

appropriate attitude.

- Conveys a general lack of awareness of ways in which interpersonal interactions, individual and cultural diversity, ethics and legal foundations, and professional identification are related to supervision/teaching/management.

INTERPERSONAL INTERACTIONS

Components:

- a. A level of self-awareness exists that promotes effective functioning in each competency domain.
- b. An awareness of the needs, feelings, and reactions of others is present and promotes effective functioning in each competency domain.
- c. Sensitivity to the welfare, rights, and dignity of others is a priority.

Passing Level Examples:

- Demonstrates awareness of self that permits effective functioning in each competency domain.
- Demonstrates awareness of others that permits effective functioning in each competency domain.
- Conveys sensitivity to the welfare, rights, and dignity of others.

Failing Level Examples:

- Fails to demonstrate a level of self-awareness that permits effective functioning in each competency domain (e.g., inappropriately personalizes, discounts, or misunderstands client's/patient's reactions, does not manage countertransference reactions).
- Fails to demonstrate a level of awareness of others that permits effective functioning in each competency domain (e.g., ignores the client's/patient's feelings).
- Does not convey an adequate level of sensitivity to the welfare, rights, and dignity of others (e.g., is not compassionate and understanding, is disrespectful, acts in ways that are harmful to the client/patient).

INDIVIDUAL AND CULTURAL DIVERSITY

Components:

- a. Knowledge about individual and cultural diversity is evident.
- b. Sensitivity and responsiveness to individual and cultural diversity in each competency domain is apparent.
- c. An awareness of the interaction between one's own diversity characteristics and those of the people or contexts with whom or in which one is functioning as a Counseling Psychologist is conveyed.

Passing Level Examples:

- Conveys knowledge about individual and cultural diversity.
- Demonstrates sensitivity and responsiveness to individual and cultural diversity in each competency domain.
- Conveys an awareness of the interaction between one's own diversity characteristics and those of the people or contexts with whom or in which one is functioning as a Counseling Psychologist.

Failing Level Examples:

- Fails to convey adequate or correct knowledge about individual and cultural diversity.
- Fails to demonstrate sensitivity and responsive to individual and cultural diversity in each competency domain (e.g., selects assessment tools or research measures not normed for individuals with demographics similar to client/patient being tested, does not include a cultural formulation in case conceptualization or recommendations).
- Fails to convey an adequate awareness of the interaction between one's own diversity characteristics and those of the people or contexts with whom or in which one is functioning as a Counseling Psychologist.

ETHICAL AND LEGAL FOUNDATIONS

Component:

- a. Knowledge about ethical standards is apparent and there is evidence that these standards guide all of their professional functioning.
- b. Knowledge about legal standards is apparent and there is evidence that these standards guide all of their professional functioning.

Passing Level Examples:

- Demonstrates awareness of the ethical implications of various situations and can cite an ethical quandary from own practice and describe appropriate responses.
- Demonstrates awareness of statutory reporting and other legal requirements that practitioners must follow in their jurisdiction, can cite example from own practice when these requirements were relevant, and can describe appropriate behaviors in response.

Failing Level Examples:

- Is unaware of important ethical implications or does not comply with ethical guidelines and principles.
- Is unaware of relevant legal standards or these standards do not their practice behavior.

PROFESSIONAL IDENTIFICATION

Components:

- a. Active participation in the profession is demonstrated.
- b. Familiarity with current significant issues facing the profession is demonstrated, as is an awareness of the implication of these issues for one's functioning as a Counseling Psychologist.
- c. Consultation and supervision are sought after and utilized appropriately.
- d. Continuing professional education is valued.

Passing Level Examples:

- Demonstrates active participation in the profession (belongs to professional organizations, assumes leadership roles in professional organizations)
- Demonstrates familiarity with current key issues facing the profession and their implication.
- Seeks consultation and supervision when needed.
- Participates in continuing professional education activities.

