

Wisconsin Department of Safety and Professional Services

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PSYCHOLOGY EXAMINING BOARD

INSTRUCTIONS FOR PSYCHOLOGY LICENSURE APPLICANTS

PLEASE READ BEFORE COMPLETING YOUR APPLICATION

Thank you for applying for a psychologist license in Wisconsin. The Examining Board encourages you to start this process early if this is your first ever application. It is especially important that you familiarize yourself, and your post-doctoral supervisor(s) with the supervision requirements listed in the table on page 3.

Wisconsin's Generic License: The Wisconsin license is a "generic license," which means there is no inherent restriction on a psychologist's scope of practice. Thus, the board and the public rely on a psychologist's self-assessment and commitment to the following ethical principle to protect the public and competently deliver psychological services.

Ethical Principles of Psychologists and Code of Conduct, Standard 2: Competence, 2002 [see <http://www.apa.org/ethics/code/index.aspx#>].

2.01 Boundaries of Competence

- (a) Psychologists provide services, teach, and conduct research with populations and in areas only within the boundaries of their competence, based on their education, training, supervised experience, consultation, study, or professional experience...
- (c) Psychologists planning to provide services, teach, or conduct research involving populations, areas, techniques, or technologies new to them undertake relevant education, training, supervised experience, consultation, or study...

2.03: Maintaining Competence Psychologists undertake ongoing efforts to develop and maintain their competence.

Definition: In our licensure process, "competence" and "competency" refer to the level of skill and knowledge necessary to work effectively with routine and challenging situations, patients, or clients, and the wisdom to seek consultation for unusual or difficult cases in independent practice.

Wisconsin recognizes 5 categories of applicants for the psychology license:

1. **Exam Applicants** (New licensees), who must take the EPPP and the Ethics (State Law) Exam;
2. **Comity Applicants**, who are licensed in another state which is not a member of the ASPPB Reciprocity Agreement;
3. **Reciprocal Applicants**, who are licensed in a state that is part of the ASPPB-Reciprocity Agreement. For a list of current *reciprocity* members go to www.asppb.org;
4. **Holders of the CPQ** (Certificate of Professional Qualification) issued by ASPPB; and
5. **Senior Psychologists**, who have been licensed for more than 20 years in jurisdiction that had similar requirements and have never been disciplined.

Basic Requirements¹: In summary, an applicant must:

- a) hold a doctoral degree in psychology from a regionally accredited institution [Psy 2.09 (1)], and
- b) have 3,000 hours of supervised experience, of which a minimum of 1,500 hours follows completion of all requirements for the doctoral degree [Psy 2.09(3)(a)].

¹ See Wisconsin Administrative code Psy 2.09(1) for a complete description.

Wisconsin Department of Safety and Professional Services

Additional requirements for licensure in Wisconsin are identified in Wisconsin Administrative codes Psy 2.01, which provides the legal basis for the forms and collection of information [see legend at bottom of page]. The board reserves the right to ask for additional information, the completion of forms not otherwise required, or both, on a case-by-case basis.

Applicants shall:	This applies to:	Exam	Comity	Reciprocity, CPQ, & Senior
Psy 2.01(1)	Submit a completed and signed application form [Form 634],	X	X	X
Psy 2.01(2)	Pay the application fee [Form 634],	X	X	X
Psy 2.01(3)	Submit official transcripts [originals mailed directly to DRL],	X	X	
Psy 2.01(4)	Document any additional relevant education and appropriate experience,	X	X	
Psy 2.01(5)	Submit the “ Verification of Supervised Psychological Experience ” [Form 2555] completed by a psychologist who has firsthand knowledge of the applicant’s experience relating to psychology	X	X	
Psy 2.01(6)	Submit the “ Nature of Intended Practice of Psychology ” [Form 2553],	X	X	X
Psy 2.01(7)	Successfully pass the “EPPP”,	X	X	
Psy 2.01(8)	Pass a written examination on the elements of practice essential to the public health, safety, or welfare. [State Law or “Ethics exam”],	X	X	X
Psy 2.01(9)	For Doctoral psychology degrees earned outside the U.S. and Canada, document supervised experience in the U.S. and document English proficiency,	*	*	
Psy 2.01(10)	Verify licensure in all states or countries in which the applicant has ever held a license. [Form 3004],	X	X	X
Psy 2.01(11)	Necessary information on pending criminal charges or convictions [Form 2252],	X	X	X
Psy 2.01(12)	Proof of completion of continuing education requirements.		X	X

