



Arkansas Psychology Board

101 East Capitol Avenue, Suite 415, Little Rock, AR, 72201

Phone (501) 682-6167; Fax (501) 682-6165

www.arkansas.gov/abep

APBinfo@arkansas.gov

Application Process

Psychological Examiner: Masters level or Doctoral level

Psychologist: Doctoral level

NOTE: When sending checks/money orders/cashier's checks, clip them to the front page of the item you are sending or put them in an envelope. Do not put them loose in the envelope.

Application Process

The application packet fee is \$200. A written request with a \$50 deposit or the full \$200 application fee is required to receive an application packet. If paying the deposit only, the remaining \$150 is required when the application is completed.

On the request, include your name, degree, address, home phone, work phone, and an email. We want to have every possible way of contacting you during your application process. Also, include which packet you are requesting: Psychological Examiner packet or a Psychologist packet.

The following forms may be included in a packet:

General Information

Application

Internship Form

Statement of Intent to Practice

Reference Forms – 3

Record Check form + fingerprint card

Notice of AR State Police State ID Bureau

Ethical Principles of Psychologists and Code of Conduct [website](#)

Rules and Regulations [website](#)

Chapter 97 [website](#)

Act 129 [website](#)

EPPP Score Transfer Service

Info. For Candidates – EPPP

ASPPB Publications

Each form can be submitted as it is completed; you do not have to wait to have the packet completed to submit it all at once. You have up to one year to complete the application packet. After one year, you will need to start over.

Background Check

The records check form and fingerprint card are included in the packet. There is a notice that states when and where an applicant can be fingerprinted. If you are not residing in Arkansas, contact your local police department for information. Complete and submit the forms and the fees to the Board office as soon as possible. The forms are then sent to the State Police and the FBI for a background check. There are two fees involved. Check the form mailed to you for the most current fee. Two separate checks must be submitted with these forms.

Credential Review

Once the packet is completed and all the fees are paid (application deposit, application balance, and two fees for background check), the file will then go to Credential Review. Ideally, credential review is held on Board meeting days. Board meetings are typically held once a month on the third Friday. There is no meeting in June.

Provisional Licensure

When your file passes credential review, you will then be Provisionally Licensed for:

Master's level – two six-month intervals (1 year)

Doctoral Level – three six-month intervals (1 ½ years)

There is a \$100 fee for each six-month interval. You will be notified in writing that you are provisionally licensed after credential review. When the fee is paid, you will be given a temporary PL number. You are given a certificate with the beginning and ending dates of the interval. You will not be notified when your second payment is due.

During this time of provisional licensure, you are to be preparing for the Examination for Professional Practice in Psychology (EPPP) and taking the exam.

If you cannot complete any of these items in one year, you must write to the Board for a provisional license extension **BEFORE YOUR LICENSE EXPIRES**. You must state the reason why you are requesting the extension. The request will then be put before the Board at the next scheduled meeting.

After the Board has made a decision on your request, you will be notified in writing of the decision.

Supervision Agreement/Supervision Plan – Provisional Licensees

As a provisional licensee (all levels), you will be required to find a supervisor and submit the appropriate supervisory forms. You can have more than one supervisor. If you are not doing work that requires supervision, you will need to submit the form stating this.

Examination for Professional Practice in Psychology (EPPP)

All materials for the EPPP will go through the Board office. When you are PL, you will be sent a packet to apply for the EPPP. You will then return the application materials and two payments to the Board. The fee for the EPPP is \$450 to PES and \$50 administrative fee to the Board office.

The passing score on the EPPP is:

450 for Psychological Examiners

500 for Psychologists

If you take the exam at the Psychological Examiner level and pass with a 500 or above, you will not have to re-take the exam if you choose to upgrade to Psychologist level at a later time.

If you do not pass the exam, you must wait 60 days before re-taking the exam. This is in accordance with PES's rules. You may request a provisional license extension if needed. (In the State of Arkansas, you can take the exam every 60 days with Board approval).

When you pass the EPPP, you will be notified in writing of your score. Exam scores **cannot be given over the phone and cannot be given to anyone but the examinee.**

Oral Examinations

Once you have passed the EPPP, you will then be scheduled for the next oral exam. Oral exams are held four times a year on Board meeting days in January, April, July and October. You will be notified of when, where and what time to arrive for your oral exam. There are two-three licensed Board members per applicant during the exam.

After your oral exam, you will pay your \$200 one-time registration fee plus a pro-rated licensure fee.

The Board will then reconvene to discuss each applicant and decide a pass/fail status. **This part of the meeting is closed to the public due to the privacy of the results of the examinations.** You will be notified in writing if you have passed/failed. If you have passed, your fees will be processed and you will be issued a license number.

Licensure

License numbers include the year, the number where you were in line for that year, and an “E” for Psychological Examiners or a “P” for Psychologists. Psychological Examiner license numbers are separate from Psychologist license numbers.

For example:

94-01P This applicant was licensed in 1994 as a Psychologist and was the first person to be licensed that year.

02-12E This applicant was licensed in 2002 as a Psychological Examiner and was the twelfth person to be licensed that year.

Supervision Agreement/Supervision Plan - Fully Licensed Psychological Examiners

As a fully licensed Psychological Examiner, you will be required to find a supervisor and submit the appropriate supervisory forms. You can have more than one supervisor. If you are not doing work that requires supervision, you will need to submit the form stating this.

Continuing Education Units (CEUs)

You will be required to earn Continuing Education Units each year. The Rules and Regulations state that a minimum of 40 hours every two years must be submitted. If you do not submit the required minimum during the reporting period, you will not be able to renew your license that year. There is no fee associated with reporting CEUs except a late fee.

Contact Information

The office staff is Sheila Pauley, Director, and Rebecca Wright, Administrative Assistant.

Applicants will work with Rebecca when applying for licensure until the file is ready for credential review. Then, the file is turned over to Sheila. Applicants will work with Sheila from the point of credential review to being officially licensed.

Forms are subject to change at the Board's discretion.