



**Massachusetts Licensure Requirements and
Frequently Asked Questions
For First-Year Students Who Entered the Clinical Doctoral Program Before Fall 2015
and Advanced Standing Students
Who Entered the Clinical Doctoral Program Before Fall 2016**

Spring 2016

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❖ Who issues my license?

Your license will be issued by the Board of Registration of Psychologists, a state board under the Division of Professional Licensure, Office of Consumer Affairs & Business Regulation. Self-identified service members, military spouses, or veterans are eligible for a reduced fee under the 2012 VALOR Act.

Website: <http://www.mass.gov/ocabr/data/license/professional-licensure/psychologist.html>

If you have questions about licensure, please contact Dr. Randi Dorn, Director of Training, Field Education Department: Randi_Dorn@williamjames.edu.

❖ What do I have to document in order to apply for licensure in Massachusetts?

✓ Supervised Clinical Experience: 3,200 Total Hours Required

Because you want to be licensed as a **Health Service Provider** as well as a Psychologist so that you can practice independently and bill third party insurers, you will need to document the supervised clinical experience you have had during your **pre-doctoral internship** and your **post-internship** experience, using Supervisor/Collaborator Forms, which your supervisors seal in envelopes and sign across the seal.

In response to state legislation intended to make it possible for you to become licensed in Massachusetts as soon as you have completed your doctoral training, the Board of Registration made a change in policy in June, 2013: "The Board is counting supervised hours beginning with the internship, and hours after the internship no longer need to be postdoctoral. Practicum hours [during the first 2 years of training] are not allowable at this time" (Karen Schwartz, personal communication, 2/26/2014). These changes to 251 CMR 3.04 were made official on August 15, 2014.

The total number of supervised hours required for licensure is still 3,200 (within 60 consecutive calendar months = 5 years), however it is now possible to accrue many if not all of those hours before you graduate if your training experiences meet all requirements for licensure. Note that the 2,240 hours accrued during a William James

College APA Consortium Internship still leave you needing 960 more hours for licensure. The big news is that you don't need to wait until you graduate to accrue those additional hours.

❖ Does that mean I don't need a postdoc?

- ✓ No longer in Massachusetts. However, we in Field Education strongly recommend that you obtain post-internship supervised training that meets the requirements for licensure in EVERY jurisdiction where you may want to practice. If you have any plans to seek licensure in another state or province, now is the time to inform yourself about their requirements. It may be that they require 2,000 post-doctoral hours instead of 1,600 and will not allow you to log additional supervised experience after your postdoc is officially over. Find out what the most stringent licensure requirements that could affect you are, and make sure that you meet them before you make the transition from postdoctoral student to psychologist.

Massachusetts licensure requirements can be found on the MA government website at <http://www.mass.gov/ocabr/data/license/professional-licensure/psychologist.html>. Dr. Kenneth S. Pope has a complete list of links to state and Canadian provincial licensing boards on his web site: <http://kspope.com/licensing/index.php>.

A Watershed Year

Because you entered the doctoral program as a first-year trainee before Fall 2015, you would follow one of two training sequences. (Advanced Standing students who entered the program before Fall 2016 also follow these sequences.)

Year	Training Sequence I	Hours
1	Practicum I	640
2	Practicum II	800
3	Internship I (part-time)	1,000
4	Internship II (part-time)	1,000
	Post-Internship Training (RECOMMENDED : Postdoctoral Experience)	1,200+

	Training Sequence II	Hours
1	Practicum I	640
2	Practicum II	800
3	Internship I (part-time)	1,000
4	Internship II (part-time)	1,000
5	APA Internship (full-time; national match)	2,000
	Post-Internship Training (RECOMMENDED : Postdoctoral Experience)	varies

Note: If you follow the second sequence, consult with Dr. Dorn about whether either of your

part-time internships in Years 3 and 4 meet Advanced Practicum requirements. If one or both of them does, you may be able to apply those hours towards licensure. William James College will not officially begin to offer Advanced Practicum training until Fall 2017.

- ❖ What are the specific requirements for licensure in Massachusetts that are common to the Internship, and Post-Internship levels of training?
 - ✓ Supervisor's credential: at least half of your total supervision hours must be from a licensed psychologist; the rest must be from an LICSW or a board-certified or board-eligible psychiatrist.
 - ✓ Supervisor/collaborator presence on-site: your supervisor or his or her designee (who must also be a licensed psychologist, an LICSW, or a board-certified or board-eligible psychiatrist) must be on site whenever you are providing clinical services to the public.
 - ✓ Client contact: at least 25% of your time must be spent in face-to-face contact with clients or patients who are seeking assessment or treatment.
 - ✓ Duration of each training experience: no less than 16 hours per week for no less than 4 months. However, the total duration of your pre- and post-doctoral trainings must each be at least 10 months, not including vacations. All William James College-approved internships are designed to meet that requirement.