To comply with these legal requirements, various forms are used by applicants in the various categories. Review this table carefully; omission of a required form means your application is incomplete and board cannot act on incomplete applications.

Step	Form #	Title	Exam	Comity	Reciprocal	CPQ	Senior
1	615	Instructions For Psychology Licensure Applicants	Forms not returned to the Board.				
	1988	Notices (procedural information)					
	2070	Application Information					
2	634	Application for License to Practice Psychology	X	X	X	X	X
3	3004	Credential Verification	*	X	X	X	X
4	2252	Conviction and Pending Charges and all relevant information	*	*	*	*	*
5	2870	Psychology Applicant’s Self Evaluation	X	X	X	X	X
6	2553	Nature of Intended Practice	X	X	X	X	X
7	2555	Verification of Supervised Psychological Experience	X	X			
8	2557	Verification of Professional Experience	*	*	X	X	X
9		Official transcript - doctorate degree	X	X			
		A copy of your resume or CV	X	X	X	X	X
		Copy of rules and statutes in effect in your state of initial licensure when you were licensed		X			X
		Copies of malpractice suit(s) and relevant court documents with allegations and settlement	*	*	*	*	*
		Provide proof of completion of continuing education requirements		X	X	X	X

* = Form or attachment not required of every applicant.
X = Form or attachment necessary for a complete application.

Wisconsin Department of Safety and Professional Services

SUPERVISION REQUIREMENTS FOR LICENSURE IN WISCONSIN

This table provides a summary of the supervised experience requirements for licensure in Wisconsin. This information does not substitute for understanding the statutes and rules pertaining to requirements of licensure in statute 455.04 and Administrative Code Psy 2.09

