

ARKANSAS BOARD OF EXAMINERS IN PSYCHOLOGY
RULES AND REGULATIONS
2003

SECTION 1. GENERAL INFORMATION

1.1 Description of Organization. The Arkansas Board of Examiners in Psychology is composed of eight (8) members appointed by the Governor of the State of Arkansas to staggered terms of five (5) years. Appointments for all positions, except the Consumer Representative and the Senior Citizen Representative, will be made from a list of nominees submitted to the Governor by the Arkansas Psychological Association or the Arkansas Association of Psychological Examiners, or by other interested Arkansas licensed psychologists or psychological examiners as documented by a list which has attached thereto the signatures of at least twenty (20) licensed psychologists or psychological examiners. Membership of the Board will be composed of one (1) academic psychologist, three (3) practicing psychologists, and two (2) psychological examiners. Each psychologist and psychological examiner must have been licensed to practice psychology in Arkansas for at least five (5) years immediately preceding appointment to the board. The Consumer Representative and the Senior Citizen Representative are appointed from the general public, subject to confirmation by the Senate. (Chapter 97, Statute 17-97-210; Act 113 of 1977; Act 939 of 1979; Act 955 of 1995).

1.2 Responsibilities of the Organization. The Board is charged by law with regulating the practice of psychology in the State of Arkansas including, but not limited to, examining and passing upon the qualification of applicants for the practice of psychology. The major responsibility of the State Board is to insure that the people of the State of Arkansas are protected from misrepresentation, unethical practice, and/or incompetence in the practice of psychology.

1.3 Administration of the Organization. The Board is charged by law with administering its duties consistent with the Act under which it was organized and authorized to regulate the practice of psychology. Consistent with the Administrative Procedure Act and in the interest of the public of the State of Arkansas, the following are the major administrative responsibilities of the Board:

1.3.A. Records. Records of the Board shall be kept, maintained, and available for inspection according to the Freedom of Information Act.

1.3.B. Public Meetings. All Board meetings, except as otherwise specifically provided by law, whether formal or informal, shall be open to the public.

- 1.3.C. Public Notice. The date, time, and place of meetings shall be furnished to anyone requesting the information and shall be routinely published.
- 1.3.D. Forms. All forms and accompanying instructions shall follow these Rules and Regulations.
- 1.3.E. Directory. The Board shall publish a Directory available to the public that includes the following:
- 1.3.E. (1) Names of all licensed individuals in the State.
 - 1.3.E.(2) Level of licensure, whether psychologist or psychological examiner.
 - 1.3.E.(3) Text of Arkansas Code Annotated, Sec 17-97-101, et seq.
 - 1.3.E.(4) A copy of these Rules and Regulations.
 - 1.3.E.(5) Information on Continuing Education requirements for licensure.
 - 1.3.E.(6) Other information considered necessary by the Board to inform the public about the practice of psychology, or needed by the public to make informed use of psychological services. (A copy of the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association adopted by the Board as part of these Rules and Regulations shall be provided upon request to all individuals who do not have a copy and cannot otherwise obtain a copy of the principles.)
- 1.3.F. Newsletter. Persons licensed by this Board shall receive, at least annually, a Newsletter that informs of state and national licensure and regulatory issues.
- 1.3.G. Opinions. Informal opinions given by individual Board members do not reflect the opinion of the full Board. Only opinions, decisions, or policies documented in the written minutes of Board meetings shall be considered binding actions of the Board to be published in the ABEP Newsletter.

SECTION 2. DEFINITIONS

- 2.1 The Board defines the following major terms used in A.C.A. Sec. 17-97-302 and 303.

- 2.1.A. The Board. In these regulations, this term refers to the Arkansas Board of Examiners in Psychology.
- 2.1.B. The Act. This phrase and the term A.C.A. refer to the Arkansas Code Annotated.
- 2.1.C. The Practice of Psychology. Unless specifically exempt by A.C.A. 17-97-103 or 104, no person shall practice psychology in the State of Arkansas in any manner without a valid license issued by the Arkansas Board of Examiners in Psychology.
- 2.1.D. Principles, Methods, and Procedures of the Science of Psychology. These terms are descriptive, rather than limiting, and include those techniques used in evaluating and/or changing behavior, mental processes, and/or interpersonal relations.
- 2.1.E. For Such Purposes. This phrase is descriptive, rather than limiting. It includes such activities as interpersonal facilitation, hypnosis, individual therapy, group therapy, behavior modifications, and/or behavior therapy, and other forms of psychotherapy, counseling, research, assessment, psychological consultation, and other behavior change techniques whatever the location of the service. These activities are examples and are not to be construed as representative of all psychological activities.
- 2.1.F. Overall Personality Appraisal and Classification. This phrase is descriptive and includes diagnostic evaluation of mental disorders such as those contained within acceptable nosological classification systems such as the DSM and ICD, with the exception of psychoeducational or vocational diagnoses.
- 2.1.G. Supervising Psychologist. A psychologist holding a valid and current license, whose training and experience are appropriate for supervision in the areas of the supervised practice, who abides by these Rules and Regulations (See Section 6). Supervising Psychologist is not a legal title, but a description of a role.
- 2.1.H. Effective Communication. The psychologist or psychological examiner providing therapeutic services must maintain a relationship with a qualified physician for the diagnosis and/or treatment of medical problems.
- 2.2. The Board defines the following major terms used in Sections 5 and 6 of these Rules and Regulations:

2.2.A. Qualified Psychologist. Is not a legal title, but is an individual holding a doctorate who meets at least one of the following criteria:

2.2.A.(1) Is a licensed psychologist

2.2.A.(2) Is an instructor of statistics/research design in a graduate department of psychology and holds a joint appointment in another department.

2.2.A.(3) Possesses a documented doctoral degree in psychology.

SECTION 3. BOARD OF EXAMINERS

3.1 Length of Term. Terms of each Board member shall expire on December 31 of the final year of the five (5) year term; however, these Board members shall continue to serve in full capacity until such time as the new member is appointed by the Governor and begins formal responsibilities.

3.2. Revenue. Revenue generated by fees shall constitute the income of the Board.

3.3. Meetings. At least one (1) regular meeting shall be held each year and additional meetings may be held as often as necessary.

3.4. Rules and Regulations. Rules and Regulations shall be adopted as necessary to define the role of the Board and facilitate the performance of its duties on behalf of the people of the State of Arkansas.

3.5. Quorum. A majority of members of the Board shall constitute a quorum for the conduct of business.

3.6. Assistants. Assistants may be hired by the Board, as are necessary to carry on its activities.

3.7. Grants. The Board may accept grants from foundations or institutions as considered necessary by the Board to assist in the fiscal responsibility.

3.8 Letters of Professional Reference. To prevent conflicts of interest, members of the Board may not provide professional references to applicants.

SECTION 4. USE OF TITLE.

4.1 Licensure Requirement. Pursuant to A.C.A. Sec. 17-97-301, it is a misdemeanor for any unlicensed individual to practice or hold him/herself out to the public as being engaged in the practice of psychology. Use of any title incorporating "psychology," "psychologist" or "psychological," or any other title that, by implication, is associated with the practice of psychology, shall be used only by licensed individuals except as provided in A.C.A. Sec. 17-97-307. Use of title by licensed individuals shall not be done in any manner which could reasonably confuse the public as to level of licensure. Individuals who have been certified as School Psychology Specialists by the Department of Education shall use the title, A School Psychology Specialist, and only that title, unless they are licensed as a psychologist or psychological examiner.

4.2 Students/Trainees. Students participating in a recognized training program in the practice of psychology shall clearly show this training status with descriptive terms such as "intern" or "trainee." Without such qualifying terms, they shall not hold themselves out, by title or implication, as qualified to practice psychology. Any use of a title by students which is in violation of these Rules and Regulations and/or A.C.A. Sec. 17-97-101, et seq. may result in disciplinary action by the Board. A student is defined as an individual participating in a recognized training program which has an integrated and organized sequence of graduate level course work in psychology, and whose primary identification is that of student.

SECTION 5. QUALIFICATIONS OF APPLICANTS FOR LICENSURE

5.1. General. The Board shall establish education, experience, and professional requirements for licensure to practice psychology. These qualifications will comply with minimum standard practices in the field of psychology and represent the minimum level of skill and experience necessary for an individual to practice psychology in the State of Arkansas.

5.2 Statement of Intent. Since A.C.A. Sec. 17-97-101, et seq. is a generic licensure law and does not involve specialty licensure in the State of Arkansas, a Statement of Intent must accompany each application for licensure. This document is used by the Board to define and limit the applicant's practice of psychology to those areas in which the applicant has academic training and supervised experience, as per the Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association. The Statement of Intent shall reflect the proposed application of skills and abilities in the practice of psychology, populations to be served, settings in which services will be rendered, and specific professional limitations. Independent practice privileges

within each area listed on the Statement of Intent require a minimum of:

5.2.A. Completion of a three (3) semester hour (or equivalent quarter hour) didactic course, or equivalent instruction, in the relevant area.