Note that the elapsed time between the first day of your pre-doctoral internship and the last day of your post-doctoral experience must be 5 consecutive years or less. If you must take longer, you will need to include a waiver request letter with your application which explains why you needed more time and what you were doing in the years between beginning and completing your supervised experience. Explanations that the Board has accepted in the past include having a baby; caring for a family member (e.g., a parent at the end of life); dealing with a serious illness.

The requirements may change from year to year, so be sure to review them at the Board of Registration web site.

- ❖ What are the requirements for licensure in Massachusetts that are specific to one level of training?
 - ✓ Supervision ratio—Internship: 1 hour of individual supervision or 90 minutes of small-group supervision (no more than three interns) per 16 hours worked.
 - ✓ Internship only: structured learning about the racial/ethnic bases of behavior. The internship must offer at least 4 hours of training during the year about issues related to the “racial/ethnic bases of behavior with a focus on people of color.”
 - ✓ Internship only: the site must have at least two psychologists on staff. (However, if the

site has a total of five or fewer mental health professionals on staff, one full-time psychologist and one LICSW or one board-certified or board-eligible psychiatrist are sufficient.

- ✓ Internship only: professional socialization—there must be at least two interns, or one intern and one post-internship trainee, at the site during the training experience, and they must have opportunities to meet regularly.
- ❖ What if my site closes halfway through the year?
 - ✓ If you were there for at least 4 months, you can count the hours, but you will need to find another site such that you have worked a total of 10 months = 43 weeks by the end of the year.
- ❖ Do I need to document my first and second year practicum hours to the Board? **NO!**
 - ✓ No, only your pre-doctoral internship(s) and your post-internship/postdoctoral experience (if any) must be documented in Massachusetts. Be sure to check the regulations in any other states in which you may wish to get licensed.
- ❖ Can I use my current job for postdoctoral hours?
 - ✓ Yes, as long as at least 50% of your supervision is provided by licensed psychologists. However, *you cannot use your own solo private practice as your post-doctoral experience* even if you receive supervision from a licensed psychologist.

In addition to the Supervisor/Collaborator Forms which your supervisors sign, you must submit a Pre- and Postdoctoral Experience Form which you sign. The two forms must agree in detail on dates, number of hours, etc. Since you will be submitting the Supervisor/Collaborator Forms sealed, I recommend that you either fill them out together with your supervisors at the end of each training experience or that you obtain copies.

- ❖ Where do I actually go to apply for my license?
 - ✓ The application for licensure in Massachusetts is available on mass.gov: <http://www.mass.gov/ocabr/licensee/dpl-boards/py/forms/>
- ❖ What else (other than documented supervised experience) do I need to submit with my application?
 - ✓ An official William James College transcript in a sealed envelope signed across the seal. This can be requested directly from the Office of the Registrar and will be sent to you. It is essential that the doctoral degree date which you enter on your application match the date on your transcript. If they do not match, you will need a notarized letter from

William James College explaining why this is so and indicating the actual date upon which you met all doctoral requirements.

- ✓ The Academic Director's Form: this can be requested directly from the Department of Clinical Psychology. It will be generated for you, signed by Dr. Stacey Lambert, Department Chair, notarized and sent to you in a sealed/signed envelope.
- ✓ Documentation of Academic Courses, to be completed by you. This documents which specific William James College courses satisfy content area requirements in areas such as Ethics and Research Design and Methods. (Know that the board accepts our 2 credit course in History and Systems even though the form suggests that such requirements are usually met by 3 credit courses.) This form is now a formality, but must still be completed, even though the Board now accepts the curriculum of an APA approved academic training program as meeting requirements.

Note: No double dipping! The same course cannot be used to satisfy more than one area requirement, even if more than one area was covered in it.

Note: You cannot use Continuing Education credits to make up for gaps in your doctoral training. All courses must appear on your William James College transcript.

- ✓ Three Professional and Ethical Reference Forms. These must be completed by independently licensed clinicians who know you and your work "thoroughly" and be submitted in sealed envelopes signed across the seal. One must be from a licensed psychologist, and the Board's preference is that all three be from psychologists. However, the Board will accept two references from LICSWs or board-eligible or board-certified psychiatrists. LMHCs, LCSWs and Clinical Nurse Specialists may not be your referees. All three of your referees must indicate that their knowledge of you is "thorough."

Note: You can use your supervisor for both the Supervisor/Collaborator Form and the Professional/Ethical Reference.