Failing Level Examples:

- Does not actively participate in the profession (does not belong to professional organizations, no active professional involvements outside of specific employment).
- Lacks adequate awareness of significant issues facing the profession or is aware of some significant issues facing the profession, but misunderstands their implications for professional functioning.
- Fails to provide evidence for seeking consultation or supervision when needed or does not appropriately utilize consultative or supervisory input.
- Does not participate in continuing professional education activities

APPLICATION PROCESS

Application materials needed for Counseling Psychology

Psychologists whose training and experience meet the basic requirements are encouraged to apply. Applications are accepted throughout the year. The ABCoP Application is contained in Appendix D.

- A check for the application fee should be included with the application.
- All applicants shall submit a copy of their vita/resume along with ABPP's basic

application form, which is available from Central Office or at the ABPP website (<http://www.abpp.org>).

- Graduates of an American Psychological Association approved Counseling Psychology Program shall provide endorsements from two psychologists.
- Graduates of all other programs shall provide documentation of their functioning as Counseling Psychologists from two psychologists.
- Any scholarships awarded by AACoP or ABCoP will be awarded following successful completion of the application step for which the scholarship is being awarded.

Upon successful review of the submitted credentials, applicants will receive a letter stating they are Candidates for the examination process.

PRACTICE SAMPLE

All Candidates for board certification must submit a Practice Sample (PS). The Practice Sample typically includes (a) A Professional Self Study (PSS), and (b) A Work Sample (WS), and (c) A Curriculum Vitae. The Curriculum Vitae and Professional Self Study provide Candidates with the opportunity to communicate about themselves as Counseling Psychologists and serve as a basis for discussion in the Oral Examination. The Practice Sample should be submitted within one year after receiving notice of satisfactory completion of the credentials review. Short extensions can be obtained by requesting them from the Practice Sample Coordinator. All Practice Sample materials should be submitted directly to the Practice Sample Coordinator. Simultaneously, a check for the Practice Sample Review fee, along with the appropriate forms should be sent to the Central Office.

All Practice Samples will contain a Professional Self-Study (PSS) plus one or more additional submissions: Candidates with fewer than fifteen years of post-doctoral experience will submit a Work Sample (WS), which is essentially a case study. Candidates with fifteen or more year of post-doctoral experience may apply under the Senior Option.

Four (4) copies of the PS must be received by the Practice Sample Coordinator (PSC) within 12 months of acceptance into candidacy. If candidates must request an extension to complete the Practice Sample, they may request an extension from the PSC. Upon confirmation of receipt of the Practice Sample fee, the PSC will select two Board Certified Counseling Psychologists to review the PS.

Curriculum Vitae

The Curriculum Vitae must include educational and training background, professional roles and responsibilities, and professional contributions (e.g., service activities, publications, presentations, grants, awards, professional recognitions, etc.) that support Candidates' professional identification with the specialty of Counseling Psychology.

Professional Self Study (PSS)

All Candidates are required to provide a Professional Self Study (PSS). The PSS details Candidates' general approaches to psychological assessment and intervention, as well as the training and experience which led to these approaches. Candidates should address these

approaches as they relate to one of the six Professional Practice Areas: (1) Counseling/Psychotherapy, (2) Career/Vocational Counseling, (3) Supervision, (4) Consultation, (5) Administration/Management, or (6) Training/Instruction. The PSS may reference specific papers, articles, books and courses produced by others or by the Candidate that support the applicant's competence in one of the six Professional Practice Areas. The PSS may also cite specific supervisory, career, therapeutic, administrative/management, training or personal experiences that have contributed to Candidates' views on both psychological assessment and intervention in a comprehensive and detailed manner.

The PSS should demonstrate an awareness of, and sensitivity to, contextual issues and acknowledge ways in which diversity may impact both assessment and intervention. Race, ethnicity, gender, age, sexual orientation, socio-economic status, geographic region of birth and rearing as well as current residence, physical and psychological challenges and religion are examples of such diversity. Candidates should also note the potential role of both linguistic facility and history with regard to the language(s) in which assessment and interventions are conducted. Finally, the potential impact of relational status (e.g. parent, spouse, emigrant, etc.) on assessment and intervention should be addressed.