SUPERVISOR RESPONSIBILITIES		WI Admin. Code
Supervisor is responsible for the integrity and quality of the training and services delivered		Psy 2.09(3)(a)2 & 7
Primary supervisor must be a licensed psychologist for at least 3 years		Psy 2.09(3)(b)
Supervisor shall have training or experience in supervision of psychological work		Psy 2.09(3)(b) & (c)
Supervisor must be qualified to provide the services offered by supervisee		Psy 2.09(3)(b)
Supervisors are responsible for insuring both they and the supervisee have the education and training in the areas to be supervised		Psy 2.09(3)(b) & (c)
Supervisors shall not be related by blood or marriage nor be involved in any other dual relationship which obliges the supervisor to the supervisee		Psy 2.09(3)(b)
Supervisor must be able to interrupt or terminate the supervisee's activities whenever necessary to ensure adequate training and to protect the public		Psy 2.09(3)(a)7 Psy 2.09(3)(c)
Supervisors shall be available or make provisions for emergency consultation and intervention		Psy 2.09(3)(c)
Quarterly written evaluations of supervised experience and the trainee's competence are required		Psy 2.09(3)(c)
Supervisors are responsible for determining adequacy of supervisee's preparation for the tasks to be performed		Psy 2.09(3)(d)
Legal, ethical, and professional responsibility is assumed by the supervisor for all services rendered		Psy 2.09(3)(c)
SETTING ELEMENTS		
Inform clients in writing of training status, role of supervisor		Psy 2.09(3)(a)8
Supervisors have sufficient knowledge of supervisee's clients to insure effective service		Psy 2.09(3)(a)7
Not less than 16 hours or more than 40 hours per week		Psy 2.09(3)(a)1
25% face-to-face client contact		Psy 2.09(3)(a)9
40% minimum direct service ²		Psy 2.09(3)(a)9
Fees for client services may not be billed independently or accepted by trainee		Psy 2.09(3)(a)8
It is desirable to team trainees with other psychologists and other trainees		Psy 2.09(3)(a)10
Trainees participate in multidisciplinary activities		Psy 2.09(3)(a)10
1st 1500 HOURS OF SUPERVISION (PRE- or POST-DOCTORAL)		
1500 hours (post practicum, clerkship, externship, other employment)		Psy 2.09(3)(a)2 & 6
Two (2) hours of formal, individual, face-to-face supervision every week		Psy 2.09(3)(a)2
Two (2) hours of additional supervisory experience such as: case conferences, seminars addressing practice issues, co-therapy, group supervision.		Psy 2.09(3)(a)2
2nd 1500 HOURS OF SUPERVISION (POST-DOCTORAL)		
1500 hours must follow completion of all requirements for doctoral degree		Psy 2.09(3)(a)4
One (1) hour of formal, individual, face-to-face supervision every week		Psy 2.09(3)(a)3
Planned, organized, integrated, and appropriate to the intended practice		Psy 2.09(3)(a)3
For diversity of training, the supervisor of the pre-doctoral experience shall not continue as the primary supervisor of the post-doctoral experience.		Psy 2.09(3)(a)3
RESPONSIBILITIES OF SUPERVISEE		
Demonstrate that the training setting and the activities are appropriateness to the area of intended practice		Psy 2.09(3)(a)1
Have background training and experience in preparation for supervised activities		Psy 2.09(3)(d)
Inform clients in writing of lack of license and possibility that insurance may not reimburse for services		Psy 2.09(3)(a)1
Demonstrate that applicant had a variety of role models within the field of psychology		Psy 2.09(3)(a)10
Demonstrate appropriateness of setting and activities to the intended area of licensed practice		Psy 2.09(3)(a)1

² *Direct service* means those activities a psychologist performs that are directly related to providing psychological services to a client, such as note and report writing, studying test results, case consultation and reviewing published works relating to the client's needs [Psy 2.09(3) (a)9].

Wisconsin Department of Safety and Professional Services

STEP ONE: FORM 1988 NOTICES and FORM 2070 APPLICATION INFORMATION (all applicants)

Please review the information contained in the FORM 1988 NOTICES, and FORM 2070 APPLICATION INFORMATION.

STEP TWO: FORM 634 APPLICATION FOR LICENSE TO PRACTICE PSYCHOLOGY (all applicants)

Please complete this form in its entirety, and have it notarized. This form requires submission of your Social Security Number. Completion of this form, paying the application fee, and submission of an official transcript noting the award of a doctoral degree officially initiates the application process. For Exam (new) applicants, this will enable you to take the EPPP.

STEP THREE: FORM 3004 CREDENTIAL VERIFICATION

If you have been previously credentialed in any jurisdiction, you should either complete FORM 3004 CREDENTIAL VERIFICATION for each mental health related credential you held. (If that state's website meets the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) and the National Committee for Quality Assurance (NCQA) standards for primary source verification, send a copy of the web-page instead of this form.)

STEP FOUR: FORM 2252 CONVICTION AND PENDING CHARGES

If you have pending charges or were ever convicted of either Driving While Intoxicated or of a state or federal misdemeanor or felony, you will have to complete FORM 2252 CONVICTION AND PENDING CHARGES and enclose all relevant court documents.

STEP FIVE: FORM 2870 PSYCHOLOGY APPLICANT'S SELF EVALUATION (all applicants)

The fifth step in our process, regardless of pre-existing status, involves a self-assessment of your competency. Applicants for licensure rely on two sources of information to identify their range of competency: self-assessment and supervisory or consultative assessment.