5.2.B. Documented evidence of supervised experience in the area.

5.2.C. Documentation by a supervisor of that applicant showing entry level competence in that area.

5.2.D. Supervised practice privileges; this includes:

5.2.D.(1) Completion of a three (3) semester hour didactic course, or equivalent, and

5.2.D.(2) Supervised experience in that area of practice.

The Board's evaluation of the Statement of Intent shall ensure that the applicant has sufficient academic training, supervised experience, skills, abilities, and knowledge of the profession of psychology to practice consistent with the Statement of Intent.

5.3 Requirements for Licensure as a PSYCHOLOGICAL EXAMINER.

5.3.A. A master's degree in psychology or closely related field from an accredited educational institution that the Board recognizes as maintaining satisfactory standards. The institution must have been accredited by the region in which it provides academic training at the time the degree was granted, and the program of study must meet all of the following criteria:

5.3.A.(1) The program is a recognizable coherent entity within the institution.

5.3.A.(2) The program is an integrated, organized sequence of study.

5.3.A.(3) There must be an identifiable psychology faculty on-site sufficient in size to ensure the ratio of faculty to students is adequate for instruction. The faculty must also have sufficient breadth in order to ensure that the scope of knowledge in psychology provides for adequate instruction. Sufficiency shall be subject to the judgment of the Board.

5.3.A.(4) The program has an identifiable body of students who are matriculated in that program for a degree.

5.3.A.(5) The program must include a supervised practicum or internship, or field laboratory training appropriate to the practice of psychology.

5.3.A.(6) The curriculum shall encompass a minimum of two academic years of full-time graduate study, including instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics.

5.3.B. The program of study must meet the following minimum requirements:

5.3.B.(1) Forty-Five (45) graduate semester hours (or (seventy-five (75) quarter hours with an average grade of $\geq B$ or above in the Department of Psychology. If taught in a department other than Psychology, the courses must have been taught by a qualified psychologist as defined in Section 2.2A. of the Rules and Regulations.

5.3.B.1.(a) Individuals who have master's degrees in psychology or its equivalent making application on or prior to August 30, 2002 will be allowed to meet the previous thirty-six (36) or equivalent quarter hour requirement. After this date the standard set forth in 5.3.B.(1) will apply to all psychological examiner applicants.

5.3.B.(2) Graduate level course work of three (3) semester hours (5 quarter hours) with a grade of $\geq B$ or above in seven (7) of the following general areas of psychological study:

5.3.B.(2).(a) Learning (theories or processes).

5.3.B.(2).(b) Statistics (descriptive and inferential).

5.3.B.(2).(c) Individual Intelligence Testing with practicum.

5.3.B.(2).(d) Individual Personality Appraisal.

5.3.B.(2).(e) Behavior Deviation or Abnormal Psychology.

5.3.B.(2).(f) Personality Theories.

5.3.B.(2).(g) Developmental Psychology.

5.3.B.(2).(h) Psychotherapy Theories & Techniques.

5.3.B.(2).(i) Social Psychology.

5.3.B.(2).(j) Industrial/Organizational Psychology

5.3.B.(2).(k) Research Design

5.3.B.(2).(l) Behavior Theory or Techniques of Behavior.

5.3.B.(2).(m) Physiological Psychology or Sensation and Perception

5.3.B.(2).(n) Ethics and/or Professional Issues

5.3.B.(3) A maximum of two (2) of the courses listed in Section 5.3B(1) may be taken as independent study courses. No course work required in Section 5.3B(2) may be taken as independent study. Examples of independent study include but are not limited to the following:

5.3.B.(3).(a) Courses defined by the institution as independent study.

5.3.B.(3).(b) Classes in which fewer than two (2) students are enrolled.

5.3.B.(3).(c) Correspondence courses.

5.3.B.(3).(d) Classes which have less than one (1) class meeting every other week.

5.3.B.(3).(e) Classes which do not meet on an identifiable campus.

However, a course offered within a program which is accredited by the American Psychological Association may have features 5.3.B.(3)(d) and 5.3.B.(3)(e) and not be considered independent study by the Board.

5.3.B.(4) Individual courses must specifically support areas of practice listed on the licensee's Statement of Intent.

5.3.B.(5) Fifteen (15) graduate semester hours (twenty-two [22] graduate quarter hours) of the program of study must specifically support the Statement of Intent to practice Psychology.

5.3.C. A minimum of 600 clock hours of supervised experience directly related to the intended use of the license as defined by the Statement of Intent obtained by formal internship. The internship must meet all of the following criteria:

5.3.C.(1) The training program must be organized, in contrast to supervised experience or on-the-job training, and designed to provide the intern with a preprogrammed sequence of training experiences. The primary focus and purpose must be assuring the breadth and quality of training.

5.3.C.(2) The internship must have at least one designated supervising psychologist who is responsible for the integrity and quality of the training program and who is actively licensed by the State Board of Examiners in Psychology.

- 5.3.C.(3) The agency must have at least one psychologist on the staff or an affiliated psychologist as supervisor and this psychologist must be actively licensed as a psychologist by the State Board of Examiners in Psychology.
- 5.3.C.(4) Internship supervision must be provided by a staff psychologist of the internship agency or by an affiliate psychologist of that agency who carries clinical responsibility for the cases being supervised.
- 5.3.C.(5) The internship must provide training in a range of assessment and treatment activities conducted directly with persons served who are seeking health services, or assessment and treatment planning in school settings.
- 5.3.C.(6) At least 25 percent of the intern's time must be in direct contact with persons served by the organization (minimum 125 hours).
- 5.3.C.(7) The internship must include a minimum of one (1) hour per week (regardless of whether the internship was completed in one year or two) of regularly scheduled, formal, face-to-face individual supervision with the specific intent of dealing with services rendered directly by the intern.
- 5.3.C.(8) The internship must be post-practicum and/or post-clerkship.
- 5.3.C. (9) The intern must have a title indicating his/her training status.
- 5.3.C.(10) The internship must be completed within 24 months.
- 5.3.C.(11) Public announcements of services and fees and contact with the lay or professional community shall be offered only by or in the name of the supervising psychologist or agency.
- 5.3.C.(12) Users of the intern's services shall be informed as to the intern's status, and shall be given specific information as to his/her qualifications and functions.
- 5.3.C.(13) Persons served shall be informed that they may meet with the supervising psychologist at their request, or at the request of the intern or the supervising psychologist.
- 5.3.C.(14) The supervising psychologist is responsible for all documentation including clinical records, reports, and written correspondence. Countersignatures may be required, at the discretion of the supervising psychologist.
- 5.3.C.(15) The supervising psychologist shall establish and maintain a level

of supervisor contact consistent with established professional standards, and be fully accountable in the event that professional, ethical, or legal issues are raised.

5.3.D. Compliance with all requirements set forth in A.C.A. Sec. 17-97-101, et seq. is mandatory.

5.3.E. References attesting to the applicant's ethical and professional behavior and to his/her competence in relevant skill areas must accompany the application. These professional references must include the following:

5.3.E.(1) A reference documenting successful program completion from the Director of the academic training program at the institution where the academic work and/or training were obtained.

5.3.E.(2) Three (3) references from qualified professional psychologists who have direct and comprehensive knowledge of the applicant's competence. A qualified psychologist is defined in Section 2.2.A. of the Rules and Regulations.

5.3.F. Change in Status. Psychological examiners requesting a change to psychologist licensure must submit the appropriate application and documentation materials, pay the application fee, and meet all requirements for licensure as a psychologist.

5.4. Requirements for Licensure as a PSYCHOLOGIST.

5.4.A. A doctoral degree in psychology from a regionally accredited institution that meets the following criteria and is recognized by the Board as maintaining satisfactory standards.

5.4.A.(1) Programs that are accredited by the American Psychological Association or

5.4.A.(2) Programs that meet all of the following criteria:

5.4.A.(2).(a) Training at the doctoral level in professional psychology offered in a regionally accredited institution of higher education.

5.4.A.(2).(b) The psychology program is a recognizable coherent entity within the institution.

5.4.A.(2).(c) The program is an integrated, organized sequence of study.

5.4.A.(2).(d) There must be an identifiable psychology faculty on-site sufficient in size to ensure the ratio of faculty to students is

adequate for instruction. The faculty must also have sufficient breadth in order to ensure that the scope of knowledge in psychology provides for adequate instruction. Sufficiency shall be subject to the judgment of the Board.

5.4.A.(2).(e) The program has an identifiable body of students who are matriculated in that program for a degree.

5.4.A.(2).(f) The curriculum shall encompass a minimum of three academic years of full-time graduate study. In addition to 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 three or more graduate semester hours (five or more graduate quarter hours) in each of these four substantive content areas:

5.4.A.(2).(f).(i). Biological bases of behavior: Physiological psychology, comparative psychology, neuropsychology, sensation and perception, psychopharmacology.

