

## PRACTICE SAMPLES REVIEW

Upon acceptance of the Credentials, the applicant takes on the role of Candidate and begins to work on the Practice Sample Review component of the Examination Process. At this point the Candidate is assigned a Mentor to assist in navigating the procedural aspects of preparing the materials to be submitted. One of the members of the ABSP Board serves as Director of Mentoring and also as liaison to the American Academy of School Psychology (AASP). This Director in collaboration with the AASP contacts the Candidate and assigns a Mentor.

The completed practice samples are sent to the Practice Sample Reviewer and must be received within 12 months of acceptance into candidacy. The Practice Sample Reviewer, after an initial check to determine completeness, forwards the materials to the Examination Team who may request revisions. If the Practice Sample Reviewer does not receive a complete packet of materials within 12 months of acceptance into candidacy, the applicant is notified by the ABPP Central Office and the applicant must reapply for candidacy. The Practice Sample Review fee is submitted directly to the ABPP Central Office by the Candidate.

Upon confirmation of receipt of the Practice Sample fee, the Practice Samples Reviewer reviews the practice samples for completeness and substance. For instance, if technical inadequacy or deficiency is detected in the videotape, the Candidate will be asked for typed verbatim transcripts or for an entirely new Practice Sample. Another example would be lack of completeness or misunderstanding of the directions for completion of the practice sample. Once the Practice Sample is deemed ready for formal review, the Practice Samples Reviewer informs the Examination Coordinator and asks the Candidate to submit three additional copies to the Examination Coordinator, who, guided by the Candidate's Professional Statement, selects a Chair and two members for the Candidate's Examination Committee. The Chair informs the Candidate of the members of the committee and lets the candidate know that he or she needs to indicate any conflicts of interest with members of the committee within a week. The Practice Samples are then sent to each committee member serving as the Examination Team for review. If additional information is required from the Candidate, the Exam Chair requests such information. The Candidate has 90 days to supply this information. If the Practice Samples are found unacceptable, the Candidate is notified about the reasons and the current examination process is halted. All committee members are required to return the materials to the Chair, who in turn, must return them to the Candidate. If the Candidate submits a new practice samples fee to ABPP Central Office and new practice samples within six months, the examination process continues.

The Curriculum Vitae and Professional Statement provide the Candidate with the opportunity to communicate about him/herself as a School Psychologist and serve as a basis for discussion in the Oral Examination. The Curriculum Vitae and Professional Statement are required for all Candidates. Individuals who do not elect the Advanced Psychologist Option also submit two practice samples from two of the five specialty specific competency domains: science base and application, assessment, intervention,

consultation, and supervision/management (teaching is not acceptable). The same client (i.e., student, parent, or teacher) can not serve as the basis for both practice samples.

### CURRICULUM VITAE

All practice samples must include the Curriculum Vitae detailing the Candidate's professional contributions. The Curriculum Vitae must include educational and training background, professional roles and responsibilities, and professional contributions (e.g., service activities, publications, presentations, grants).

### PROFESSIONAL STATEMENT

As an elaboration of the facts and dates provided in the application form and Curriculum Vitae, the candidate submits a professional statement with the practice samples. This statement, of about five double spaced type-written pages, is an opportunity for candidates to communicate with the committee about how they view their practice in school psychology and should serve as a basis for the discussion in the opening portion of the oral examination. The Professional Statement should address fully, but not be limited to, the questions listed below. Candidates' information regarding theoretical orientation and expertise should be congruent with their actions throughout the examination process.

- A. Describe current professional practice and its place within the specialty.
- B. Highlight those aspects of training or post doctoral experiences that have been most helpful to you in your present career.
- C. What theoretical orientation has most influenced the candidate's work? Identify major theorists in the chosen orientation? If eclectic, please discuss two to three major theories.
- D. Describe continuing education activities. Workshops attended or other training taken in the last one to two years? What journals or articles have you found to be especially stimulating?
- E. Are there any psychological functions that you provide on a pro bono basis?
- F. What are your future professional goals?
- G. Why do you want to become Board Certified in School Psychology?
- H. Give one or two examples of handling complex interpersonal interactions that you have encountered.
- I. Describe a meaningful and challenging ethical dilemma personally encountered, the aspect of the APA Ethical Principles of Psychologists

and Code of Conduct pertinent to the dilemma, and how the dilemma was managed

- J. Verify that no ethical/legal action has been taken against the Candidate since candidacy.

