

## OBOP Licensure by Endorsement Checklist

This checklist is for applicants who possess and have maintained an active license to practice psychology issued by a board that is a member jurisdiction of the Association of State and Provincial Psychology Boards (ASPPB) for **15 years or more**. An "active license" 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. At the time of licensure, you must possess an active license, and have held an active license for a cumulative total of 15 years or more. The 15 years do not need to all be within the same jurisdiction. Forms are found on the [Applying for Licensure](#) webpage under "Required Forms."

- Online Application** ([Applicant Portal](#))- includes payment of application and background check fee.
- License Documentation (File Transfer)**- Request that your file be sent directly to the Board's office from your original licensing state or from your credentialing body (ASPPB, ABPP, or National Register). The Board will accept copies of transcripts, EPPP verification (date passed and score), and documentation of supervised work experience when received directly from the other licensing state or credentialing body. If these are not provided in your file, or do not provide sufficient information, then you will need to request:
  - EPPP score**- You will need to request a score transfer from ASPPB. If you have never taken the EPPP, then the score transfer requirement is waived.
- Endorsement Reference Forms**- Three (3) reference forms from mental health professionals who can attest to your professionalism and fitness to practice psychology. These individuals must not also be submitting a Supervisor Reference Form.
- License Verification Request Form(s)**- Official license verification for each health care professional license or registration, current or expired.
- Background Check**- Please refer to the [Fingerprinting Instructions](#). Your background check results must be received and reviewed before your application may be approved.

When all necessary items are received, your application is ready for review and will be processed by the Board's office. You will be notified if additional information is needed. The review process takes up to two weeks, but may take longer under extraordinary circumstances. You will receive notification when your application has been approved. You may view the status of documents received by logging into the [Applicant Portal](#) and clicking "Review Documents." Please allow some time following initial application submission for this list to be updated.