5.4.A.(2).(f).(ii). Cognitive-affective bases of behavior: Learning, thinking, motivation, emotion.

5.4.A.(2).(f).(iii). Social bases of behavior: Social psychology, group processes, organizational and systems theory.

5.4.a.(2).(f).(iv) Individual differences: Personality theory, human development, abnormal psychology.

5.4.B. A reference documenting successful program completion from the Director of the academic training program at the institution where the academic work and/or training were obtained.

5.4.C. Three (3) references from qualified psychologists with direct and comprehensive knowledge of the applicant's competence. A qualified psychologist is defined in Section 2.2.A. of the Rules and Regulations.

5.4.D. Applicants who hold a doctoral degree in a closely allied field may be considered for licensure if the degree is from a regionally accredited institution that is recognized by the Board as maintaining satisfactory standards.

5.4.D.(1) This training must have been in a program that stands as a recognizable entity within the institution, and the program, wherever it may be administratively housed, must clearly be identified and labeled

as a psychology program. Pertinent institutional catalogues and brochures must specify that its intent is to educate and train professional psychologists.

5.4.D.(2) The training must meet all the requirements of Section 5 of these Rules and Regulations.

5.4.E. Academic Course Requirements. Professional education programs in psychology are to be accredited by the American Psychological Association or will include course requirements as follows:

5.4.E.(1) A minimum of eighty (80) graduate semester hours (or one hundred thirty-three(133) graduate quarter hours) with a grade of B or above in the Department of Psychology. If taught in a department other than the Department of Psychology, the course work must have been taught by a qualified psychologist. A "qualified psychologist" is defined in Section 2.2a. of the Rules and Regulations.

5.4.E.(2) Graduate course work of three (3) semester hours (5 quarter hours) with a grade of AB@ or above in seven (7) of the following general areas of psychological study:

5.4.E.(2).(a) Learning (Theories or Processes).

5.4.E.(2).(b) Statistics (Descriptive and Inferential).

5.4.E.(2).(c) Individual Intelligence Testing with practicum.

5.4.E.(2).(d) Individual Personality Appraisal.

5.4.E.(2).(e) Behavior Deviation or Abnormal Psychology.

5.4.E.(2).(f) Personality Theories.

5.4.E.(2).(g) Developmental Psychology.

5.4.E.(2).(h) Psychotherapy Theories and Techniques.

5.4.E.(2).(i) Social Psychology.

5.4.E.(2).(j) Industrial/Organizational Psychology.

5.4.E.(2).(k) Research Design.

5.4.E.(2).(l) Behavior Theory or Techniques or Behavior Modification.

5.4.E.(2).(m) Ethics and Professional Issues.

5.4.E.(2).(n) Physiological Psychology or Sensation and Perception.

5.4.E.(3) A maximum of two (2) of the courses listed in 5.4E.(1) may be taken as independent study courses. No course work required in Section 5.4.E.(2) may be taken as independent study. Examples of independent study include but are not limited to:

5.4.E.(3).(a) Courses defined by the institution as independent study.

5.4.E.(3).(b) Classes in which fewer than two (2) students are enrolled.

5.4.E.(3).(c) Correspondence courses.

5.4.E.(3).(d) Classes which have less than one (1) class meeting every other week.

5.4.E.(3).(e) Classes which do not meet on an identifiable campus.

However, a course offered within a program which is accredited by the American Psychological Association may have features 5.4.E.(3)(d) and 5.4.E.(3)(e) and not be considered independent study by the Board.

5.4.F. Internship. To become licensed as a psychologist in Arkansas, a minimum of two (2) years of qualified experience is required, one of which must be post doctoral. The following training experience is initiated after a minimum of two (2) years of graduate study:

5.4.F.(1) An internship that is accredited by the American Psychological Association which provides training consistent with both the doctoral program of study and the Statement of Intent; or

5.4.F.(2) A 2000 hour internship that meets all of the following criteria:

5.4.F.(2).(a) The training program must be organized, in contrast to supervised experience or on-the-job training, and designed to provide the intern with a programmed sequence of training experiences. The primary focus and purpose must be assuring the breadth and quality of training.

5.4.F.(2).(b) The internship agency must have a clearly designated staff psychologist who is responsible for the integrity and quality of the training program and who is actively licensed/certified by the State Board of Examiners in Psychology.

5.4.F.(2).(c) The internship agency must have two or more psychologists on the staff as supervisors, at least one of whom must be actively licensed as a psychologist by the State Board of

Examiners.

- 5.4.F.(2).(d) Internship supervision must be provided by a staff member of the internship agency or by an affiliate of that agency who carries clinical responsibility for the cases being supervised. At least half of the internship supervision must be provided by one or more psychologists.
- 5.4.F.(2).(e) The internship must provide training in a range of assessment and treatment activities conducted directly with patients seeking health services.
- 5.4.F.(2).(f) The internship must be completed within a multidisciplinary setting. The contribution of a minimum of two (2) other disciplines, whose expertise is germane, into the evaluation and intervention decisions in professional problems areas is considered a necessary aspect of professional training and experience.
- 5.4.F.(2).(g) At least 25 percent of the intern's time must be in direct patient contact (minimum 375 hours).
- 5.4.F.(2).(h) The internship must include a minimum of two (2) hours per week (regardless of whether the internship was completed in one year or two) of regularly scheduled, formal, face-to-face individual supervision with the specific intent of dealing with health services rendered directly by the intern. There must also be at least two (2) additional hours per week in learning activities such as: case conferences involving cases in which the intern was actively involved; seminars dealing with clinical issues; co-therapy with a staff person including discussion; group supervision; or additional individual supervision.
- 5.4.F.(2).(i) Training must be post-clerkship, post-practicum, and post-externship level.
- 5.4.F. (2)(j) The intern must have a title indicating his/her training status.
- 5.4.F.(2).(k) The internship agency must make available to prospective interns a written statement or brochure that describes the goals and content of the internship, stating clear expectations for quantity and quality of the intern's work.
- 5.4.F.(2).(l) The internship experience must be completed within 24 months.

5.4.F.(2).(m) Public announcement of services and fees and contact with the lay or professional community shall be offered only by or in the name of the supervising psychologist or agency.

5.4.F.(2).(n) Users of the intern's services shall be informed as to the intern's status, and shall be given specific information as to his/her qualifications and functions.

5.4.F.(2).(o) Persons served shall be informed that they may meet with the supervising psychologist at their request, or at the request of the intern or the supervisor.

5.4.F.(2).(p) The supervisor is responsible for all documentation including clinical records, reports, and written correspondence. Countersignatures may be required, at the discretion of the supervising psychologist.

5.4.F.(2).(q) The supervisor shall establish and maintain a level of supervisory contact consistent with established professional standards, and be fully accountable in the event that professional, ethical, or legal issues are raised.

5.4.F.(2).(r) The internship agency must have a minimum of two (2) interns at the doctoral level of training during applicant's training period. An internship with only one intern must be approved by the Board as clearly meeting all items a-q.

5.4.F.(3) For practice which is not health service related, i.e., does not provide direct ameliorative services, 2,000 hours of supervised training experience consistent with the doctoral program of study and the Statement of Intent to practice psychology.

5.4.G. All requirements listed in A.C.A. Sec. 17-97-101, et seq. must be met.

5.4.H. Postdoctoral Supervised Experience. At least one year of postdoctoral supervised experience is required. This experience must be in line with the individual's program of doctoral study and consistent with the Statement of Intent to Practice. The postdoctoral experience must be full-time (40 hours per week) for at least one calendar year (50 weeks), or a total of 2000 hours of appropriate experience, or equivalent, within a period not to exceed four (4) years. A part-time post-doctoral supervised experience must be pre-approved by the Board. The postdoctoral experience must be under the supervision of a licensed psychologist(s) whose Statement of Intent to Practice is consistent with the areas(s) of supervised experience.

5.4.H.(1) The supervisee must receive and accumulate a minimum of one (1) hour per week of regularly scheduled, formal face-to-face

supervision with the specific intent of dealing with services rendered directly by the supervisee.

5.4.H.(2) Because the professional practice of psychology is not limited to clinical work, components of practice other than direct ameliorative services may be included in the postdoctoral supervised experience. These components include:

5.4.H.(2).(a) Teaching of psychology at a recognized academic institution.

5.4.H. (2).(b) Research in psychology.

5.4.H.(2).(c) Psychological assessment.

5.4.H.(2).(d) Psychological therapy.

5.4.H.(2).(e) Consultation in psychology

5.4.H.(2).(f) Psychological or mental health related administration

5.4.H.(3) Applicants for licensure as a psychologist may be considered for provisional licensure applicant status during their one-year, postdoctoral supervised experience. Provisional Licensure Applicant Status may be extended beyond one year at the discretion of the Board.

5.4.H.(3).(a) Applicants shall be considered a provisional licensure applicant when all other criteria of Section 5.5 are met.