The purpose of the Professional Self-Study is to convey a sense of the Candidate - an image of the Candidate - that transfers to the written page. Candidates should be able to describe how their professional, personal, and academic roles evolved in the work set forth for the Practice Sample.

The Professional Self-Study should clearly define how Candidates' educational, supervisory, administrative/management, therapeutic, training or personal experiences have shaped their beliefs. Candidates must clearly explain and document their views and beliefs about psychological assessment and intervention. Candidates should clarify *what* assessments and interventions they use and *why* they have chosen them as well as demonstrate awareness of diversity issues in assessment and intervention.

Candidates are expected to accomplish the task in no fewer than eight (8) and no more than ten (10) double-spaced (typed, font 12 pt.) pages. The person reading the PSS should have a sense that what is contained in the materials provided is predictable and intelligible given the views expressed in the PSS. Examiners will consider whether Candidates' statements about their professional practice match what Candidates actually do in their professional practices. The Professional Self-Study should include:

- Description of current professional work (employment and professional activities at the local, state, and national level), continuing professional education activities, long-term plans in psychology, and reasons for seeking board certification
- Evidence of science base and application by addressing (a) discussion of evidence base that informs the practice as Counseling Psychologists **OR** (b) description of the Candidates' current clinical-research activities
- Assessment, intervention, consultation, and supervision/teaching/management activities

(the latter only if applicable) and theoretical and empirical basis for these activities

- Examples of handling of complex interpersonal interactions (i.e., conflicts or disagreements in work relationships, challenging relationship dilemmas with clients/patients) in one or more of the areas of scholarship, assessment, intervention, consultation, and supervision/teaching/management
- Examples of awareness of individual and cultural diversity as pertinent to the Candidates' scholarship, assessments, interventions, consultations, and supervision/teaching/management (the latter only if applicable)
- Description of a meaningful and challenging ethical dilemma personally encountered, the aspects of the APA Ethical Principles of Psychologists and Code of Conduct pertinent to the dilemma, and how the dilemma was managed
- Verification that no ethical/legal action has been taken against the Candidate since having been admitted to candidacy.

Candidates with Fewer than Fifteen (15) Years of Post-Doctoral Experience

Candidates with fewer than fifteen (15) years of post-doctoral experience are required to submit a Work Sample (WS) in addition to the PSS. Depending upon the Professional Practice Area under which the Candidate is applying, the Candidate can submit a Work Sample consisting of group or organizational assessments and interventions or supervision, career, training/instruction, administration and consultation assessments and interventions.

Work Sample

The WS has two components; the Assessment Practice Sample and the Intervention Practice Sample and should not only detail the specific assessments and interventions associated with the particular case, but also detail how the two components exemplify the overall approach to the approaches elucidated in the PSS. Candidates demonstrate their mindfulness of diversity in the WS including, race, ethnicity, gender, age, sexual orientation, SES, physical and psychological challenges, geographic regions of birth, rearing and current residence as well as linguistic history and facility. Although the case submitted should clearly and specifically detail the course of work presented, it should also specifically state how these activities exemplify Candidates' broader, views on psychological assessment and intervention as previously detailed in the PSS. Candidates are expected to complete this task in no fewer than ten (10) and no more than twenty (20) double spaced type written pages (font 12 pt.) excluding copies of tests, profiles, and other supporting documents.

The Assessment Practice Sample may include a clinical interview, psychological testing or both. Formal testing is not required for an Assessment Practice Sample, but if formal testing is part of the assessment, Candidates should demonstrate a thorough knowledge of the construction, administration, validity and reliability and interpretation of such instruments as well as any cultural limitations.

