Chapter Psy 2

REQUIREMENTS FOR EXAMINATION AND LICENSURE OF PSYCHOLOGISTS

Psy 2.01 Application procedure. Except as provided under s. Psy 2.09 (5), the board shall act on an application for licensure as a psychologist only after all of the following materials, which shall be documented in English, have been received:

(1) The properly completed and signed application form.

Note: Applications are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The application fee authorized by s. 440.05 (1), Stats.

(3) Official transcripts of graduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.

(4) Documentation of any additional relevant education and appropriate experience.

(5) The "Supervised Psychological Experience" form which has been filled out by a psychologist who has firsthand knowledge of the applicant's experience relating to psychology.

(6) The "Nature of Intended Practice of Psychology" form.

(7) Evidence of successful completion of an examination on the practice of psychology approved by the board.

(8) Proof of successful completion of the written examination on the elements of practice essential to the public health, safety or welfare.

(9) For applicants under s. Psy 2.13, as required by the board, documentation of additional supervised experience in the United States and documentation of English proficiency.

(10) Verification of the applicant's licensure in all states or countries in which the applicant has ever held a license.

(11) For applicants who have a pending criminal charge or have been convicted of a crime, all related 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.

(12) For applicants licensed in another state wishing to be exempted from the examination in sub. (7), proof of completion of continuing education requirements as specified in s. Psy 2.12.

History: Cr. Register, September, 1991, No. 429, eff. 10–1–91; am. (intro.), Register, August, 1993, No. 452, eff. 9–1–93; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1995, No. 473; am. (3), Register, January, 1997, No. 493, eff. 2–1–97; am. (1), (2) and (7), Register, June, 1999, No. 522, eff. 7–1–99.

Psy 2.015 Application abandonment. An applicant who files an application but who does not comply with a request for information related to the application within one year of the date of the board's last request shall file a new application. An applicant who files an application but who does not fully complete the application within 3 years of the date of the application shall file a new application.

History: Cr., Register, January, 1997, No. 493, eff. 2–1–97.

Psy 2.02 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 professional practice of psychology unless the requirements stated in s. Psy 2.01 (1) to (3) have been met at least 30 days prior to the board meeting preceding the date of the examination.

(3) No applicant may be admitted to the examination on the elements of practice essential to the public health, safety or welfare unless the requirements stated in s. Psy 2.01 (1) to (7) and (9) to (12) have been met before the first 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; am. (2), Register, June, 1999, No. 522, eff. 7–1–99.

Psy 2.03 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.

Psy 2.04 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 2.05 Passing scores. (1) The passing scores set by the board represent the minimum competency required to protect public health and safety.

(2) The examination for professional practice of psychology and the examination on the elements of practice essential to the public health, safety or welfare are scored separately. An applicant shall achieve a passing score on each of the required examinations to qualify for licensure.

(3) The board accepts the recommendations of the association of state and provincial psychology boards for the passing score on the examination for professional practice of psychology.

(4) To pass the examination on the elements of practice essential to the public health, safety or welfare, the applicant shall receive a score determined by the board to represent minimum competence to practice. The board shall make the determination of the passing score after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics.

History: Cr. Register, September, 1991, No. 429, eff. 10–1–91; r. and recr., Register, January, 1997, No. 493, eff. 2–1–97.

Psy 2.06 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 may 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 2.07 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.

Psy 2.08 Reexamination. An applicant who fails an examination may apply for reexamination.

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

Psy 2.09 Requirements for licensure for those holding a doctoral degree in psychology. (1) EDUCATIONAL REQUIREMENTS. An applicant for a license under this section shall possess a doctoral degree in psychology. A doctoral degree in psychology is either a degree granted by an accredited college or university as defined in s. 455.04 (1) (c), Stats., that is represented by an official transcript of credits as being a "doctoral degree in psychology," a doctoral degree with a major in psychology from a department of psychology, or a program which is designated by the board to be equivalent to a doctorate in psychology by meeting the following requirements:

(a) Training in professional psychology consisting of doctoral training offered in a regionally accredited institution of higher education.

(b) The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogs and brochures its intent to educate and train professional psychologists.

Note: Prior to October 1, 1999, supervisors were required to be licensed or license eligible. The requirement that the primary supervisor be a licensed psychologist applies to supervised experience commenced after October 1, 1999.