5.5. Application Procedures for Licensure (All Applicants).

5.5.A. Inquiries. Application inquiries and completed application forms shall be submitted to the Administrative Staff of the Board.

5.5.B. Application Package. Upon request, and following payment of the application fee, the Administrative Staff will provide the applicant with the approved application packet.

5.5.C. A first time applicant whose application is received on or after October 1, 1997, must apply to the Identification Bureau of the Arkansas State Police for a state and national criminal background check. The applicant must sign a release of information to the Board and shall be responsible to the Arkansas State Police for the payment of any fee associated with the criminal background check.

5.5.D. Completed Application. In order for the application to be considered

complete, the applicant's file must contain all requested documentation, information, and validation, and the total application fee must be paid. The Credentials Review Committee will not review an application until it is complete.

5.5.E. The course work required in Sections 5.3 and/or 5.4 must be documented in the application. If necessary, clarifying documents may be submitted that describe the pertinent content of courses. Such documents may include the educational institution's catalog, a letter from the instructor(s), or a copy of the course outline. For courses taught outside a Department of Psychology, the instructor's credentials must be verified as per Section 2.2.a. of the Rules and Regulations.

5.5.F. Provisional Licensure Applicant Status

5.5.F.(1) Only provisional licensure applicants may practice psychology in the State of Arkansas without holding a valid and current license, except as discussed in Section 7. Provisional licensure applicants may practice psychology under the supervision of a qualified psychologist and under the regulations established for supervision of provisional licensure applicants (Section 6). Any other persons practicing psychology by title or implication may be subject to disciplinary action pursuant to A.C.A. Sec. 17-97-101, et seq.

5.5.F.(2) The applicant shall be considered a provisional licensure applicant when the Credentials Review Committee (CRC) approves all application materials and admits the applicant to the next scheduled written examination. Upon receiving provisional licensure applicant status, an applicant will be notified by the Board of that status.

5.5.F.(3) Provisional Licensure, unless a reciprocity applicant, applicants may not practice psychology independently. They may practice only under the direction and control of a licensed psychologist, or public or private agency, institution, or organization with which the supervisor is associated.

5.5.F.(4) Decision Regarding Application. Following formal credentials review, a positive recommendation shall qualify the applicant for provisional licensure applicant status. If the recommendation is not positive, the application under review shall be submitted to the full Board for review. An affirmative vote of a majority of the Board shall be held as evidence that the applicant has been assigned provisional licensure applicant status and has been admitted to the next scheduled written and/or oral examination. Provisional licensure applicant status shall be revoked and the applicant shall not be eligible for licensure if the information from the Identification Bureau of the Arkansas State Police reveals that the applicant has pleaded guilty or

nolo contendere to, or been found guilty of, any offense listed in A.C.A. 97-310. An applicant whose status is revoked may appeal this action through procedures identified in Section 12.2.

5.5.G. Notification of Status. Following formal credentials review, the applicant shall be notified by the Administrative Staff of the status of the application.

5.5.H. Collateral Notification. Upon completion of the application process, the Administrative Staff shall, at the request of the applicant, notify prospective or current employers of the applicant's status.

5.6 Interjurisdictional Practice of Psychology.

5.6.A. An individual licensed to practice psychology in another jurisdiction may obtain a license to practice psychology in this jurisdiction without written examination, so long as the requirements for a license in the former jurisdiction are equal to, or exceed, the requirements for a license in this jurisdiction, as defined by A.C.A. Sec. 17-97-101, et seq. and the rules and regulations of the Board. The Board has determined that the States who have entered into the Association of State and Provincial Psychology Boards' Agreement of Reciprocity, pursuant to the criteria in effect on June 1, 1999, have requirements for licensure at the doctoral level, which are equal to, or exceed, the requirements for a license in Arkansas. It has also been determined an applicant for licensure who holds a Certificate of Professional Qualification (CPQ) issued by the Association of State and Provincial Psychology Boards (ASPPB), shall be deemed to have met the educational and experience requirements for licensure. Such licensees may be subject to disciplinary action for any of the grounds listed in A.C.A. Sec. 17-97-310 and Rule 10.5. on the same basis as other licensees, including actions taken in another jurisdiction.

5.6.B. Individuals desiring to apply for licensure, at the doctoral level, pursuant to this provision (Regulation 5.6) who are licensed in a state which has entered into the Association of State and Provincial Psychology Boards' Agreement of Reciprocity, pursuant to the criteria in effect on June 1, 1999 must:

5.6.B.(1) Complete the application on the forms provided by the Administrative Staff. Following payment of the application fee, the Administrative Staff will provide the applicant with the approved application packet. Request must be made for an Agreement of Reciprocity packet.

5.6.B.(2) Pay the appropriate application fee.

5.6.B. (3) Apply to the Identification Bureau of the Arkansas State Police for a state and national criminal background check. The applicant must sign a release of information to the Board and shall

be responsible to the Arkansas State Police for the payment of any fee associated with the criminal background check. In order to be considered for licensure, it must be determined that said individual has not been found guilty of or pleaded guilty or nolo contendere to any of the offenses listed in A.C.A. 17-97-312 (f), or have the Board waive the same pursuant to A.C.A. 17-97-312 (h)(1).

5.6.B.(4) In order for the application to be considered complete, the applicant's file must contain all requested documentation, information, and validation, and the total application fee must be paid. The Board will not review an application until it is complete.

5.6.C. Individuals desiring to apply for licensure pursuant to this provision (Regulation 5.6) who are not licensed in a state who have entered into the Association of State and Provincial Psychology Boards' Agreement of Reciprocity, pursuant to these criteria must:

5.6.C.(1) Complete the standard application and meet all requirements as set out in Regulation. 5.5.

5.6.C.(2) Request the Board to determine that the jurisdiction in which the applicant is licensed has standards that are not lower than those required by Arkansas law. In the event such a determination is made, the applicant is subject to being licensed without the necessity of an oral examination. All other requirements will remain the same.

5.6.D. It is not considered to be practicing if the licensed individual from another jurisdiction is involved in:

5.6.D.(1) One-time case consultation, with prior Board approval.

5.6.D. (2) Voluntary disaster relief, with appropriate training, under the auspices of the American Red Cross or similarly organized programs.

5.6.E. The one-time licensed individual from another jurisdiction must notify the Board at the time, or in advance if possible, of any such consultation.

SECTION 6. SUPERVISION

6.1 Applications. Qualified supervision is required for those individuals who:

- 6.1.A. Are provisional licensure applicants who have been approved by the Board for the practice of psychology under qualified supervision. A provisional licensure psychologist applicant who has held a psychologist license in another jurisdiction for a period of 5 years is exempt.
- 6.1.B. Are in the process of acquiring supervised experience which has been approved by the Board to meet the internship requirements for licensure as a psychologist.
- 6.1.C. Are licensed psychological examiners who are required by law to be supervised in some activities of the practice of psychology with the exception of psychoeducational testing and diagnosis as consistent with their Statement of Intent to Practice.
- 6.1.D. Are deemed by the Board, because of academic, experiential, professional, or personal background reasons or because of formal adjudication or stipulated agreement, to require supervision in the practice of psychology.

6.2. General Responsibilities in the Supervisory Arrangement.

- 6.2.A. Arrangements for professional supervision shall be the responsibility of the supervisee. The Board shall not assume responsibility for establishing supervisory relationships.
- 6.2.B. A specific plan of supervision must be filed by the supervisor and the supervisee for approval by the Board prior to any delivery of services by the supervisee. The plan shall be individualized for the supervisee, protect the public interest, and increase and/or maintain the supervisee's level of professional skills.

6.2.B.(1) The plan of supervision must include the following:

6.2.B.(1).(a) A clear definition of the area(s) of practice to be supervised, including the types of activities and the populations served.

6.2.B.(1).(b) The frequency and times of supervisory sessions and specific areas to be covered, i.e., individual/group psychotherapy, assessments, tests administered, etc., will be determined by the supervising psychologist.

6.2.B.(1).(c) A statement of educational and experiential goals for the

supervisory period which may include formal course work, workshops, pertinent literature study, etc.

6.2.B.(1).(d) The plan shall be signed by both supervisor and supervisee.

6.2.B.(2) Exceptions or modifications to the plan shall be communicated to the Board within thirty (30) days.

6.2.B.(3) Should the supervisor and supervisee have an unresolved disagreement regarding the plan of supervision, either party may initiate an appeal to the Board for resolution. For specialized areas in which the Board may lack expertise, the board may appoint a committee of at least three (3) experienced psychology professionals to review the matters in contention and make recommendations to the Board for the Board's decision.

6.2.C. The supervisor shall establish and maintain a level of supervisory contact consistent with professional standards, insuring the welfare of the public, and the ethical and legal protection of the supervision process.

6.2.C.(1) A minimum of 1 hour of face-to-face supervision per week for provisional licensure applicants who have not previously held a psychology license. There may be special circumstances, e.g., geographical or confirmed physical hardship, when a jurisdiction may consider a variance in the frequency of the supervision sessions so that a minimum of four (4) hours per month of one-to-one supervision shall be maintained.