Candidates with Fifteen or More Years of Post-Doctoral Experience (Senior Option)

Candidates with fifteen (15) or more years of post-doctoral experience may choose from two alternatives. The first is submission of the PSS and Case Study. The second is submission of the

PSS and two examples of professional writing from a variety of categories. The submissions must relate to either the direct provision of client services or the supervision of individuals providing direct service. The two examples may both be from the same category or from different categories. The categories are:

1. First authored, or co-authored substantive articles (not brief reports) which are directly relevant to the practice of Counseling Psychology and which were published in peer reviewed journals.
2. First authored, or co-authored book chapters covering topics relevant to the practice of Counseling Psychology.
3. A first authored or co-authored (not edited) book relevant to the practice of Counseling Psychology.
4. Documentation of innovative approaches to the training/supervision of Counseling Psychologists or the delivery of Counseling Psychology services. Such documentation may be in the form of training or supervision manuals or service provision center procedure manuals and should include evidence of the successful implementation of the procedures contained therein. The important aspects are that the submitted material documents innovative procedures, which were authored/established by the applicant and that produced improved practice.

Candidates, seeking to complete the Practice Sample using this option, must submit a Professional Self-Study that correlates with the publications presented. Candidates who use the Senior Option may also present a video of their work, although it is not required.

Submission of the Practice Sample (all Practice Sample Submissions)

Candidates will submit four (4) copies of the Practice Sample, four (4) copies of their Curriculum Vitae, and two (2) copies of the video (when applicable) to the Practice Sample Coordinator. The Practice Sample Coordinator's (PSC) name and address can be found in the letter admitting applicants to candidacy.

Practice Sample Extension

Candidates who wish an extension to complete their Practice Samples should address the request to the PSC. The request must detail those events that constitute the basis of the need for the extension. The PSC will make the final decision on the six (6) month extension and communicate in writing to the Candidates within two weeks after receiving the request. If the request is granted, the six (6) month period begins on the date of this written communication.

Practice Sample Reviewers (all Practice Sample Submissions)

A team of two board certified Counseling Psychologists reviews each Practice Sample. The reviewers collaborate in evaluating the material submitted; reviewers make their decisions by consensus and are requested to do so within thirty days of receiving the Practice Sample

materials. Reviewers will have three responses from which to choose: (1) unacceptable, (2) acceptable with revisions and (3) acceptable without further revision. Reviewers communicate their decision to the Practice Sample Coordinator who, in turn, communicates with Candidates.

If the reviewing team asks for revisions of the Practice Sample, the reviewers communicate, through the Practice Sample Coordinator, the specific revisions they request. The reviewers will continue to work with the Candidates for up to six months and through two revisions until the Practice Sample is found to be acceptable. Using written and/or oral forms of communication, they aim to assist the Candidates in producing a Practice Sample that the reviewing team can rate as acceptable without further revision. If Candidates are successful, they will be advanced to the Oral Examination. If, by the end of the six-month period, Candidates have not produced a Practice Sample evaluated by the team as acceptable without further revision, Candidates may request a six-month extension. If Candidates do not ask for an extension, they will be advised to develop a new Practice Sample and will be assigned a new set of reviewers when new Practice Sample is submitted. In this event Candidates must pay a second Practice Sample fee when a new Practice Sample is submitted.

ORAL EXAMINATION

When Candidates are notified that the Practice Sample is acceptable without further revisions, they receive information about arranging the Oral Examination. Registration for the Oral Examination may take place immediately upon completion of the Practice Sample phase of the Certification process and should take place within one (1) year. Brief extensions, though not encouraged, can be obtained by requesting them from the Chair of the Oral Examination. The Board uses an assessment center model to conduct oral examinations: Several Candidates are examined on the same site on the same day by several examiners. The examination is conducted over a half day and consists of five areas: (1) Assessment Skills, (2) Intervention Skills, (3) Alternative Interventions, (4) Ethics, and (5) Professional Identity. Dates and locations of the examination, which are usually scheduled semiannually, are typically determined by the numbers of Candidates waiting to take the oral examination. An example of the format for the ABCoP Oral Examination:

Oral Examination Day Schedule

8:30 – 9:30 Examiners' Meeting
 9:30 – 9:45 Orientation for Candidates
 9:45 – 10:40 Theoretical Approach and Discussion of Work Sample
 10:40 – 11:00 Break and Alternate Intervention Scenario Preparation
 11:00 – 11:30 Alternate Intervention
 11:30 – 11:50 Break and ethics vignette prep
 11:50 – 12:30 Ethics
 12:30 - 12:45 Debriefing for Candidates

