



## ABPPSP Practice Sample Submission Checklist

The ABPPSP Practice Sample Submission Checklist is a tool to assist Candidates in the technical preparation of the Practice Sample. The ABPPSP requires Candidates to carefully adhere to both the substantive and technical requirements outlined in the Examination Manual. Failure to adhere to the technical requirements in their entirety may result in the Practice Sample being rated as Unacceptable.

**I attest to each of the following statements with regards to the preparation and submission of my Practice Sample (please check each box, sign, and date):**

- Examination Manual (EM) effective November 7, 2017 was relied upon to prepare my Practice Sample.
- The written components of the Practice Sample are submitted as digital media in common format (e.g., Acrobat PDF or other common digital reading format) and collated into a single document.
- The cover or title page contains the required elements as outlined in the Examination Manual.
- The Practice Sample is submitted using Calibri 12-point font. No cursive or decorative fonts have been used unless part of the original document included in a Work Sample. All pages are clear and legible. If copies of handwritten notes are included, they must be transcribed if they are not reasonably expected to be legible to the reviewers.
- The Practice Sample is free of misspellings, errors of punctuation and grammar, and pagination and formatting errors.
- The Table of Contents (TOC) page numbers correctly correspond with the pagination for the entirety of the submission. The PDF page numbers are consistent with the document page numbers. The TOC clearly identifies the location of each required element of the Practice Sample.
- The Professional Self-Study Statement is no less than 15 pages and does not exceed 25 pages<sup>1</sup>.
- The Work Sample materials do not exceed 200 (8 1/2 x 11 inch) pages, inclusive of all attachments and exhibits (excluding the CV and PSSS), unless the NCE agreed to and provided a written waiver of this requirement.
- Work Sample materials presented under the Traditional Option have been collected within two years prior to advancement to candidacy and submitted within one year after advancement to candidacy, unless a written extension was requested of, and provided by, the NCE.
- Sections within the Practice Sample are clearly labeled with headings. As an example, "Section A: Professional Activities" rather than "Section A" or "Professional Activities" alone.

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<sup>1</sup> A revised PS may not exceed 40 pages.

- "Section C: Continuing Education" section demonstrates at least 25 hours of continuing education in the specialty in the three years preceding each stage of examination (e.g. practice sample submission, oral examination,).
- "Section F: Ethical Base" section includes no fewer than two **complex** ethical dilemmas in which there are substantial clinical, ethical, risk management, legal, or other **competing** issues or values. The dilemmas sufficiently demonstrate ethical reasoning capacity by detailing the competing elements, factors, and considerations in addressing each concern/complication, decision(s), and the supportive reasoning.
- "Section H: Complex Relationships" section includes two or three examples of substantially complex interpersonal interactions (e.g., conflicts or disagreements in work relationships, challenging relationship dilemmas with clients/patients) in one or more of the domains of assessment, intervention, operations, and/or consultation in police and public safety psychology. Sufficient detail is included to demonstrate the complexity of these interpersonal interactions, as well as detailed thought processes involved in negotiating or resolving these interactions. An explanation for the choice of examples is provided to demonstrate reasoning and acumen in complex relationships. Each example describes how management of these complex relationships has altered or impacted psychological practice.
- "Section J: Self-Assessment" section includes professional goals for the future.
- Each element in the Work Sample (whether Traditional or Senior Option) is preceded by a detailed narrative of the background and context in which it was generated, and the purpose of its inclusion in the Work Sample (i.e., what foundational and functional competencies the Work Sample is intended to demonstrate).
- Work Samples are redacted and all identifying information is removed and replaced either by deleting or blacking out names or by assigning fictitious identities. (To maintain professionalism, please do not use comical or facetious names.) **A Practice Sample may be disqualified if confidentiality, privacy, and privilege are not adequately protected, and/or if identities unnecessary to demonstrating competence are not redacted.** (N.B. While Candidates must redact all identifying information, Candidates may submit Work Samples that identify and include a video image of a recipient of confidential clinical services if the client has been properly informed and authorizes the use of the video for purposes of the Practice Sample review. The signed, written authorization must contain a proper notification that the video and any other identifying information will be digitally uploaded and transmitted via the Internet to the NCE, the Practice Sample Coordinator, the Practice Sample Review Panel, and an Oral Examination Panel of three examiners. Alternatively, a confidential intervention or consultation Work Sample video in which the facial image of the confidential client is pixilated is acceptable. Video intervention recordings are optional, not required.)
- I have completed, signed and dated the Ethics Attestation Form (Appendix D, p. 72).
- A "Consent to Use Educational and Occupational Data from Practice Sample Submitted to the American Board of Police & Public Safety Psychology" form (Appendix C, p. 69) is included as the **last page** of the Practice Sample.
- I attest that my Practice Sample follows the instructions of the ABPPSP Examination Manual effective November 7, 2017. I have completed, signed and dated the Practice Sample Submission Checklist and included it as the **second and third pages** of the Practice Sample. I understand that if this submission fails to adhere to the requirements detailed above in their entirety, my Practice Sample may be found Unacceptable.

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Signature of Candidate

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Date

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Name of Candidate