6.2.D. While the Board recognizes that the number of persons supervised by a given psychologist may vary, the Board reserves the right to require documentation by the psychologist of the adequacy of supervision when one psychologist is supervising multiple licensed professionals or applicants for licensure.

6.2.D.(1) The Identity and role of the supervisor should be clearly documented, with the supervisor's signature, in the clinical record of each person served. This is to notify users of the record that the case is being supervised and to acknowledge that the supervisor is aware of the psychological examiner's work in each case. (The Board does not require co-signature of progress notes; however, co-signature is one option for documenting supervision at the discretion of the supervisor.)

6.2.E. The Board requires the supervisor to be clearly aware of the professional skills, practices, ethics, and abilities of each person being supervised.

6.2.E.(1) Supervisors may only supervise those areas of practice Indicated in their own Statement of Intent.

6.2.F. A psychologist may be disqualified by the Board as a supervisor should he/she fail to provide adequate supervision under the requirements of the Rules and Regulations of the Board.

6.2.G. As of October 1, 2000, the following shall be in effect: Supervising psychologists shall be licensed or certified for the practice of psychology and must be aware of and abide by the ethical principles and state or provincial statutes pertaining to the practice of psychology in general and to supervision in particular. Supervisors have adequate training, knowledge and skill to render competently any psychological service that their supervisee undertakes. They shall not permit their supervisee to engage in any psychological practice that they cannot perform competently themselves. The supervisor has the responsibility to interrupt or terminate the supervisee's activities whenever necessary to ensure adequate training and the protection of the public. The supervisor has at least two (2) years of post licensure experience and has had training and/or experience in supervision.

6.2.G.(1) Psychologists licensed in Arkansas prior to October 1, 2000, may apply for supervision status by October 1, 2000 without meeting the above provisions.

6.2.H. Supervision sessions should be documented giving dates, time spent, nature of the contact with the supervisor, and both signatures.

6.3. Requirements of Supervision.

6.3.A. Supervision of Students. Students who are enrolled in a program of study (as defined in Sections 5.3B, 5.3C, 5.4B, 5.4C of these Rules and Regulations) shall be supervised in any and all practice of the profession of psychology, in keeping with the regulations for training students in the practice of psychology, and shall be the responsibility of the psychologist supervisor, both site and academic. Supervision of students (as defined in Sections 4.2 and 7.2) shall not be monitored by this Board.

6.3.B. Supervision of Licensed Psychological Examiners.

6.3.B.(1) An annual supervision report, due by June 30 of each year, shall be mandatory for all licensed psychological examiners who are engaged in those professional activities that, by law, require supervision. The report shall detail the types of activities in which the supervisee is engaged.

- 6.3.B.(1).(a) It is the responsibility of the supervisee to see that the annual report is sent to the Board.
- 6.3.B.(2) The Supervision Report Form shall be designed by the Board to provide the information necessary to monitor the nature of supervision. The following minimal information shall be included:
 - 6.3.B.(2).(a) Supervisee's name and signature.
 - 6.3.B.(2).(b) Supervisor's name and signature.
 - 6.3.B.(2).(c) Frequency and type of scheduled supervision sessions, and nature of supervision contacts, whether individual, group, telephone, or correspondence.
 - 6.3.B.(2).(d) Total number of hours of supervision per type of contact as defined in (c) above.
 - 6.3.B.(2).(e) Periods of supervision covered in the report.
 - 6.3.B.(2).(f) Description of the nature of unscheduled supervision and contact of supervisor with supervisee.
 - 6.3.B.(2).(g) Description of supervisee's general functions being supervised.
 - 6.3.B.(2).(h) Description of any specific areas covered in the supervision process, e.g., expanding practice, etc.
- 6.3.B.(3) Any change of status in the supervisory relationship must be reported in writing by the supervisee to the Board within ten (10) working days of the change of status.
- 6.3.B.(4) The Board recognizes that, under all circumstances, the variability of practice, level of professional skill, and personal/professional characteristics of the psychological examiner is such that individually tailored supervision is necessary. The specific content of the supervised procedures shall be worked out between the individual supervisor and the psychological examiner and shall ensure the rights and promote the welfare of the public of the State of Arkansas. Psychological examiners can practice psychoeducational evaluation and diagnosis without supervision. However, A.C.A. Sec. 17-97-102 requires supervision of psychological examiners for "overall personality appraisal or classification, personality counseling, psychotherapy, or personality adjustment techniques." Supervisors are responsible for all these services provided by psychological examiners under their supervision, whatever the method of

documentation of personality evaluations and treatment plans. Cosignature is one option for documenting this relationship and supervision.

6.3.B.(5) As required by law, when inquiry is made, users of the psychological examiner's services shall be informed when services provided are supervised.

6.3.C. Supervision of Provisional Licensure Applicants. (See also Section 5.5E)

6.3.C.(1) All services provided by a provisional licensure applicant must be supervised by a qualified psychologist, unless they are a candidate for licensure via reciprocity. The licensed psychologist who provides supervision for the applicant will be clinically and professionally responsible for the work of the supervisee. The supervisor shall be accessible to the supervisee at any point during the supervisory relationship. The supervisor's relationship with the supervisee shall be separate from that of a consultant, who may be called in at the discretion of the applicant. The consultant will have no clinical or professional accountability for the services provided or for the welfare of the client/patient/consumer.

6.3.C.(2) Public announcement of services and fees, and contact with the lay or professional community shall be offered only in the name of the supervising psychologist. Titles of applicants must clearly show their supervised status.

6.3.C.(3) Users of the applicant's services shall be informed of his/her status, and shall be given specific information about his/her qualifications and functions.

6.3.C.(4) Clients/patients/consumers shall be informed that they may meet with the supervising psychologist at their request or at the request of the service provider or the supervisor.

6.3.C.(5) Setting and receipt of a fee shall remain the sole responsibility of the employing agency or supervising psychologist.

6.3.C.(6) All written professional reports and communications shall be countersigned by the supervising psychologist.

6.3.C.(7) The supervisor shall establish and maintain a level of supervisory contact consistent with established professional standards, and be fully accountable in the event that professional, ethical, or legal issues are raised.

6.3.C.(8) An ongoing record of supervision shall be maintained that details

the types of activities in which the applicant is engaged, the level of competence in each, and the type and outcome of all procedures.

6.3.C.(9) Supervision Report Forms from the supervising psychologist shall be mandatory during the period the applicant is practicing psychology without a license. These reports shall be the joint responsibility of the supervisor and the supervisee. These reports shall be submitted to the Board on a quarterly basis, with a minimum of one report made available to the Board prior to the Oral Review/Examination. These reports will be reviewed by the Credentials Review Committee of the Board. Review responses shall be given to the supervisor and the supervisee as necessary to assure the Rules and Regulations of this Board are fulfilled.

6.3.D. Supervision of Licensed Professionals Who are Expanding Their Practice of Psychology

6.3.D.(1) Licensed individuals may expand their Statement of Intent to practice psychology in the State of Arkansas through continuing education, or academic training, plus further supervised practice, or as otherwise permitted by law or regulation.

6.3.D.(2) Supervision of those who wish to expand their Statement of Intent must meet all general requirements of supervision as set forth in these Rules and Regulations (Section 6).

6.3.D.(3) Credentialing for expansion of the Statement of Intent to practice psychology must meet the credentialing requirements of the Credentials Review Committee which are set forth in the application process (Section 5.)

6.4. Board Review. Failure of the supervisee or supervisor in the supervisory relationship to comply with these requirements and responsibilities shall be subject to Board review and possible disciplinary action pursuant to A.C.A. Sec. 17-97-310.

SECTION 7. PRACTICE WITHOUT LICENSE PROHIBITED

7.1 General. When the Board is made aware of a violation or possible violation of Section A.C.A. Sec. 17-97-301 or 307, a registered letter with a return receipt requested shall be mailed to the individual in question, calling to his/her attention the pertinent aspects of the law and the Rules and Regulations of the Board. If the individual continues the verified illegal practice, the information shall be forwarded to the appropriate law enforcement authorities for legal action. Upon conviction he/she shall be fined not less than five hundred dollars (\$500) nor more than one thousand dollars (\$1,000).

7.2. Students. Psychology students, psychological interns, and others preparing for the profession of psychology shall use titles that clearly indicate their training status such as Psychology Intern." Psychology students, psychological interns and others preparing for the profession of psychology are defined as those who are rendering services as part of their training in an integrated, organized sequence of graduate level course work.

7.3. Temporary Permit or License. Applicants have up to a twelve (12) month grace period to practice psychology under qualified supervision beginning with notification of provisional licensure applicant status. The grace period allows an applicant to complete the written and oral examinations and obtain licensure, while involved in supervised practice in the profession of psychology. Any applicant who does not become licensed and continues to practice psychology beyond the approved grace period, shall be notified that the practice is in violation of A.C.A. Sec. 17-97-101, et seq. and may be subject to appropriate legal action.