- **Self-assessment:** Please do a careful self-assessment of your scope of competence using Form 2870 as part of the licensure process. An accurate self-assessment develops from consensual validation derived from discussions with supervisors, consultants, and peers. The self-assessment is *Summative* of your *previous supervised training* and accumulated experience as it relates to readiness for independent practice.
- **Supervisory or consultative assessment:** Internship and post-doctoral supervisors can provide new licensees with a summative assessment of your performance at the end of a training period, and describes your skills and areas of competence. Previously licensed psychologists can draw on peers, co-workers and consultants, among others to provide helpful information about one's scope of competence.

1. FOUNDATIONAL COMPETENCIES and **2. FUNCTIONAL COMPETENCIES:** Rate these areas based on your self-assessment, indicating the age(s) you work with in the relevant areas.

This document guides you in identifying your areas of practice that are developed to the level of independent practice or beyond³. Each statement provides a behavioral description of expectations for the independent practice level. No psychologist expects to be *Competent for Independent Practice* in every area of this self-assessment. Carefully consider each statement, trying to answer, "*On the basis of what education, supervision/ consultation, and experience do I claim competence?*" or "*Do my clients/patients, peers, supervisors/consultants, co-workers, supervisees/consultees see me this way?*" If you lack a good answer, you lack the necessary level of competence. You may have experience in an area, either as a developing competence area or by virtue of past experience. You can identify those areas on your self assessment as well. See the definitions in "**3**" for more information.

3. COMPETENCY SUMMARY: After completing the detailed section, summarize your self-assessment in the COMPETENCY SUMMARY section of the Form using these definitions.

³ See Fouad, N.A.; Grus, C. L.; Hatcher, R. L.; Kaslow, N.J.; Hutchings, P. S.; Madson, M. B.; Collins Jr., F. L.; Crossman, R.E. (2009). Competency benchmarks: A model for understanding and measuring competence in professional psychology across training levels. *Training and Education in Professional Psychology*. 3(4, Suppl), pp. 5-26.

Wisconsin Department of Safety and Professional Services

DEFINITIONS: Based on your self-assessment and review of the instructions, rate yourself “C” for *Competent* or “Ex” for *Experienced*. If you do not have sufficient knowledge, experience, and supervision to rate yourself in one of these categories, leave the item blank.

- **COMPETENCE:** On this form, “C” refers to the level of skill and knowledge necessary to work independently with routine and challenging cases or clients, combined with the wisdom to seek consultation for unusual or difficult cases.
- **EXPERIENCE:** “Ex” refers to the level of skill and knowledge development necessary to work with routine cases, although supervision/consultation or guidance is needed for non-routine cases. Applicants typically attain this level of competence at the completion of internship in their areas of focus.

You can transfer this information to the next form, the Nature of Intended Practice form (2553).

STEP SIX: FORM 2553 NATURE OF INTENDED PRACTICE OF PSYCHOLOGY (NIP) (all applicants)

1. In the box provided, describe the setting and nature of your intended practice of psychology. Include the services you intend to provide, the setting of your intended practice, and the population(s) you intend to serve. (**For example:** “*I intend to provide therapy, including group and individual therapy, in private practice for adolescents and adults.*”)
2. **FOUNDATIONAL COMPETENCIES:** Transfer your ratings from FORM 2870 PSYCHOLOGY APPLICANT’S SELF EVALUATION to FORM 2553 NATURE OF INTENDED PRACTICE
3. **FUNCTIONAL COMPETENCIES:** Transfer your ratings from FORM 2870 PSYCHOLOGY APPLICANT’S SELF EVALUATION to FORM 2553 NATURE OF INTENDED PRACTICE.
4. Identify all languages in which you are competent to function as a psychologist.

Before a Notary Public, sign the Nature of Intended Practice form (#2553) attesting to the accuracy of your application and your agreement to practice within your scope of competence.