Reserving a Space for the Oral Examination

Because the assessment center model brings several Candidates and examiners together at the

same site, timely coordination is essential. The Board establishes Oral Examination dates several months in advance; Candidates may contact the Oral Examination Chair for current dates. Candidates must pay the Oral Examination fee to the Central Office and inform the Oral Examination Chair of payment no later than sixty (60) days prior to the date on which they wish to take the examination. At the discretion of the Oral Examination Chair and on the basis of available space, exceptions can be made for Candidates completing their Practice Sample after the deadline who wish to be examined as soon as possible.

Except for extreme circumstances, Candidates, not attending the examination for which they have reserved a space, will forfeit their examination fee and must pay a second fee to sit for a later examination.

Materials Reviewed During the Oral Examination

The oral examination will include discussion of the Practice Sample, previously submitted during the Practice Sample phase of the board certification process. Additionally, when applicable a video will be reviewed.

Video Submissions

Videos are required for these three Professional Practice Areas: Counseling/Psychotherapy, Career, and Supervision. Videos are preferred for the three Professional Practice Areas of: Consultation, Administration/Management, and Training. (note- videos are not required for those qualifying under the Senior Option) Two (2) copies of videos must be submitted to the Oral Examination Committee Chair at least thirty (30) days prior to the date of the oral examination. Prior to submitting the video, candidates should obtain a copy of a Voluntary Informed Consent Agreement signed by the client, as well as any relevant Health Information Portability and Privacy Act (HIPPA). These documents must be submitted with the video if they have not been presented with the Practice Sample. (If candidates are using groups or families, they must get an individual consent agreement from each participant.)

The video should be no more than six months old prior to the submission. The video should be an unrehearsed session (any modality) depicting a typical intervention in one's practice. Candidates are encouraged to submit video samples that reflect their competence and expertise (typical rather than exemplary situations are customary) and that depict their interactive style in their professional context(s).

Videos shall be submitted in a continuous, unedited 45-minute-run on DVD, CD format discs, or a usb flash drive. The video shall provide continuous audible interactions between the Candidate and the other participant(s) and depict 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 the audio is not completely clear and distinct, the Candidate must provide a typed transcript of the session.

A sample Voluntary Consent Agreement is in Appendix B. This agreement (or any other version employed) should include a full 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

video will be returned to the Candidate upon successful completion of the examination. (If candidates are using groups or families, they must get an individual consent agreement from each participant.) Candidates should take great care to remove all identifiers from all materials, including test protocols.

ABCOP EXAMINATION TEAM

Examination Team Composition

The Examination Committee is a team of Board Certified examiners. No committee member may have had any significant prior or current personal, professional, or administrative relationship with the Candidate or the clients/patients in the Practice Sample. Candidates will normally be informed in advance regarding the Board Certified Counseling Psychologists on the Examination Team. If Candidates anticipate a conflict of interest with one or more of the members of the examination team, they should immediately inform the Oral Examination Chair.

Examiners' Responsibilities

ABCOP's philosophy regarding the examination process is that the examination be conducted in a courteous, professional, and collegial manner consistent with the policies and procedures stated in this manual. An examiner serves as a representative of ABCOP and accepts responsibility to protect the welfare of the Candidates, the confidentiality of the Practice Samples and the integrity of the examination. The relationship between the Candidates and the examiners should be considered a collegial one in which the Candidates are treated as mature professional psychologists.

FINAL EXAMINATION PROCEDURES AND CANDIDATES NOTIFICATION

Notification of Candidates

Candidates are notified of their examination results through e-mail and letter from the Chair of the Oral Examination Committee and from ABPP following the oral examination.

Awarding the Diploma – Board Certification

The American Board of Professional Psychology sponsors a convocation held at the American Psychological Association's annual convention at which newly Board Certified Psychologists are honored. The Board of Counseling Psychology strongly encourages attendance at the Convocation to receive this honor. New Board Certified Counseling Psychologists are announced at the annual meeting of the Society for Counseling Psychology – Div 17 of APA.