7.4. Provisional License. The board shall issue a provisional license to an applicant who has:

7.4.A. Satisfied the preliminary requirements of 17-97-302 and 17-97-303; and

7.4.B. Paid the fee for a provisional license.

A provisional license holder is entitled to practice psychology under supervision of a psychologist to meet the requirements for issuance Of a license under 17-97-305.

The board shall adopt rules that apply to provisional license holders identifying:

7.4.B.(1) The activities that holders may engage in; and

7.4.B.(2) Services that may be provided by holders.

The Board may refuse to renew the provisional license of a person who does not meet the requirements prescribed by 17-97-303.

7.5. Provisional License Application:

7.5.A. An applicant for examination for a provisional license must:

7.5.A.(1) Have received:

7.5.A.(1)(I) Apply on forms prescribed by the board; and

7.5.A.(1)(ii) Submit the required fees with the application.

7.5.A.(2) The board may require that the applicant verify the application.

7.5.B. Provisional license examination qualifications:

7.5.B.(1) An applicant may be granted a provisional license if the applicant:

7.5.B.(1)(I) Has received:

7.5.B.(1)(ii) A doctoral/master's degree in psychology From a regionally accredited educational institution; or

7.5.B.(1)(ii)(a) A doctoral/master's degree in psychology, or the substantial equivalent of a

doctoral/master's degree in psychology in both subject matter and extent of training from a regionally accredited educational institution;

7.5.C. Has attained the age of majority;

7.5.D. Has good moral character;

7.5.E. Is physically and mentally competent to provide psychological services with reasonable skill and safety, as determined by the board.

7.5.F. Is not afflicted with a mental or physical disease or condition that would impair the applicant's competency to provide psychological services;

7.5.G. Has not been convicted of a crime involving moral turpitude or a felony.

7.5.H. Does not use drugs or alcohol to an extent that affects the applicant's professional competency;

7.5.I. Has not engaged in fraud or deceit in making the application; and

7.5.J. Has not:

7.5.J.(1) Aided or abetted the practice of psychology by a person not licensed under these Rules and Regulations in representing that the person is licensed under these Rules and Regulations;

7.5.J.(2) Represented that the applicant is licensed under this chapter to practice psychology when the applicant is not licensed; or

7.5.J.(3) Practiced psychology in this state without a license under this chapter or without being exempt under this chapter.

7.5.K. In determining under Arkansas Code 17-97-302(b)(1)(B) whether a degree is substantially equivalent to a doctoral/master's degree in psychology, the board shall consider whether at the time the degree was conferred, the program met the prevailing standards for training in the area of psychology, including standards for training the clinical, school and industrial counseling.

7.6. Employment of Individuals Not Licensed by This Board.

7.6.A. Individuals Licensed in Another Profession. Psychologists/Psychological Examiners may employ or utilize individuals who are licensed members of another profession to provide only activities or services permitted by the applicable license or licenses held by that individual. These services and activities may not be described or represented to the patient or client as psychological services, and the individual must be clearly identified to the patient or client as a licensee of the applicable profession who is providing services pursuant to that individual's own license.

7.6.B. Unlicensed, Non-Exempt Individuals. Psychologists/Psychological Examiners may employ un-licensed, non-exempt individuals only to perform services which do not constitute the practice of psychology or the activities and services of another licensed profession as specified in statutes 17-97-102, 17-97-103 and 17-97-104. Such activities are to be fully described in the Psychologist's/Psychological Examiner's documentations, reports, and statements for remuneration. Permissible duties include:

7.6.B.(1) Secretarial and clerical duties such as scheduling appointments or processing insurance forms.

7.6.B.(2) Non psychometric data gathering, such as obtaining personal histories or obtaining documentation for record keeping purposes, provided that it does not require psychological education or involve the provision of psychological services.

7.6.B.(3) Administering, proctoring, or scoring non-projective assessment instruments that include self report inventories in their various forms and formats, paper and pencil tests, group administered tests, rating scales, or screening instruments that do not specify psychological training as required for administration, do not require collegiate level psychological education, do not require behavioral observations, or constitute the application of recognized principles, methods, and procedures of the science and profession of psychology as specified in 2.1.D.

Individuals performing these services must be supervised by a qualified licensed Psychologist or Psychological Examiner who maintains the ultimate responsibility for psychological services as specified in statute 17-97-102.

7.6.B.(4) Technical, educational, or other duties that are adjunctive to and incorporated into the provision of psychological services such as providing educational information or assisting a client's work with a computer, special equipment or special materials, incidence reporting, connection of monitoring equipment and data gathering sensors to the client/patient provided the duties do not require formal collegiate psychological education or involve the provision of psychological services or the services or activities of another licensed profession.

7.6.C. Technicians as Psychologist and Psychological Examiner Extenders. Technicians may be employed for the performance of psychological assessment services, provided they are minimally licensed or provisionally licensed at the master's Psychological Examiner level and are supervised as specified in statute 17-97-102. Supervisors must have supervisory areas approved by the Board in their Statement of Intent to Practice Psychology.

Provisionally licensed individuals are not to utilize technicians to perform assessment services. Psychological Examiners shall only supervise individuals who are currently licensed as Psychological Examiners and have a Board approved Statement of Intent to perform the psychological services rendered. These psychological services shall be limited to those areas of practice which are permitted, by law, to be performed without the supervision of a licensed Psychologist.

7.6 .C.(1) Administration and /or scoring of psychological instruments that require formal collegiate level psychology education and individualized training for interpretive scoring and behavioral observations must be accomplished by individuals who are licensed , hold provisional licensure as Psychological Examiners or Psychologists, or be involved in formal psychological internships.

7.6.C.(2) Instruments that require licensure for administration include but are not limited to projective tests, individual intelligence tests, and individual achievement tests or other tests of cognitive ability. Examples include but are not limited to the Rorschach, the Thematic Apperception Test, the various Wechsler scales, the Stanford-Binet, the McCarthy Scales of Children's Abilities, the various individualized Kaufman scales, the Woodcock-Johnson Psychoeducational/Cognitive Batteries, the various Bender Gestalt formats, the Halstead-Reitan Neuropsychological Battery, and the Luria-Nebraska Neuropsychological Battery.

7.6.C.(3) The supervisor Psychologist/Psychological Examiner shall insure that the supervisee possesses skills commensurate with the work assigned.

7.6.C.(4) The supervisor Psychologist/Psychological Examiner shall plan all service delivery procedures in consultation with the supervisee. The supervisor shall acquire knowledge of clients/patients, through face-to-face contact to the degree sufficient to carry out this duty effectively.

7.6.C.(5) The supervisor Psychologist/Psychological Examiner shall be available for emergency consultation and intervention.

7.6.C.(6) The supervisor Psychologist/Psychological Examiner shall insure the supervisee signs all reports, records and other communications prepared by the supervisee and credits the supervisee's work in written communication for internal agency

and/or outside distribution of reports. Countersignature is an option.

SECTION 8. EXAMINATION OF APPLICANTS

8.1 General. Examination of applicants includes formal examination of academic, personal, and experience credentials, a written examination, and an oral interview/examination. This multilevel examination process is designed to screen applicants for the practice of psychology in the State of Arkansas so that the public is protected according to the law under which the Board functions. Furthermore, it assures that applicants for licensure in the profession of psychology meet the minimum standards for the professional practice of psychology.

8.2 Admission to Written Examination. Any applicant whose credentials have been approved either through formal credentials review or by the full Board, and who has paid the required examination fee, shall be admitted to the written examination. Approved applicants must present one photographic identification for admission to the examination site.

8.3 Written Examination. Applicants are required to take the Examination for Professional Practice in Psychology (EPPP) and other tests as designated by the Board. The purpose of written examination is to assess the applicant's range of knowledge of recognized psychological principles and techniques, and knowledge of the ethics of the profession of psychology. (The Board retains the right to utilize additional written examinations to allow applicants to demonstrate their range of understanding of principles, techniques, statutes, and ethical concerns which relate to the intended practice of psychology within the State of Arkansas.)

8.3.A. Frequency of Examination. The written examination shall be offered no less than twice a year.

8.3.B. Notification of Results. The applicant shall be notified of the results of the written examination. The applicant's score, the national mean, and the Board's cut-off scores of 60 percent for psychological examiners and 70 percent for psychologists shall reflect a "pass" or "failure to pass" statement for the level of practice for which the applicant is applying. These scores shall be replaced by the Association of State and Provincial Psychology Board's (ASPPB) established standard scores of 500 (for licensed psychologist level) and 450 (for licensed psychological examiner) as soon as this scoring system is adopted by ASPPB.

8.3.B.(1) Pass: All applicants who pass the written examination shall take an interview and an oral examination. The oral examination will ordinarily be conducted at the next regularly scheduled oral examination following the applicant's receipt of written examination

results.

8.3.B.(2) Failure to pass.

