

## **Practice Sample Overview/Requirements**

When an applicant is notified that his/her credentials are complete and satisfactory, he/she is advanced to the status of Candidate and a Practice Sample is required. A period of one year from the date of such notification is allowed for the candidate to submit an acceptable Practice Sample. Should the candidate fail to submit a satisfactory Practice Sample within the one year period, the application will be considered to have lapsed. After an application has lapsed, any further action requires that an entirely new set of application materials be submitted, including additional fees based on the fee structure in effect at that time. Thus, it is important that an application be made with consideration of the time frame within which the Practice Sample is due.

## **The Senior Candidate: Practice Sample Option**

An applicant with 15 years or more experience following licensure qualifies as a “senior candidate”. The senior candidate may elect to not submit a clinical case report for either of the two required practice samples, but may submit practice samples representing his/her extended experience in research, administration, teaching/supervision, program administration or evaluation, and so on, related to rehabilitation psychology. These samples should be clearly labeled “Senior Option” to distinguish them as such

## **FORMAT OF THE PRACTICE SAMPLE**

Practice Sample material may include video tape (preferred), audio tape, case reports, consultation reports, clinical notes or summaries, treatment protocols, grant proposals, program descriptions, teaching curricula, and/or publications. The two (2) portions of the Practice Sample are not to exceed a total of 50 double-spaced typewritten pages or 60 minutes of either audio or videotape.

### **Suggested Format of the Practice Sample:**

- I. Introduction (1-2 pages)
  - a. Description of candidate’s work setting
  - b. Competencies addressed in practice sample
  - c. Abstract of cases
- II. Case 1 (follow this format for each case)
  - a. Overview of case
  - b. Narrative of case
  - c. Outcome of case, emphasizing how candidate impacted the outcome
  - d. Explanation/justification for limitations in the case
- III. Supporting materials for Case 1
  - a. Chart notes; letters; test results; (patient de-identified; HIPAA compliant);
  - b. References
- IV. Case 2 (follow above format)
- V. Supporting materials for Case 2 (follow above format)

Please carefully proofread your final document for spelling, grammar, and clarity. Also, please format the narrative and references in accordance with APA style where possible.

Each of the two (2) portions of the Practice Sample must be bound separately. FOUR (4) COPIES of each portion of the Practice Sample should be sent to the Corresponding Secretary and the fee/registration form (with \$250 fee) to the ABPP Central Office. Candidates should also keep one complete copy of the Practice Sample. The Corresponding Secretary will review submitted materials to ensure that they are complete and in acceptable form. The Corresponding Secretary may request revisions before the materials are distributed to the Practice Sample Review Committee.

A mentor is available to the candidate. Although not a requirement, candidates are strongly encouraged to utilize their mentor during the practice sample selection and write-up process. Practice samples should reflect the Candidate's usual practice of rehabilitation psychology. The practice sample is reviewed by a committee comprised of three ABPP Certified Specialists in Rehabilitation Psychology. Upon final acceptance of the practice samples, including any requested revisions, the Candidate then moves to the oral examination.

The Corresponding Secretary sends the results of the review for acceptance of the Practice Sample to the ABPP Central Office who notifies the candidate of the results of the review.