STEP SEVEN: FORM 2555 VERIFICATION OF SUPERVISED PSYCHOLOGICAL EXPERIENCE

This form is to be completed by:

- all “**Exam**” (first-time) applicants⁴,
- all **Comity** applicants with less than 5 years of experience,
- **Comity** applicants with more than 5 years experience (whose prior licensing process was similar to Wisconsin’s). You should be able to complete this form for both Pre-doctoral and Post-doctoral supervisors, but if all best faith efforts to obtain this information is unsuccessful you may request waiver of this requirement.
 - *To request a waiver*, submit a letter to the board describing your efforts, the reasons they were unsuccessful, and any basis on which the board may reasonably assume the standards have been met (e.g., completion of internship is documented on a transcript, the licensing law at the time required 3,000 hours of experience, no history of regulatory action, etc.),
 - Applicants with more than 20 years experience and no history of regulatory action against them may apply as a Senior Psychologist, obviating the need for this form.

Part 1 is completed by the applicant. *Sections A, B, and D* are quite straightforward. *Section C* usually is, although applicants from sites with high productivity standards may have difficulty where it states, “*The experience shall consist of at least 25% face-to-face client contact and at least 40% direct service for the purpose of providing psychological service.*” For example, if the site required 65% of face-to-face time, meeting the 40% direct service minimum is impossible. If this is the case for you, submit an explanation on a separate sheet of the site’s requirements and describe the reasons that the amount of direct service falls below 40%.

Note: Complete *Section E* carefully: It is **NOT** a reproduction of FORM 2553 NATURE OF INTENDED PRACTICE OF PSYCHOLOGY (NIP); instead, it describes the experiences and competence you attained at that training site, and to which your primary supervisor can attest. The section should look different on the form submitted to an internship director than to a post-doctoral supervisor. Usually, you will have demonstrated a broader scope of competency to the post-doctoral supervisor. For new applicants, the final Form 2553 (NIP) should resemble a summation of the versions sent to your primary supervisors.

⁴ “Exam” applicants should review this form with all supervisors before beginning supervision so they can meet the requirements of the Wisconsin Administrative Code Psy 2 summarized in the SUPERVISION REQUIREMENTS FOR LICENSURE IN WISCONSIN table in an earlier section. APA approved internships and most internship programs that belong to APPIC will meet these requirements. Failure to meet the requirements of supervision *may result in denial of licensure* in Wisconsin.

Wisconsin Department of Safety and Professional Services

Part 2: After completing **Part 1**, forward a copy to the appropriate supervisor (you may wish to provide a stamped addressed envelope) with instructions to return the form to you or mail it directly to the board.

STEP EIGHT: FORM 2557 VERIFICATION OF PROFESSIONAL EXPERIENCE

Part 1: Who completes this form?

- **Exam applicants:** the form may be used to identify competencies and experiences gained outside internship and postdoctoral supervision that a supervisor/consultant can attest are developed to the level of independent psychological practice.
- **Early Comity applicants:** the form should contain only competencies and experiences gained or demonstrated since the end of post-doctoral supervision.
- **Later Comity (over 5 years of experience), CPQ, Reciprocity, and Senior Psychologist applicants:** the competencies recorded here should match the description on Form 2553 Nature of Intended Practice.

Part 2: After completing **Part 1**, forward a copy to the appropriate supervisor, consultant, or colleague (you may wish to provide a stamped addressed envelope) with instructions to return the form to you or mail it directly to the board.

STEP NINE: SUPPLEMENTAL INFORMATION

Information Needed:	Exam	Comity	Reciprocal	CPQ	Senior
Official transcript - doctorate degree.	X	X			
A copy of your resume or CV,	X	X	X	X	X
Copy of rules and statutes in effect in the state of your initial licensure when you were licensed,		X			#
Copies of pending or resolved malpractice suit(s) including all court documents with allegations and settlement (if any),	*	*	*	*	*
Proof of completion of continuing education requirements.		X	X	X	X

* = Form or attachment not required of every applicant.

X = Form or attachment necessary for a complete application.

Congratulations! This completes the application paperwork.