Virginia Department of Health Professions
Board of Psychology

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APPLICATION INSTRUCTIONS
LICENSURE BY ENDORSEMENT
CLINICAL PSYCHOLOGIST

This application is for individuals who hold an active, unrestricted equivalent autonomous Clinical Psychologist license in any jurisdiction in the United States or Canada and want to obtain a Clinical Psychologist license in Virginia.

APPLICATION INSTRUCTIONS

Follow these steps to apply for Licensure by Endorsement:

1. **Read** the Laws and Regulations regarding the Practice of Psychology in Virginia and utilize the detailed information in the Clinical Psychology Licensure Process Handbook for detailed information about the required documents and process to obtain a license.
2. **Gather and Request** ALL the necessary documents in the checklist BEFORE beginning the online application. Have copies of the required documents ready to upload as part of the online application process. PDF format is preferred.
3. **Apply Online** by registering for an account or logging into your existing account.
   - Select the license type of: "Clinical Psychologist" and the Obtained by Method of "Endorsement".
   - Complete the required fields.
4. **Upload** the necessary documentation within the online application portal.
   - Ensure you have uploaded all the necessary documents as indicated by the checklist. A complete application provides the best opportunity to avoid delays in the review and approval process.
   - Once you have paid the application fee, you application will be submitted, and you can no longer upload additional documents. Any documents you did not upload will need to be emailed to the Board and will delay the review of your application.
5. **Pay** the application fee within the online application portal.
   - **Application fees are non-refundable.**
   - The application fee for Clinical Psychologist licensure by endorsement is $200.00.
   - Your application is not submitted until the fee is paid.
6. **Wait** for Board review of your application and reply to any correspondence from the Board.
   - Applications that are complete, fully documented and meet the minimum requirements for the Regulations Governing the Practice of Psychology will be reviewed within **30 days** of receipt of a **complete** application.
   - Incomplete applications remain active for one year from the date of payment, after which incomplete application files are destroyed as outlined in the Library of Virginia records retention and disposition schedules. If your application is not completed in the one-year timeframe, you are required to re-apply by submitting a new application, fee, and documentation pursuant to the regulations at that time.
   - Your online checklist will be your primary source of application status.
   - As documentation is receive and reviewed, your checklist will be updated, and an automated email will be sent to you 24 hours later.

RULES AND GUIDELINES

- In order to be considered for a Clinical Psychologist license, you must meet the requirements outlined in 18VAC125-20-42.
- Virginia law states that a person who has neither passed the examination nor been issued a license as a Clinical Psychologist, even if they have completed the necessary number of supervised practicum or residency hours, must not engage in the provision of Clinical Psychology services except as a Board approved "Resident in Clinical Psychology". The only exception is providing Clinical Psychology services in an exempt setting. See, Law 54.1-3601 for exemptions.
- Please notify the Board in writing within 30 days of a name change or address change by completing the **Name/Address Change Form**.
- Providing false or misleading information as well as omitting information in response to information requested in the application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing registration, certification, or license.
- Pursuant to Virginia Code § 54.1-2400.02 addresses of licensees are made available to the public. Normally, the Address of Record is the publicly disclosed address. If you do not want your Address of Record to be made public, you may provide a second, publicly disclosable address (e.g. work or practice address). If you would like your Address of Record to be publicly available, please complete both sections with same address on the application.
- Pursuant to Virginia Code § 54.1-116 (A), you are required to submit your social security number, or your control number issued by the *Virginia* Department of Motor Vehicles*. If you fail to do so, the processing of your application will be suspended, and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided for by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities. ***No license will be issued to any individual who has failed to disclose one of these numbers.***