Annual Fees

Individuals who become Board Certified are required to pay an annual fee until they have retired from all practice of psychology. Upon retirement and a request to ABPP the fee will be reduced.

American Academy of Counseling Psychology (AACoP)

Each new Board Certified Counseling Psychologist is automatically granted Fellow status as a member of the American Academy of Counseling Psychology upon submission of an application and payment of Academy dues. The Academy is the component of the American Board of Professional Psychology, which is responsible for advocacy, education, and public and legislative action for Counseling Psychology.

APPEALS

The American Board of Counseling Psychology expects that the conditions for reviewing qualifications, Practice Samples, and Oral Examinations will be consistent with the principles and standards stated in this manual. Recognizing that exceptions may occur, policies and procedures for appeal have been established. Candidates may challenge an appealable decision within 30 days after the receipt of a decision by means of a written appeal, which is addressed to the President of the American Board of Counseling Psychology. If Candidates demonstrate by clear and convincing evidence that there was a procedural error that harmed the Candidates in a material way, a remedy shall be provided. Please see Appendix C for a more detailed description.

APPENDICES

Appendix A: Summary Table for The Practice Sample and Assessment/Intervention portion of the Oral Examination

Appendix B: Voluntary Consent Agreement

Appendix C: Appeals

Appendix D: Application Process for Counseling Psychology Board Certification

Appendix A: Summary Table for The Practice Sample and Assessment/Intervention portion of the Oral Examination

Fewer Than 15 Years Post-Doctoral Degree	15 Years or more Post-Doctoral Degree
<p style="text-align: center;">Practice Sample</p> <p>Professional Self Study + Work Sample</p>	<p style="text-align: center;">Practice Sample</p> <p>Professional Self Study + either:</p> <p>(1) Work Sample or</p> <p>(2) Two examples from any of the following groups:</p> <ul style="list-style-type: none"> (a) First authored, or co-authored substantive articles (not brief reports) which are directly relevant to the practice of Counseling Psychology and which were published in peer review journals. (b) First authored, or co-authored book chapters covering topics relevant to the practice of Counseling Psychology. (c) A first authored or co-authored (not edited) book relevant to the practice of Counseling Psychology. (d) The documentation of innovative approaches to the training/supervision of Counseling Psychologists or the delivery of Counseling Psychology services.
<p style="text-align: center;">Oral Examination</p> <p>Video where required + Discussion of Practice Sample</p>	<p style="text-align: center;">Oral Examination</p> <p>Discussion of Practice Sample</p>

Appendix C: Appeals

APPEALS COMMITTEE

The Board shall establish an Appeals Committee consisting of three (3) Board Certified Counseling Psychologists, who have not been involved in the examination. If one or more members of the Appeals Committee are unable or not eligible to serve, the Board shall appoint the necessary alternates or members of the Appeals Committee.

APPEALABLE DECISIONS

The following decisions of the Board may be appealed:

1. Denial of meeting specialty specific qualifications.
2. Non-approval of practice (work) samples and/or written examination.
3. Failure of the oral examination.

Note: An appealable decision shall not be final until the appeal process has been completed.

FILING AN APPEAL

The Candidate may challenge an appealable decision within thirty (30) days of the receipt of written notice of that decision. The Candidate must specify the grounds on which the appeal is made. The alleged ground(s) must be numbered in the written appeal and must represent a violation of the Board's established procedures.

Appeals should be addressed to the President of the American Board of Counseling Psychology who in turn shall refer it to the Appeals Committee of the Board. The Appeals Committee reviewing the appeal must complete its review within sixty (60) days after receipt of the letter of appeal.

Appeals related to the denial of meeting general requirements for candidacy shall be forwarded to the ABPP Executive Officer for resolution by the ABPP Standards Committee whose decision on these requirements is final.

SCOPE AND CONDUCT OF APPEAL

The procedural issues addressed by the Appeals Committee shall be limited to those stated in the appeal request letter and that meet the requirement of an appealable procedural issue. If legal issues appear to be involved, the Appeals Committee will consult with the ABPP legal counsel.