(c) The psychology program must stand as a recognizable, coherent organizational entity within the institution.

(d) There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines.

(e) The program must be an integrated, organized sequence of study.

(f) There must be an identifiable psychology faculty on site and a psychologist responsible for the program.

(g) The program must have an identifiable body of students who are matriculated in that program for a degree.

(h) The program must include supervised practicum, internship, field or laboratory training appropriate to the practice of psychology.

(i) The curriculum shall encompass a minimum of 3 academic years of full–time graduate study, at least one of which shall be in full–time residence. In addition to the instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics, the core program shall require each student to demonstrate competence in each of the following substantive content areas. This typically will be met by including a minimum of 3 or more graduate semester hours (5 or more graduate quarter hours) in each of these 4 substantive content areas: a) Biological bases of behavior: physiological psychology, comparative psychology, neuropsychology, sensation and perception, psychopharmacology; b) Cognitive–affective bases of behavior: learning, thinking, motivation, emotion; c) Social bases of behavior: social psychology, group processes, organizational and systems theory; and d) Individual differences: personality theory, human development, abnormal psychology. In addition, all professional education programs in psychology will include course requirements in specialty areas.

(3) SUPERVISED EXPERIENCE REQUIREMENTS. (a) *Conditions of supervised experience.* 1. A psychological trainee shall complete 3,000 hours of supervised experience as a prerequisite to licensure as a psychologist. All 3,000 hours must follow graduate work in psychology, either a master's in psychology or a minimum of 30 hours of doctoral level course work in psychology. These hours shall be accumulated at not less than 16 hours nor more than 40 hours per week. The 3,000 hours of experience shall be in a setting and shall include the activities appropriate to the intended area of practice. It shall be the responsibility of the applicant to demonstrate the appropriateness of the setting and the activities to the intended area of practice.

2. The first 1,500 hours of the experience should be under the direction of one licensed psychologist who satisfied the requirements of pars. (b) and (c) and who shall be responsible for the integrity and the quality of the training. It shall be planned, organized and integrated, and appropriate to the intended area of practice. There shall be a minimum of 2 hours per week of regularly scheduled formal face–to–face individual supervision with the specific intent of dealing with services rendered directly by the trainee. There must also be at least 2 additional hours per week in learning activities such as: case conferences, seminars addressing practice issues, co–therapy with a staff person including discussion, group supervision or additional individual supervision.

3. The second 1,500 hours of the experience must include a minimum of 1 hour per week of regularly scheduled formal face–to–face individual supervision with the specific intent of dealing with the services rendered directly by the trainee.

4. A minimum of 1,500 hours must follow completion of all the requirements for the doctoral degree.

5. To obtain a diversity of training, supervised experience may be supervised by other licensed or license–eligible psychologists, with the understanding that the licensed or license–eligible psychologist specified in subd. 2. will continue to be responsible for the overall integrity and quality of the trainee's psychological work.

6. Hours obtained through practicum, clerkship or externship experiences are considered part of the educational process and may not be used to satisfy this requirement.

7. The supervisor shall have sufficient knowledge of the supervisee's [trainee's] clients to ensure effective service. This may include ongoing face–to–face contact with the client. The progress of the work must be monitored on a regular basis by the supervisor to ensure that legal, ethical, and professional responsibility is assumed by the supervisor for all services rendered.

8. Clients shall be informed that the psychological trainee is receiving supervision and that the client's case will be discussed in the context of required supervision. The trainee must inform potential clients in writing of his or her trainee status, lack of license, and of the possibility that insurance companies may not reimburse services rendered by the nonlicensed trainee. Fees for

client services may neither be billed independently nor accepted by the trainee.

9. The experience required 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 the purposes of this subsection 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.

10. There shall be multidisciplinary team membership with the trainees being teamed with other professional specialists in serving clients. It is desirable that trainees also be teamed with other psychologists and other trainees. It is the responsibility of the applicant to demonstrate that he or she had a variety of role models within the field of psychology.

11. The trainee should have experience in a range of direct services. The clients served should be consistent with the target population of intended practice addressing a broad spectrum of psychological problems. A variety of other service activities that are appropriate to the intended area of practice include, but are not limited to, those of the following: intake service, administration, case staffings, research activities, inservice program activities, organizational development and consultation.