## **TAPED PRACTICE SAMPLES AND ACCOMPANYING NARRATIVE**

### NARRATIVE

Written descriptions to accompany both Practice Samples should address the following:

- The client(s) or population, context, background and problem
- Time frame and nature of contacts
- Background events necessary to understand the sample and your work
- Goals and objectives of your work
- A clear rationale for your procedures and evaluation of effectiveness
- The status of the situation at the time you prepared your sample
- If applicable, the manner in which issues of diversity or individual differences are addressed in your sample
- The way(s) in which confidentiality is addressed, including consent forms
- Explain how you identified and formulated the problem(s), your plan for intervention, how you implemented your plan, and your evaluation of the outcome.
- Describe the procedures that you used and your rationale for choosing them.
- Describe the populations that you serve and their characteristics and how the practice sample is representative of the typical populations you serve.
- Explain how the sample illustrates the depth and range of knowledge relevant to your practice.
- Explain how your practice maintains accountability for integrity and incorporates principles of best practice.
- Describe and explain the elements of problem solving that are typical of your work, and the linkages that occur between assessment, intervention, consultation and evaluation.
- Explain how your sample incorporated current scientific theory and evidence

### VIDEO TAPES

The Practice Sample includes two videotapes or DVDs of professional work (three copies of a **single** video cassette or DVD including both topics) of approximately 50 minutes each. Also, included should be a copy of the signed Informed Consent Form and, if applicable, the Health Information Portability and Privacy Act (HIPPA) documents. These videotapes/DVDs should be made no more than six months prior to the submission. The Candidate may select to provide taped practice samples reflecting two of the following competency domains: assessment, intervention, consultation, and supervision/management (teaching or workshop presentation is not acceptable). The taped (video, DVD) practice samples will depict **two of the following**: (1) an unrehearsed psychological assessment or evaluation; (2) an unrehearsed intervention (any modality) drawn from typical practice; (3) an unrehearsed consultation in any context drawn from typical practice; or (4) an unrehearsed demonstration of clinically-relevant supervision or management activities. It is not acceptable to provide two samples of the same competency domain (e.g., two assessment samples). The Candidate may be queried as to

how he/she handled the issues of confidentiality, informed consent, and privacy with the client/patient.

The Assessment Practice Sample may include psychological testing or an intake evaluation or a feedback session, based on the assessment. If the Assessment Practice Sample includes test administration, the tape must be that portion during which rapport building and any interviewing takes place. Videotape/DVD solely depicting a test administration is not satisfactory. In other words, the videotape/DVD also must include another component of the testing process such as the development of rapport, the pre-assessment clinical interview, or the provision of feedback, in addition to the actual test administration. The Candidate should demonstrate a thorough knowledge of all of the assessment tools (including rationale for use, its construction, administration and interpretation). A full report of the assessment should accompany the materials.

The Intervention Practice Sample may include an example of ongoing counseling or an **in-depth** assessment feedback session.

The Consultation Practice Sample may include an example consultation with staff in the school setting, with families or with others involved in the care and education of the client.

A Supervision or Management Practice Sample may include a demonstration of performance in supervision or management activities and would be appropriate for someone serving as supervisor of school psychological services or for someone supervising students during practicum or internship. A didactic teaching sample is not acceptable.

**The two practice samples can not use the same client and they must reflect different aspects of the Candidate's practice.** Both samples must include copies of all source documents and a narrative as described above.

Candidates are encouraged to submit video samples that reflect their competence and expertise (typical rather than exemplary situations are expected) and that depict their interactive style in their professional context(s).

The video/or DVD should be unedited and run for about 50-minute-(at standard 2 hour speed). The interactions between the Candidate and other participants should be clearly audible and visible. The video should depict clearly visible interactions, preferably between the Candidate and other participant(s), but in all cases at least the Candidate. **Good audio and video quality is essential.** If a tape or DVD should have moments of lowered audio quality, the Candidate should submit three copies of a typed verbatim transcript, clearly marked to show those areas of lowered audio quality.