The Appeals Committee shall implement a process of review primarily based upon information before the Board at the time of the decision. The Appeals Committee may review information from the Chair and members of the Oral Examination, the Credentials Review Committee, the Practice Sample reviewers, the Candidates, or others as appropriate to the issues raised. The

process is not a *de novo* review, but a review of the challenge to the Board decision. The Appeals Committee shall confer as soon as possible upon the Board's receipt of the Candidate's letter requesting an appeal and shall complete its review and decision, addressing each issue raised by the appellant, within sixty (60) days. Failure to complete the review in the sixty (60) day period shall move the appeal to the ABPP Board of Trustees for resolution.

DECISION AND REPORT OF APPEALS COMMITTEE

The decision of the Board should be affirmed unless there was a failure by the Board to adhere to its procedures. In any case, the procedural error would have to be such that it may have substantially affected the decision.

If the Candidate demonstrates by clear and convincing evidence that there was a procedural error that harmed the Candidate in a material way, the Committee shall provide a remedy. The remedy will ordinarily be to void an oral examination (or Practice Sample review) and offer a new examination (or Practice Sample review) with no additional fees assessed to the Candidate, or to refer the matter to the examination committee. In this circumstance, another committee will be provided. The Appeals Committee however, may not "pass" Candidates or disregard an examination.

The Report of the Appeals Committee shall address each issue raised by the Candidate and its decision related hereto and the basis for that decision. The report shall be forwarded to the Executive Officer through the Board President. The report shall then be forwarded to the Candidate under the Executive Officer's signature.

Appendix D: Counseling Psychology Application

The Application form is the primary information base upon which eligibility for candidacy is determined. In effect, an applicant is establishing the necessary academic, training, supervised experience, and professional standing required by the specialty of Counseling Psychology. The ABPP Executive Officer and Central Office staff verify the license to practice psychology, the doctoral degree and program. An applicant must request that a copy of the doctoral transcript be sent to ABPP directly from the educational institution. The request should be initiated as soon as possible in order to not have any delay in processing the application. Any documentation (endorsements, certification of appropriate institute or continuing education) must be submitted with the application.

The application is a single form with two sections: the first part is essentially related to the generic requirements and the second part is related to the specialty's requirements. The ABPP shall review the submitted application for completeness. The ABPP shall review the application for the determination of meeting the ABPP common, generic criteria of doctoral degree and program, licensure, and professional standing. Upon meeting the generic criteria the application materials are sent to the Specialty Board for determination in meeting the specific criteria for eligibility as a Candidate.

Following the application review, the applicant is quickly notified of the review results. An applicant who meets generic and specialty requirements becomes a "Candidate" eligible to move on to the specialty examination process. The Application Form and fee form can be reviewed and downloaded at the ABPP website at www.abpp.org.

General Eligibility Requirements

To attain board certification in a specialty, an applicant must meet ABPP's common eligibility requirements, which include:

- A doctoral degree from a program in professional psychology or postdoctoral respecialization certificate at which time, the degree that was granted was accredited by the APA, CPA, or was listed in the publication *Doctoral Psychology Programs Meeting Designation Criteria*. Applicants credentialed in the most recent directory of the *National Register of Health Service Providers in Psychology* or the *Canadian Register of Health Service Providers in Psychology* qualify as meeting the doctoral degree as well as those holding the Certificate of Professional Qualification in Psychology (CPQ).
- Licensure or certification at the independent practice level as a psychologist in the State, Province, or Territory in which the psychologist practices.

Note: Limited exceptions exist for prior to 1983 doctoral preparation, degrees granted outside the U.S. or Canada, formal retraining, substantial equivalents to accreditation requirements, and licensure in jurisdiction of practice for some Federal employees. Exception criteria and procedures are available from Central Office.

Specialty Specific Eligibility Requirements

1. The education and training preparation in the specialty should meet APA accreditation requirements for the specialty.
2. An approved internship is required; and
3. Two years of post-license experience