8.3.B.(2).(a) Psychologist applicants who fail to pass the written examination at the psychologist cut-off point, but whose scores exceed the psychological examiner cut-off point, may petition the Board for licensure at the psychological examiner level.

8.3.B.(2).(b) Petition for Extension. An applicant who fails to pass the written examination may submit a formal written request to the Board for an extension of time to practice psychology under qualified supervision. The Board shall determine whether to grant or refuse this request.

8.3.B.(2).(c) A candidate for Examination may take the EPPP no more than four times during the twelve (12) month Grace Period (Section 7.3) and must wait for a period of 60 days between administrations.

8.4. Interview and Oral Examination. Pursuant to A.C.A. Sec. 17-97-304, and to provide a comprehensive evaluation of an applicant's knowledge of the field and practice of psychology and related matters, the Board uses a formal interview and oral examination to complement the written examination.

8.4.A. Frequency of Interview and Oral Examination. Interview and oral examinations shall be held not less than two (2) times per year.

8.4.B. A passing score on the written examination qualifies the applicant for admission to the interview and oral examination. The applicant shall be notified of a scheduled time for the examination. Failure to be present for the examination may result in a six (6) month delay before rescheduling can occur. In unusual circumstances, the Board may, at its option, extend the grace period during which the applicant may practice psychology under qualified supervision. Any applicant who has not been granted a grace period extension, and who continues to practice psychology without a license, may be subject to action by the Board pursuant to A.C.A. Sec. 17-97-101, et. seq.

8.4.C. The interview and oral examination is utilized by the Board to examine any areas where the applicant may fail to meet the minimum requirements for licensure and to assure the Board that the individual is credentialed for the practice of psychology in the State of Arkansas. This examination may include, but is not limited to, the following: questions related to the ethics of the profession of psychology, the applicant's Statement of Intent to practice psychology, the applicant's use of title, supervisory requirements, any work samples which may be requested, and the applicant's knowledge of

the field of psychology, the Arkansas statutes regulating the practice of psychology, and related matters.

8.4.D. Oral examinations shall be conducted by at least two Board licensed individuals, one of whom must be a current member of the Board and one of whom may be a past Board member. Recommendations of "Pass," "Failure to Pass," or "Borderline Pass with Restrictions" will be presented to the full Board for approval. Non Board member examiners will be limited to previous Board members who are sworn in as examiners prior to administering oral examinations.

8.4.E. Consumer and Senior Citizen members participate in the interview and oral examination and may pose questions of concern to the public. The Consumer and Senior Citizen Representatives cannot grade oral examination results pursuant to A.C.A. Sec. 17-97-201 (B) (iii), et seq.) Both may vote as members of the full board on passage or failure of the candidate.

8.4.F. If there are unresolved questions after the oral examination concerning the applicant's ability to practice, the Board may formally request any/all of the following:

8.4.F.(1) Additional work samples.

8.4.F.(2) Clarification of the Statement of Intent.

8.4.F.(3) Additional letters of professional reference.

8.4.F.(4) Additional supervised experience.

8.4.F.(5) Additional academic work.

8.4.F.(6) Other evidence requested by the Board of the applicant's qualifications and competence to practice psychology as defined by A. C. A. Sec. 17-97-101, et seq.

8.4.G. If it is the determination of the Board that the applicant does not possess the judgment and skills necessary to assure basic competency, the reasons for this determination by the Board shall be cogently, objectively, and formally submitted in writing to the applicant.

8.5. Applicants with Disabilities. The Board shall provide all reasonable accommodations to applicants with disabilities in all aspects of the application process consistent with the Americans with Disabilities Act.

SECTION 9. CONTINUING EDUCATION

9.1. License holders must meet the following minimum continuing education requirements to renew their licenses to practice psychology in the State of Arkansas.

9.1.A. Each licensee must submit satisfactory evidence of completion of a minimum of 40 hours of continuing education activity during the defined previous biennium. The defined bienniums begin with the years of January 1, 1994 through December 31, 1995. (Thus, a biennium begins on even-numbered years.) For this purpose, the Board recognizes a general category of continuing education activities and allows licensees to distribute activities among the following:

9.1.A.(1) Professionally relevant activities in formal settings to include:

9.1.A.(1).(a) Any educational experience approved by APA.

9.1.A.(1).(b) Collaborative study with a psychologist(s) which involves supervised independent study and/or training. This activity may include supervision-related activities for a maximum of 10 clock/contact hours per year if specific training goals are clearly documented. Licensees must be able to document training goals for such study activities.

9.1.A.(2) Also acceptable are experiences which are of demonstrable professional benefit to the licensee. These would include:

9.1.A.(2).(a) Workshops provided by a qualified professional from state and nationally recognized training programs, i.e., the American Medical Association, the National Association of Social Workers, the Association for Counseling Development, etc. Training must be provided by a qualified professional.

9.1.A.(2).(b) In-service training programs related to the practice of psychology.

9.1.A.(2).(c) Formal academic course work related to the development or maintenance of skills related to the practice of psychology. These must be offered by regionally accredited academic institutions. Both undergraduate and graduate course work will be acceptable. A maximum of 20 hours per course is allowed.

9.1.A.(2).(d) Documentation of teaching a new course or publishing an article, book, or monograph in an area of behavioral science.

9.1.A.(2).(e) Presentation at a first-time poster session, workshop, or in-service training at the local, state, or national level. Preparation

time required for such presentations may be included.

9.1.A.(2).(f) Training related to upgrading or maintaining skills in the mental health field (e.g., development or application of computer software). Prior approval from the Board is required for these professional training experiences.

9.1.A.(3) Activities that are not acceptable for meeting the continuing education requirement include:

9.1.A.(3).(a) Supervision where required for routine licensure purposes.

9.1.A.(3).(b) Reading books or journal articles, except for Board approved accredited home study programs having examination and certificate of completion.

9.1.A.(3).(c) The Board reserves the right to determine whether any particular CE experience meets Board standards.

9.1.B. Reporting Requirements: It is the responsibility of the licensee to provide to the Board upon request with acceptable documentation of Continuing Education activities. Acceptable documentation includes certificates of attendance, transcripts, and other official documentation. No later than January 15 of each year, each licensee is required to provide the Board with a list of continuing education activities from the previous calendar year (this use of the calendar year [January-December] allows appropriate review prior to license renewals on or before July 1 of each year). Each licensee will be provided with a form to document continuing education activity. The following information is required for each activity:

9.1.B.(1) Nature of the activity, including course or workshop title.

9.1.B.(2) Dates and number of clock hours (if reporting continuing education units [CEUs] indication of the actual number of clock/contact hours should be made: 1 clock hour equals 60 minutes).

9.1.B.(3) Name and credentials of the provider and the name of the professional sponsor.

9.1.B.(4) Copies of transcripts, attendance records, etc. should be provided only upon request.

9.1.B.(5) Excess CE hours do not carry over to the next defined biennium.

9.1.C. Upon initial review of these materials, to be conducted during the January-April period, the Board may make a written request of the licensee to provide additional information or clarification. It is the responsibility of licensees to provide such information if requested. For all licensees not meeting the January 15 submission deadline, initial notification concerning continuing education documentation issues will leave the Board office no later than the last day of April to ensure that licensees have ample time to respond.

9.1.D. A licensee will not have his/her license renewed if the required number of CE hours are not reported by the deadline of January 15 of even numbered years. Licensees may petition the Board for extension of time to complete and report required CE hours. Extensions and the terms thereof will be determined on a case by case basis by the Board.

9.2. Exception to the Requirement. The continuing education requirement will be waived for individuals who have been licensed in Arkansas less than one (1) calendar year on the due date (January 15) for submission to the Board of continuing education documentation for the previous calendar year. Thus, individuals licensed in even numbered years must submit 20 hours of continuing education for that defined biennium.

SECTION 10. LICENSURE UNDER SPECIAL CONDITIONS.

10.1 Experienced psychologists who were licensed on or before 1972 in another state, who have remained in good standing, who meet all credentialing requirements with the exception of the National Written Examination, and in all other respects satisfy the Board's credentialing process, may be exempted from taking the written examination at the Board's option.

10.2. Acceptance of Written Examination Scores. If an applicant meets all requirements for application for licensure in the State of Arkansas, the Board shall accept scores for examinations administered elsewhere if the score meets or exceeds the cut-off point for the State of Arkansas at the time of the examination. It is the responsibility of the applicant to furnish the Board, via the State Board which administered the examination or other acceptable score registration agency, the form of the written examination, statistical data for the

national mean and standard deviation, and the applicant's individual score on that examination.

