

Chapter Psy 3

**REQUIREMENTS FOR THE PRIVATE PRACTICE OF SCHOOL PSYCHOLOGY**

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**Psy 3.01 Application procedure.** The board shall act on an application for licensure for the private practice of school psychology only after all of the following materials, which shall be documented in English, have been received:

- (1) The properly completed and signed application form accompanied by a recent full-face photograph of the applicant.
- (2) The application fee specified under s. 440.05 (2), Stats.
- (3) Official transcripts of graduate and undergraduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.
- (4) Documentation that the applicant holds a regular license as a school psychologist by the Wisconsin department of public instruction under s. PI 3.53.
- (5) Documentation of additional relevant education and appropriate experience.
- (6) The "Experience Verification" form that has been filled out by a psychologist who has firsthand knowledge of the applicant's experience related to psychology.
- (7) The "Nature of Intended Private Practice of School Psychology" form.
- (8) Verification of the applicant's licensure and certification in all states or countries in which the applicant has ever held a license.
- (9) For applicants who have a pending criminal charge or have been convicted of a crime, all information necessary for the board to determine whether the circumstances of the pending criminal charge or conviction are substantially related to the duties of the licensed activity.
- (10) Proof of successful completion of the written examination on the practice of school psychology.
- (11) Proof of completion of the written examination in the elements of practice essential to the public health, safety or welfare.
- (12) For applicants licensed in another state wishing to be exempted from the examination in sub. (10), proof of completion of continuing education requirements as specified in s. Psy 3.03.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Register, September, 1991, No. 429

**Psy 3.02 Requirements for a license for the private practice of school psychology.** (1) **LICENSURE BY THE DEPARTMENT OF PUBLIC INSTRUCTION.** Only persons holding a regular license as a school psychologist issued by the Wisconsin department of public instruction under s. Pf 3.53 may be licensed for the private practice of school psychology.

(2) **EXPERIENCE.** An applicant for a license for the private practice of school psychology shall complete one of the following:

(a) One year of successful experience as a school psychologist under the supervision of a cooperating school psychologist and a written recommendation from the school system administration; or

(b) One year of internship in school psychology under the supervision of a licensed school psychologist and a written recommendation from the school system administration. The internship shall occur after completion of most or all coursework in a training program. The internship shall be part of an approved program and shall be taken for a maximum of 12 graduate semester credits.

(3) **APPEARANCE BEFORE THE BOARD.** The applicant may be required to appear before the board in person prior to licensure to allow the board to make such inquiry of them as to qualifications and other matters as it considers proper.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

**Psy 3.03 Requirements for persons holding a license for the private practice of school psychology in another state.** Applicants who are licensed in another state must meet the requirements of s. Psy 3.01. However, the examination on the practice of school psychology shall be waived if the standards of the licensing authority of the other state were substantially equivalent to the standards of this state at the time of initial licensure, and if the applicant submits proof of completion of at least 40 contact hours of approved continuing education within 2 years prior to application.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

**Psy 3.04 Scheduling of examinations.** (1) Examinations shall be held at least twice a year at a time and place designated by the board. Notice of the next scheduled examinations may be obtained by contacting the department.

(2) No applicant may be admitted to the examination on the elements of practice essential to the public health, safety and welfare unless the requirements stated in s. Psy 3.01 (1) to (10) have been met before the first day of the month immediately prior to the board meeting preceding the date of the examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

**Psy 3.05 Unauthorized assistance.** The board may withhold the score of an applicant who gives or receives unauthorized assistance during examinations. The board may consider this applicant for retesting at a future time.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.  
Register, September, 1991, No. 429

**Psy 3.06 Controls.** The board chairperson or proctor may announce time limits and other necessary controls prior to the examinations.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

**Psy 3.07 Passing grade.** (1) **EXAMINATION ON THE PRACTICE OF SCHOOL PSYCHOLOGY.** To pass the examination each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board may adopt the passing grade recommended by the national association of school psychologists.

(2) **EXAMINATION ON ELEMENTS ESSENTIAL TO HEALTH, SAFETY AND WELFARE.** To pass this examination, each applicant shall receive a score of 75% correct or above.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

**Psy 3.08 Failure and review.** (1) An applicant who fails the examination on elements essential to health, safety and welfare may request a review of that examination. The applicant must file a written request to the board within 30 days of the date on which examination results were mailed or reported.

(2) The time for review shall be limited to time allowed for examination administration.

(3) The examination shall be reviewed only by the applicant and in the presence of the proctor.

(4) The proctor shall not respond to inquiries by the applicant regarding allegations of examination error.

(5) Any comments or claims of error regarding specific questions or procedures in the examination may be placed in writing on the provided form. These comments shall be retained and made available to the applicant for use at a subsequent hearing.

(6) An applicant may review the examination only once.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

**Psy 3.09 Claim of examination error.** (1) An applicant wishing to claim examination error must file a written request for board review in the board office within 30 days of the date the examination was reviewed. The request shall include all of the following:

(a) The applicant's name and address.

(b) The type of license applied for.

(c) A description of the perceived error, including specific questions or procedures claimed to be in error.

(d) The facts that the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The board shall review the claim and notify the applicant in writing of the board's decision and any resulting grade changes.

(3) If the decision does not result in the applicant passing the examination, the applicant may request a hearing under s. RL 1.05.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Register, September, 1991, No. 429

**Psy 3.10 Reexamination.** An applicant who fails an examination may apply for reexamination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.