

Application Instructions

This application form is to be completed by individuals applying for their initial NH license and candidates who are making a request to sit for the EPPP.

1. **Application:** Complete all sections and sign and date.
2. **Photo:** Include a glossy passport photograph
3. **Application fee:** Include non-refundable check or money order for \$300 payable to "Treasurer, State of New Hampshire"
4. **Curriculum Vitae:** Include a current CV or resume
5. **Summary of Supervised Clinical Experience:** To be completed by the applicant. Provide a summary of internship and post-doctoral experience. The form should indicate a minimum of 1,500 hours of pre-doctoral experience and 1,500 hours post-doctoral experience. If there were multiple supervisors at the same site, please list each supervisor in the same box and provide the total hours for the experience. Use an additional sheet if necessary. Please clearly delineate pre-doctoral and post-doctoral experience.
6. **Graduate program course sheet:** If the graduate program is accredited by the APA or CPA then submit a one page verification from the program's materials, or a letter from the program confirming this status, or a copy from the APA or CPA website page showing accreditation of the program while the applicant was in attendance. If the program is not APA or CPA accredited report the specific courses and credits taken to satisfy the requirements of Psyc 302.02.
7. **Written response to essay questions:** Essays are in lieu of a jurisprudence exam. Each essay must be a minimum of 300 words each. Each individual ethical dilemma must be at least 300 words, excluding citation of the ethics code/standard. Ethical dilemmas should demonstrate critical thinking, including pros and cons of possible courses of action by the psychologist in accordance with Psyc 303.05." An acceptable essay should include a brief summary of the issue, a clearly identified dilemma, the ethical standards that are being considered, the options for managing the dilemma, the pros and cons of each of these options, and your final decision with the rationale for your choice.

*** Per Psyc 303.05(a), the essay exam requirements have changed. All applicants must answer the following 4 "Written Essay Exam Questions":

- (1) “Discuss 5 ethical problems, which you may already have encountered or may, in the future, encounter in your professional practice. Your answers should use the following format:
- a. Clearly state the ethical problem.
 - b. Cite all the specific professional ethical codes and principles you are applying from your profession’s Code of Ethics.
 - c. Delineate the critical thinking by which you would work toward resolution of the problem. Discuss the pros and cons of each possible decision.
 - d. Provide a concise statement of your resolution of the problem.”;
- (2) “Discuss how issues of cultural diversity affect client assessment and treatment.”;
- (3) “Demonstrate your understanding of how to collaborate successfully and ethically with other mental health and healthcare professionals, recognizing that those other professionals may have different ethical codes and practices.” ;
- (4) “Explain how your records will be managed in the event of your impairment or death in both an organizational and private practice setting, even if you currently believe you would never practice in an alternate setting (e.g., you currently practice in an agency and do not imagine ever being in private practice, and vice versa). Discuss how you would address any differences between Psychologists’ ethical codes regarding record-keeping and the practices of an institution. Be sure to also address how long client records should be kept according to the Board’s administrative rules.”; and
- (5) “Optional: If you have additional information about your career and professional development that you would like to share with the board, you may include this here.”
- 8. ASPPB/EPPP:** Official EPPP score report from ASPPB if you have already taken and passed this exam. This should be mailed directly to the Board by ASPPB.
- 9. Internship confirmation:** Internship experience form to be completed by the internship training director or primary supervisor and should list all supervisors as well as total number of clinical and supervision hours.
- 10. Summary of supervised clinical experience form:** This is mistakenly listed as a duplicate. Only one form is required.

- 11. Completed graduate program course sheet:** This is mistakenly listed as a duplicate. Only one form is required.
- 12. Supervisor's confirmation of clinical experience:** This refers to the internship experience. Describe the internship experience and intern's clinical work. If there is more than one supervisor, information can be completed by the primary supervisor.
- 13. Supervisor's confirmation of post doc experience:** Describe the post-doc experience and post-doc clinical work. If there is more than one supervisor, information can be completed by the primary supervisor.
- 14. Verification of licensure from another jurisdiction:** Complete if applicable.
- 15. Three professional references:** At least one reference from an internship supervisor and one from a post- doctoral supervisor. References must be from a qualified licensed provider, examples include licensed psychologist, social worker, or psychiatrist.
- 16. Undergraduate transcript:** Official undergraduate transcripts in an envelope that has been sealed by the school(s).
- 17. Graduate transcript:** Official graduate transcripts, to include master's and doctoral transcripts, in an envelope that has been sealed by the school(s).
- 18. Criminal background:** The livescan or inked fingerprinting can be completed at any qualified law enforcement agency or an authorized employee of the department of safety.

** if you are unable to contact a supervisor or training director, please have verification completed by the psychologist currently in that position.