- ✓ Have your signature notarized.
- ✓ Attached a flattering 2" x 2" signed photograph.
- ✓ Include a \$150 check made payable to "Commonwealth of Massachusetts - PY"
- ✓ Check the application form to ensure that you have all required materials. You must submit all materials, including transcripts and forms which are filled out by other individuals, at the same time in a large envelope. Here is a direct link to the application: <http://www.mass.gov/ocabr/docs/dpl/boards/py/99pyap.pdf>

❖ What happens when I am approved for eligibility for licensure?

- ✓ The Board will review your application within 8 weeks and upon approval, they will send you registration forms to take the EPPP and the Massachusetts Jurisprudence Exam – you must pass both exams to become licensed.

1. The Examination for Professional Practice in Psychology (EPPP), the standard licensing exam, is owned by the Association of State and Provincial Psychology Boards (there is a wealth of information about the exam at their website: www.asppb.net). Once the Board of Registration has determined that you are eligible to take the exam, they will instruct the professional examination service which administers the exam to send you an Authorization-to-Test letter.

The letter is your ticket to sit for the licensing exam. It will give you a list of locations where the exam is given and a toll-free number you can call to schedule the exam at the testing center of your choice. You must sit for the exam within 60 days of the date on the letter or you will no longer be eligible and must reapply.

The EPPP is computerized and is given daily from 9:00 am to 5:00 pm Monday through Saturday. You have 4 hours and 15 minutes to complete the exam. This does not include time spent on the pre-test tutorial. There are 225 multiple choice questions: 25 pre-test questions and 200 scored questions. Each question has four possible answers, only one of which is considered the correct or best answer. A passing score in Massachusetts is a scaled score of 500 = 140 out of 200 correct answers (70% correct).

The EPPP is divided into eight content areas:

- Biological bases of behavior
- Cognitive-affective bases of behavior
- Social and multicultural bases of behavior
- Growth and lifespan development
- Assessment and diagnosis
- Treatment, intervention, and prevention
- Research methods and statistics (the least emphasized content area)
- Ethical/legal/professional issues

2. The Massachusetts Jurisprudence Exam. Study materials will be mailed to you once your application has been approved by the Board.

The jurisprudence exam is also given daily. You have 1 hour to complete the jurisprudence exam. There are 20 multiple choice questions. A passing score is 70% = 14 correct answers.

❖ Is there an oral exam in Massachusetts?

- ✓ No, but there is in some jurisdictions.

❖ How should I prepare for the exams?

- ✓ You should develop your study strategy before you apply for licensure.
- ✓ Buy or borrow prep materials (but do not use out-of-date materials). You can purchase Items from Previous Exams from ASPPB for \$37.50. It contains 250 retired exam questions (last updated 2000) and an answer key. You can also purchase access to a 100-question computer-administered practice exam for \$100.00. The practice exam is administered under conditions like those of the actual licensing exam, and you are given immediate feedback on your performance. Or you can purchase access to a different 100-question web-based practice exam for \$55.00. You can take this practice exam at home, but it does not simulate the experience of taking the actual exam in a testing center.
- ✓ Consider taking a prep course.
- ✓ Form or join a study/support group.

The licensing exam is not a measure of your worth. Your goal is a score of 500, even if you've gotten perfect scores on every other exam you've ever taken.

❖ Do I get my score as soon as I finish the exam?

- ✓ No. Scores are reported to the Board twice per month.

❖ What if I don't pass?

- ✓ You may retake either or both exam(s) in 90 days. You may take the exam(s) up to four times in any 12-month period.

❖ Can I find out which specific questions I got right or wrong on the EPPP?

- ✓ No, but for \$75.00 you can find out how you did on each of the eight content domains, expressed as T scores, which could guide you in reviewing.

❖ Can I transfer my EPPP score if I am seeking licensure in another state or province?

- ✓ Yes, ASPPB has a score transfer service which transfers your officially verified score to another jurisdiction for a fee of \$85.00. Please note that this is not the same as reciprocity.

❖ So does Massachusetts have licensure reciprocity with any other states or provinces at this time?

- ✓ No, but there is a procedure by which you can simplify getting licensed in Massachusetts if you are already licensed elsewhere in the United States or Canada.
- ❖ What do I need to do to maintain my license in the future?
 - ✓ Once you are licensed, your regular contact with the Board will be to renew your license every 2 years, by June 30 of every even-numbered year. The renewal fee is \$270.00. You will need to have taken 20 units of Continuing Education in order to renew your license. That requirement will be prorated during the first renewal period after you get licensed. You can also use the Board's web site to check a license on line.