(b) *Qualifications of supervisor.* The trainee's primary supervisor shall be licensed psychologists and shall have adequate training, knowledge and skill to render competently any psychological service that a psychological trainee undertakes. The supervisor shall have had at least 3 years of post–licensure experience and shall have had training or experience in supervision of psychological work. The supervisor may not permit a trainee to engage in any psychological practice that the supervising psychologist cannot competently perform. Supervisors shall not be a relative by blood or marriage nor be involved in any other dual relationship which obliges the supervisor to the trainee.

(c) *Responsibility of supervisor.* All supervisors shall be legally and ethically responsible for the activities of the psychological trainee. Supervisors shall be available or make appropriate provision for emergency consultation and intervention. Supervisors shall be able to interrupt or stop the trainee from practicing in given cases and to stop the supervisory relationship if necessary. All supervisors of the trainee shall be required to provide a written evaluation of the supervised experience. Prepared evaluations or reports of progress, including strengths and weaknesses, shall be written and discussed with the trainee on at least a quarterly basis.

(d) *Qualifications of psychological trainee.* The psychological trainee shall have the background training and experience that is appropriate preparation for the supervised training activities. The supervisor is responsible for determining the adequacy of the trainee's preparation for the tasks to be performed.

Note: All supervisors of a psychological trainee are encouraged to register with the board to receive information on the supervisory responsibilities to share with a prospective psychological trainee.

(4) APPEARANCE BEFORE THE BOARD. The applicant shall 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.

(5) INTERIM DETERMINATION. A person possessing a doctoral degree in psychology under sub. (1) who has completed the first 1,500 hours of supervised experience under sub. (3) may on the application provided by the board request a determination by the board that the person has met all requirements for a license except completion of the second 1,500 hours of supervised experience under sub. (3) and passage of the examinations under s. 455.045 (1), Stats.

Note: An application may be obtained upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin, 53708.

History: Cr. Register, September, 1991, No. 429, eff. 10–1–91; am. (2) (a) 1., 4. and 5., Register, November, 1992, No. 443, eff. 12–1–92; cr. (4), Register, August, 1993, No. 452, eff. 9–1–93; **am. (1) (a), (3) (a) 2., 10., (b), (c) and (4)., r. (1) (j) and (2), Register, June, 1999, No. 522, eff. 7–1–99; correction in (5) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1999, No. 522.**

Psy 2.12 Requirements for persons holding a license to practice psychology in another state. (1) LICENSURE BY COMITY. Applicants who are licensed in another state must meet the requirements of s. Psy 2.01. However, the examination on the practice of 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.

(2) LICENSURE BY RECIPROCITY. Applicants who are licensed in another state which is signatory to the agreement of reciprocity of the association of state and provincial psychology boards, and who apply on or after the effective date that the board becomes signatory to that agreement, shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10) and (11).

(3) LICENSURE OF HOLDERS OF THE CERTIFICATE OF PROFESSIONAL QUALIFICATION. Applicants who are licensed in another state who hold the certificate of professional qualification in psychology issued by the association of state and provincial psychology boards shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10) and (11).

(4) LICENSURE OF SENIOR PSYCHOLOGISTS. Applicants who have been licensed for 20 or more years in another licensing jurisdiction of the United States or Canada that had requirements for licensure substantially equivalent to the requirements for licensure in this state at the time of original licensure, and who have never been disciplined by the licensing board of any state or province, shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10) and (11).

History: Cr. Register, September, 1991, No. 429, eff. 10–1–91; **renum. to be Psy 2.12 (1), cr. (2), (3) and (4), Register, June, 1999, No. 522, eff. 7–1–99.**

Psy 2.13 Doctoral degrees in psychology outside the U.S. and Canada. In addition to the supervised experience requirements set forth in s. Psy 2.09 (3), all applicants with doctoral degrees in psychology from universities outside the United States and Canada may be required to submit documentation of additional supervised experience within the U.S. Applicants for licensure on the basis of degrees from colleges and universities from outside the United States shall also pass the examination for the professional practice of psychology and may also be required to pass an English proficiency examination approved by the board.

History: Cr. Register, September, 1991, No. 429, eff. 10–1–91; correction made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1995, No. 473.