Participant consent forms (**Form F** or the equivalent) **must** be obtained by the Candidate and maintained for his/her case records. **Candidates must send a brief attestation that written informed consent was secured.**

It is suggested that the consent form be obtained as part of the taping process. This includes the explanation of the nature and purpose of the examination, the fact that those involved in the examination process will review the Practice Sample, and that the tape will be returned to the Candidate for erasure upon completion of the examination.

**Candidates should take great care to remove all identifiers from all materials, including test protocols.**

**FORM D-1: PRACTICE SAMPLE CHECKLIST**

<b>CANDIDATE</b>	<b>Practice Samples Reviewer</b>	<b>Examination Team</b>	<b>MATERIALS</b>
	One preliminary copy to be reviewed	Three copies of all materials	Copies of the Curriculum Vitae and Professional Statement. Four copies are submitted in total. One remains with the Practice Samples Reviewer and three additional copies are sent as directed by the Exam Coordinator.
			Copies of the Narrative accompanying each Sample and supplemental materials if applicable (e.g., testing raw materials and protocols, with any answer sheets, profiles) for the two different work samples (i.e., assessment, intervention, consultation, supervision or management) (not necessary for Senior Exams). Complete assessment report.
			Copies of a 50 minute, unedited videotape/DVD of the two different Practice Samples, where both the Candidate and the Client are visible and both the Candidate and Client are clearly audible. BOTH segments are on one cassette of standard-play VHS tape or DVD. (not necessary for Senior Exams)
			\$250 Practice Sample fee submitted to ABPP Central Office

**FORM D-2: ASSESSMENT PRACTICE SAMPLE**

<b>CHECK WHEN COMPLETE</b>	<b>REQUIRED INFORMATION</b>
	Accompanying narrative (information dates of client contact, brief history of the problem, rationale for procedures used). All descriptive information should be non-identifying.
	Copy of all raw data Copy of full professional written report
	Formation and discussion of the problem in terms of Identified theory of practice and relevant research
	Diagnosis (Axis I – V) and disability identified in the educational system
	Recommendations
	Discussion of the individual and cultural diversity and ethical/legal considerations involved
	Reflective comment on the Candidate’s own behavior and The interpersonal interactions in the sample
	Attestation that written informed consent was secured
	<b>MATERIALS MUST HAVE BEEN COLLECTED WITHIN THE SIX MONTHS PRIOR TO SUBMISSION AND SUBMITTED WITHIN ONE YEAR AFTER SUCCESSFUL CANDIDACY DETERMINATION</b>

**FORM D-3: INTERVENTION PRACTICE SAMPLE**

<b>CHECK WHEN COMPLETE</b>	<b>REQUIRED INFORMATION</b>
	Accompanying narrative (with dates of client contacts, current session number in total sequence, non-identifying descriptive information and history, presenting problem, course of treatment, diagnosis, Axis 1-V; IDEA disability code). Availability of prior assessment data. Full write-up of professional report.
	Theoretical and empirical rationale for interventions used and goals for present intervention
	Formulation and discussion of the intervention in terms of identified theory of practice and relevant research
	Discussion of the individual and cultural diversity and ethical/legal considerations involved
	Reflective comment on the Candidate's own behavior and the interpersonal interactions in the sample
	Comments on how progress is monitored
	Attestation that written informed consent was secured
	<b>MATERIALS MUST HAVE BEEN COLLECTED WITHIN THE SIX MONTHS PRIOR TO SUBMISSION And SUBMITTED WITHIN ONE YEAR AFTER SUCCESSFUL CANDIDACY DETERMINATION</b>

**FORM D-4: CONSULTATION PRACTICE SAMPLE**

<b>CHECK WHEN COMPLETE</b>	<b>REQUIRED INFORMATION</b>
	<p>Accompanying narrative (with dates of consultation contacts, non-identifying descriptive information of the consultation context, purpose and goals of consultation, brief history of consultation).</p> <p>Full write up of professional report</p>
	<p>Theoretical and empirical rationale for consultation activities used, goals for present consultation, and recommendations</p>
	<p>Formulation and discussion of the consultation in terms of identified theory of practice and relevant research</p>
	<p>Discussion of the individual and cultural diversity and ethical/legal considerations involved</p>
	<p>Reflective comment on the Candidate's own behavior and the interpersonal interactions in the sample</p>
	<p>Comments about how progress is monitored</p>
	<p>Attestation that written informed consent was secured</p>
	<p><b>MATERIALS MUST HAVE BEEN COLLECTED WITHIN THE SIX MONTHS PRIOR TO SUBMISSION And SUBMITTED WITHIN ONE YEAR AFTER SUCCESSFUL CANDIDACY DETERMINATION</b></p>

