my residency now? Will my post-doc hours "count?"**
- A. Not only will your hours not count, but you would be practicing illegally! You cannot start a residency until your application has been approved and you have an approved Contract for Supervision of a Psychologist Resident. There is a limited exception for individuals working in an "exempt setting."
- 30. Q. When can I begin post-doctoral supervised practice in Oregon?**
- A. When you receive notification from the Board that your residency contract has been approved. Please see our [Residency Webpage](#) for more info.
- 31. Q. Can I complete my supervised work experience in another state or Canadian province, and do I need an Oregon contract?**
- A. You may complete your post-doctoral work experience outside of Oregon. You must be supervised by a psychologist who has been licensed for at least two years. The experience must meet the requirements of OAR 858-010-0036 (weekly supervision, duration, etc.). You do not need an Oregon Contract for Supervision when you are working outside of Oregon – we recommend that you check the regulations in that jurisdiction.

32. Q. When can I take my exams?

A. You can request to sit for the Examination for the Professional Practice in Psychology (EPPP) or the Oregon Jurisprudence Exam (OJE) any time after you've received notice that your application for licensure has been approved. You may take them in whichever order you prefer. Note that you must complete the process and become licensed *within 2 years* of passing the OJE. Otherwise you will be required to take and pass it again.

33. Q. How much time do I have to complete the application process?

A. From the date your application is received, you have one year to complete your application file. Once it has been approved, you have two years to finish the remaining requirements for licensure. The Board will consider extension requests for good cause.

34. Q. What if I do not complete the application process?

A. Your file will be archived and kept for 5 years from the date it was received. Once the retention period has ended, files must be securely destroyed. If you wish to reapply later, you must submit another application form and fee. If we still possess your prior application file, records such as your EPPP score report, transcript, and supervised work experience verifications may be reused. If your prior background check results are more than one year old, you will need to complete another background check. You will need to submit a new application and fee, and we will respond to let you know which items are needed.