

Wisconsin Department of Safety and Professional Services

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PSYCHOLOGY EXAMINING BOARD

INFORMATION REGARDING LICENSURE FOR THE PRIVATE PRACTICE OF SCHOOL PSYCHOLOGY

INSTRUCTIONS TO APPLICANT

1. Read CAREFULLY the "Wisconsin Statutes and Administrative Code for the Practice of Psychology." Refer to sec. Psy 3, Wis. Admin. Code, for requirements for the private practice of school psychology. The written examination on the elements of practice essential to the public health, safety or welfare ("Ethics") is based on the information contained in this booklet.
2. Complete the "Application for the Private Practice of School Psychology" (Form #637).
3. Complete the "Nature of Private Practice of School Psychology" form (Form #638). (See form for specific instructions.)
4. Return your completed application (Form #637) and "Nature of Private Practice of School Psychology" form (Form #638) with the fee to the PSYCHOLOGY EXAMINING BOARD, P.O. BOX 8935, MADISON, WI 53708-8935.

MAKE CHECK PAYABLE TO: DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

5. Request that official transcripts of your undergraduate and graduate course work be sent directly from the educational institutions to the PSYCHOLOGY EXAMINING BOARD, P.O. BOX 8935, MADISON, WI 53708-8935.
6. Request the Department of Public Instruction to forward documentation that you hold a regular license as a school psychologist under sec. PI 3.53 directly to the PSYCHOLOGY EXAMINING BOARD, P.O. BOX 8935, MADISON, WI 53708-8935. Only persons holding a regular license as a school psychologist issued by the Wisconsin department of public instruction under s. PI 3.53 may be eligible for licensure as a private practice school psychologist.
7. Forward a copy of the "Experience Verification" form (Form #1899) to any psychologist(s) who have supervised your experience related to psychology. **This form must be completed in its entirety by your supervisor(s)** and returned directly to the PSYCHOLOGY EXAMINING BOARD, P.O. BOX 8935, MADISON, WI 53708-8935. (You may duplicate as many copies of the form as needed.)
- 8a. Request Educational Testing Service (ETS) to forward an official copy of your score for the PRAXIS.
- 8b. If you have not taken the PRAXIS School Psychologist test, register online for PRAXIS at: www.ets.org/praxis.

GENERAL INFORMATION

When your file is complete, your credentials will be evaluated at the next regular meeting of the Psychology Examining Board. You will be notified of the Board's decision as soon after the meeting as possible. If the Board determines that you meet requirements for licensure, you will be admitted to the written examination on the elements of practice essential to the public health, safety or welfare ("Ethics"), and personal appearance (oral interview) before the Board.

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INFORMATION REGARDING “ETHICS” EXAMINATION

Content/Scoring

The written examination on the elements of practice essential to the public health, safety or welfare (“Ethics”) is based on the Wisconsin Statutes and Administrative Code Relating to the Practice of Psychology. It consists of 100 multiple choice questions to be completed in 1 hour and 30 minutes. Each question is worth one point. As indicated in sec. Psy 3.07(2), each candidate must receive a score of 75% correct or above to pass. The content for the exam and approximate weighting of questions is as follows:

<u>Chapter</u>	<u>Topic</u>	<u>% of Questions</u>
Ch. 48	Children’s Code	10%
Ch. 51.61	Patients Rights	1%
Ch. 455	Psychology Examining Board	11%
Ch. 905	Evidence-Privileges	1%
Ch. 940	Crimes Against Life & Bodily Security	4%
Ch. 948	Crimes Against Children	1%
Psy 1	Authority and Definitions	2%
Psy 5	Conduct	70%

Exam Day

Please appear at the time scheduled on your admission card. Free parking is available across the street from the Washington Square Building on N. Dickinson St. Be prepared to present both your admission card and a photo I.D. such as a driver’s license. A #2 pencil should be used to take the test. Please note that the Board may withhold the score of an applicant who gives or receives unauthorized assistance during examinations. Your examination will be hand scored by the proctor prior to your appearance before the Board and machine scored later. The Board will tell you your score during your interview. Passing candidates will receive a license as evidence of having passed the examination. Failing candidates may apply to retake the examination. An exam review is also available for failing candidates only. For more information, refer to sec. Psy 3.08 in your codebook.

Evaluation and Fairness

The content and test construction process of the examination and candidate performance are periodically evaluated by the Department and the Psychology Examining Board to assure that the examination fairly and effectively assesses competencies necessary to practice as a private practice school psychologist.

Record Retention

Passing grades of credentialed candidates are retained by the Department of Safety and Professional Services indefinitely in an electronic credential file. Failing grades are retained on file until replaced by passing grades. Answer sheets, examination products and examiner evaluation documents for the “ethics” examination are retained one year after the examination date. Booklets used by candidates are retained two months after the examination date. Records of specific examination content (“ethics” examination file copies) are retained for five years.

INFORMATION REGARDING PERSONAL APPEARANCE (ORAL INTERVIEW)

The purpose of the interview is to discuss with all candidates for licensure their intended area of practice, their approach to typical cases, and their understanding of the state laws and rules relating to the private practice of school psychology.

The approximate length of the interview is 15 minutes. In cases where 15 minutes is not sufficient, candidates may be asked to return for a second interview.

Candidates will have approximately 10 minutes to read the questions and prepare responses before being admitted to the interview. Notes may be taken and brought to the interview if desired. Notes will be collected at the end of the interview.

When the interview is completed, there should be no interaction with candidates who may be waiting to be admitted to the oral interview.