**FORM D-5: SUPERVISION OR MANAGEMENT PRACTICE SAMPLE**

<b>CHECK WHEN COMPLETE</b>	<b>REQUIRED INFORMATION</b>
	Accompanying narrative (with dates of supervision or management activity, non-identifying descriptive information of the context, purpose and goals of the activity, brief history of the supervisory or management relationship)
	Theoretical and empirical rationale for the activities used, goals for present activity, and recommendations
	Formulation and discussion of the supervision or consultation in terms of identified theory of practice and relevant research
	Discussion of the individual and cultural diversity and ethical/legal considerations involved
	Reflective comment on the Candidate's own behavior and the interpersonal interactions in the sample
	Comments about progress or accomplishment of aims of the supervisory session
	Attestation that written informed consent was secured
	<b>MATERIALS MUST HAVE BEEN COLLECTED WITHIN THE SIX MONTHS PRIOR TO SUBMISSION AND SUBMITTED WITHIN ONE YEAR AFTER SUCCESSFUL CANDIDACY DETERMINATION</b>
	<b>* A teaching work sample is not acceptable</b>

FORM E  
PROFESSIONAL STATEMENT

This statement, of about five double spaced type-written pages, should address fully, but not be limited to, the items listed below. Candidates' information regarding theoretical orientation and expertise should be congruent with their actions throughout the examination process.

- A. Describe current professional practice and its place within the specialty.
- B. Highlight those aspects of training or post doctoral experiences that have been most helpful to you in your present career.
- C. What theoretical orientation has most influenced the candidate's work? Identify major theorists in the chosen orientation? If eclectic, please discuss two to three major theories.
- D. Describe continuing education activities. Workshops attended or other training taken in the last one to two years? What journals or articles have you found to be especially stimulating?
- E. Are there any psychological functions that you provide on a pro bono basis?
- F. What are your future professional goals?
- K. Why do you want to become Board Certified in School Psychology?
- L. Give one or two examples of handling complex interpersonal interactions that you have encountered.
- M. Describe a meaningful and challenging ethical dilemma personally encountered, the aspect of the APA Ethical Principles of Psychologists and Code of Conduct pertinent to the dilemma, and how the dilemma was managed
- N. Verify that no ethical/legal action has been taken against the Candidate since candidacy.



**FORM F: VOLUNTARY CONSENT AGREEMENT**

*American Board of School Psychology*  
American Board of Professional Psychology

I, \_\_\_\_\_, agree to participate in a psychological service, which includes TAPING (video/DVD) of an assessment, intervention, consultation, or supervision/teaching/management activity.

\_\_\_\_\_

\_\_\_\_\_

Name

Relationship

\_\_\_\_\_

\_\_\_\_\_

Name

Relationship

I am aware that the assessment, intervention, consultation, supervision/management activity will be taped (video/DVD) for the purpose of being observed by psychologists who will be evaluating Dr. \_\_\_\_\_, a licensed psychologist applying for Board Certification by the American Board of School Psychology (ABCP), a Specialty Board of the American Board of Professional Psychology (ABPP). No one other than those involved in the examination process will be allowed to observe the videotape/DVD and related documents. The videotape/DVD and related documents will be returned to Dr. \_\_\_\_\_ immediately upon completion of the examination.

I recognize that my participation in this process is entirely voluntary and not a requirement to receive psychological services. I have been told that I will receive a copy of this consent form.

Date: \_\_\_\_\_ Participant: \_\_\_\_\_

Date: \_\_\_\_\_ Participant: \_\_\_\_\_

Date: \_\_\_\_\_ Psychologist: \_\_\_\_\_

**Candidate will keep the original of this consent agreement for her/his records and not mail it with the practice samples. There is no need for this form to be given to the Examination Team.**