ENDORSEMENT APPLICATION CHECKLIST

Check	REQUIRED DOCUMENTATION	SUBMIT BY
Required	**1. LICENSE VERIFICATION**	
☐	If you have ever held, or currently hold, a health or mental health license, certification, or registration, whether current, inactive, or expired, you must submit proof of license verification. • If the licensing jurisdiction provides online license verification, you can provide documentation printed directly from the jurisdiction's website. The verification must include the following information: ○ Licensee name, License number, License title, Issue date, Expiration date, and whether disciplinary action has ever occurred against your license, certification, or registration. • If the jurisdiction does not provide online verification, you must contact the jurisdiction directly to obtain license verification. Please see the Board's Applicant Out-of-State Licensure Verification form.	**ONLINE OR EMAIL**
Required	**2. NPDB SELF-QUERY**	
☐	You must request and submit a copy of your National Practitioners Data Bank self-query report with your application. The report must be current and generated no more than 30 days prior to submitting your application for licensure.	**ONLINE**
Required	**3. PROOF OF EQUIVALENT ACTIVE LICENSE OR CERTIFICATION**	
☐	You must submit documentation of one of the following as proof of your equivalent active license or certification:	**ONLINE**
	☐ Verification of a current credential issued by the National Register of Health Service Psychologists . You must request that official verification of your credential be sent directly to the Board at psy@dhp.virginia.gov from the National Register of Health Service Psychologists.	
	☐ Verification of a current diplomate status in good standing with the American Board of Professional Psychology in a category comparable to Clinical Psychology. You must request that official verification of your diplomate status be sent directly to the Board at psy@dhp.virginia.gov from the American Board of Professional Psychology.	
	☐ Verification of a Certificate of Professional Qualification in Psychology (CPQ) issued by the Association of State and Provincial Psychology Boards You must request that official verification of your CPQ status be sent directly to the Board at psy@dhp.virginia.gov from the Association of State and Provincial Psychology Boards.	
	☐ Evidence of 5 years of active licensure in a category comparable to Clinical Psychology with at least 24 months of active practice within the last 60 months immediately preceding your application for Licensure by Endorsement in Virginia. • You must submit this evidence using the Verification of Post-License Active Practice as a Clinical Psychologist form.	
	☐ If you have less than 5 years of active practice, or less than 24 months of active practice within the last 60 months, you must provide evidence that you hold a psychologist licensure in good standing obtained by standards substantially equivalent to the education, experience, and examination requirements as set forth in the Regulations. To provide this evidence, ALL the following is required: • Request a certified copy of your original application from the initial out-of-state licensing Board and have that Board send it directly to the Virginia Board. Alternately, the agency can send a copy of the regulations that were in effect at the time of your initial licensure.	

	• Have your official college transcripts mailed or emailed directly to the Board from your school.
	  ○ The transcripts must show that you graduated with a clinical psychology, counseling psychology, or a school psychology doctorate degree from an American Psychological Association (APA), Canadian Psychological Association (CPA), Psychological Clinical Science Accreditation System (PCSAS), or substantially equivalent accredited program. The transcript must contain your conferred date.
	  ○ It is encouraged that transcripts be electronically sent directly to the Board at psy@dhp.virginia.gov via a secured electronic transcript service used by the school (for example: eScript or Parchment).
	  ○ If your school is unable to send your transcripts electronically, the official transcripts can be mailed to the Board.
	  ○ Photocopied transcripts will not be accepted.
	• Contact the ASPPB to have your EPPP Part 1-Knowledge passing score report transferred to the Virginia Board.	

If Applicable	**4. PROOF OF NAME CHANGE**	
☐	You must provide documentation if your name has ever been legally changed from the time you attended school or were licensed, certified, or registered in another jurisdiction or is other than what is listed on your application. Acceptable forms of documentation are copies of a marriage certificate, court order, or divorce decree.	**ONLINE**
If Applicable	**5. CRIMINAL CONVICTIONS, PAST ACTIONS or POSSIBLE IMPAIRMENTS**	
☐	If you answer "YES" to any of the questions on the criminal convictions, past actions, or possible impairment questions on the application, you must include a detailed explanation and supporting documentation. Please refer to Guidance Document 125-2, for a list of required documentation and further information. All applications are reviewed on a case-by-case basis.	**ONLINE**

END OF INSTRUCTIONS. PROCEED TO THE ONLINE APPLICATION.