- 10.3. Reciprocity. Currently, most other jurisdictions who have reciprocity agreements with the Arkansas Board require one year of supervised postdoctoral experience. The Board will provide record keeping and documentation of this supervised postdoctoral experience for applicants interested in applying for license to practice in other jurisdictions. An applicant for a reciprocal license must apply to the Identification Bureau of the Arkansas State Police for a state and national criminal background check. The applicant must sign a release of information to the Board and shall be responsible to the Arkansas State Police for the payment of any fee associated with the criminal background check. An applicant for whom the information from the Identification Bureau of the Arkansas State Police reveals that the applicant has pleaded guilty or nolo contendere to, or been found guilty of, any offense listed in A.C.A. 17-97-310 shall not be eligible for licensure. A licensee deemed so ineligible may appeal this action through the process identified in Section 12.2

SECTION 11. SUSPENSION OR REVOCATION OF LICENSURE

- 11.1. General. Individuals who have gained skills in the area and practice of psychology have a right to free trade within these United States, unless judged incapable of carrying on these practices. To that end, the Board utilizes a habilitation and rehabilitation approach to the judicial functions assigned to it by A.C.A. Sec. 17-97-101, et seq.
- 11.2. Suspension. Should the Board suspend the license of an individual, that individual shall be given a specific period of time of license suspension. The Board shall establish with the individual, a plan of action that ensures ethical and professional principles shall not be violated in the individual's reestablished practice.
- 11.3. Refusal to License. Should the Board refuse to license any individual on the basis of any factors listed in A.C.A. Sec. 17-97-101, et seq., a rehabilitation plan shall be developed and successful completion of the plan shall permit re-application.
- 11.4. Revocation. Should the Board revoke the license of any individual on the basis of factors listed in A.C.A. Sec. 17-97-101, et seq., the individual may apply for reinstatement according to Section 5 of these Rules and Regulations.

- 11.5. Alternate Discipline. In lieu of suspension or reprimand, the Board may issue a letter of reprimand and/or designate remedial action such as additional training, supervised experience or both.
- 11.6. Basis of Suspension, Refusal, Revocation, Fine, Letter of Reprimand or Additional Education- Grounds - Reinstatement. Pursuant to A.C.A. Sec. 17-97-101, et seq., the Board may suspend, refuse, or revoke a license for a period to be determined by the board, may impose a fine of up to five thousand dollars (\$5,000.); may issue a letter of reprimand; and/or may require additional hours of education of a licensee on the following grounds:
- 11.6.A. Fraud or deception were employed in applying for a license or in passing the examination(s) provided for in A.C.A. Sec. 17-97-101, et seq.
- 11.6.B. Conviction of an offense as stated in A.C.A. Sec. 17-97-312 (f).
- 11.6.C. The practice of psychology under a false or assumed name or the impersonation of another practitioner of a like or different name.
- 11.6.D. Substance abuse to such an extent as to incapacitate him/her from the performance of his/her duties.
- 11.6.E. Violation of Medical Practices Act, A.C.A. Sec. 17-93-201, et seq.
- 11.6.F. Practice of a level of psychology inappropriate to the license held by the licentiate.
- 11.6.G. Negligent or wrongful actions in the performance of his/her duties such as, but not limited to, violation of standards of supervision or providing services outside of qualifications to practice.
- 11.6.H. Violations of the current ethical code.
- 11.6.H. Violations of A.C.A. Sec. 17-97-101, et seq., or the Rules and Regulations of the Arkansas Board of Examiners in Psychology.
- 11.7. Revocation shall result in surrender of the licensee's certificate.

SECTION 12. SUSPENSION, REFUSAL, OR REVOCATION OF LICENSE: JUDICIAL REVIEW

- 12.1. Procedures for judicial review shall be in accordance with the Administrative Procedure Act (A.C.A. Sec. 25-15-101, et seq.)
- 12.2. The Board may not recommend suspension or revocation of licensure or

refuse to issue or to renew any certificate for any cause listed herein, or any other penalty described in Arkansas Code 17-97-310 affecting a certificate or license until the person accused has been given at least 20 days notice in writing by registered mail, with a return receipt requested, of the charges against him/her and an opportunity for a public hearing by the Board has been held. The written notice shall be mailed to the person's last known address. Non-appearance of the person shall not prevent the hearing.

12.3. In the event of a public hearing, the Board may administer oaths and procure by its subpoenas the attendance of witnesses and the production of relevant documents.

12.4. Any action of, or ruling or order made or entered by, the board declining to issue a certificate, declining to recommend licensure, or recommending suspension, revocation of or other penalty described in Arkansas Code 17-97-310 which affects a certificate or license shall be subject to review by the courts of this state in the same manner and subject to the same powers and conditions which are now provided by law in regard to rulings, orders, and findings of other quasi-judicial bodies in Arkansas, where not otherwise specifically provided.

SECTION 13. FEES

13.1. License fees shall be set by the Board and shall reflect actual and projected costs of the administration of the Board. All fees are subject to change, and shall never be retroactive.

13.2. Application Fee. The Board shall charge a \$200.00 Application fee of any applicant for licensure. This fee shall be paid in advance for an applicant to receive the application package.

13.3. Examination Fee. The Board shall charge an administrative fee of \$50.00 in addition to the fee charged for the Examination for Professional Practice in Psychology (EPPP). This cumulative fee must be received by the Board before an applicant will be scheduled for this written examination.

13.4. Registration Fee. The Board shall charge a license registration fee of \$200.00 plus a pro-rated license fee of \$125.00 for all individuals approved for licensure. The fee must be received by the Board prior to date of licensure.

13.5. Oral Re-examination Fee. In the event of an individual's failure of oral examination, a \$100.00 fee shall be paid for each subsequent oral exam.

13.6. Temporary Permit Fee. The Board shall charge a \$100.00 fee for six (6)

months or less of supervised practice as a provisional licensure applicant. This fee is renewable consistent with extensions of time for practice and is due upon approval by the Board.

13.7. License Renewal Fee. The Board shall charge an annual License Renewal Fee of \$125.00. There shall be no pro-rated renewal fees.

13.8. Delinquent Payment of License Renewal Fee. The Board shall charge an additional \$100.00 fee for delinquent license renewal. This fee is due prior to renewal of license to practice psychology.

13.9. Administrative Fees. The Board shall charge the following administrative fees which are considered necessary in the performance of the Board's duties:

13.9.A.	Photocopying, per page	\$ 1.00
13.9.B.	Personal Name Change	\$ 10.00
13.9.C.	Service Charge on Returned Check	\$ 20.00
13.9.D.	Replacement of Returned Check	\$ 20.00
13.9.E.	Mailing Lists/Labels	\$100.00
13.9.F.	Verification of Licensure	\$ 10.00
13.9.G.	Delinquent CE Penalty	\$ 50.00

SECTION 14. ANNUAL RENEWAL

14.1 Fee. An annual renewal fee shall be set by the Board. This fee is subject to change.

14.2. Annual Renewal. The Board has established that annual renewal fees and application for renewal for license are due on or before July 1 of each calendar year. Should the annual renewal time be changed, such change will be consistent with the requirements of the Administrative Procedures Act.

14.2.A. Application for annual renewal of the license of a psychologist or psychological examiner will not be considered if the applicant has not supplied forty (40) hours of continuing education for the previous biennium (twenty-four (24) months).

14.2.B. All programs of continuing education for licensees shall be subject to approval of the board. The board is authorized to prescribe by

regulations the minimum standards and requirements for continuing education programs for licensees, the procedures and policies for administering such programs, and the manner and conditions under which credit will be granted for participation in such programs.

- 14.3. Criminal History Check. All licensees seeking renewal who were granted licensure prior to October 1, 1997, shall be required to apply to the Identification Bureau of the Arkansas State Police for a state and national criminal history check. The application and instructions for applying for the criminal history check will be mailed to licensees approximately six months prior to their licensure renewal date. Licensees shall apply for a background history check as soon as feasible upon receipt of the application. No renewal application will be approved after October 1, 2000, until the results of the criminal history check are received. Extenuating circumstances that prevent licensees from applying for a criminal history check in a timely manner will be reviewed on an individual basis. All criminal history checks for licensees granted licensure prior to October 1, 1997, must have been completed by October 1, 2000. A licensee for whom the information from the Identification Bureau of the Arkansas State Police reveals that the applicant has pleaded guilty or nolo contendere to, or been found guilty of, any offense listed in A.C.A. 17-97-3310 shall not be eligible for renewal. A licensee deemed so ineligible may appeal this action through the process identified in Section 12.2.
- 14.4. Penalty/Reinstatement. Failure to apply for and pay the license renewal fee by July 1 shall result in suspension of the license as long as the application and fee are delinquent. Reinstatement of suspended license shall automatically occur at the time the registration fee plus the delinquent renewal fee (Section 13.7) are paid.
- 14.5. Revocation of License. If any licensee fails for three (3) consecutive years to pay the fee, then it shall be the duty of the Board without hearing or notice cancel his or her license, subject to reinstatement. If application for reinstatement is made, the Board shall consider the moral character and professional qualifications of the applicant as in the case of an original application.

SECTION 15. PRIVILEGED COMMUNICATIONS

- 15.1. Relations and communications between a licensed psychologist or psychological examiner and the client are considered to be confidential on the same basis as those provided by law between attorney and client and are not to be disclosed except as required by law.

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