



PSYCHOLOGY EXAMINING BOARD MEETING
Room 121A, 1400 East Washington Avenue, Madison, WI
Contact: Dan Williams (608) 266-2112
February 4, 2015

Notice: The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Board.

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Meeting Minutes of November 19, 2014 (4-8)**
- C. Administrative Matters – Discussion and Consideration**
 - 1) Staff Update
 - 2) Election of Officers **(9-10)**
 - 3) Appointment of Liaisons and Delegated Authorities **(11-13)**
 - a. Roles and Authorities - Monitoring
 - 4) Board member – term expiration date
 - a. Rebecca Anderson – 7/1/2018
 - b. Marcus Desmonde – 7/1/2017
 - c. Daniel Schroeder – 7/1/2015
 - d. David Thompson – 7/1/2018
 - e. Public Member 1: Vacant since 2011
 - f. Public Member 2: Vacant since 2012
- D. Legislation and Administrative Rule Matters – Discussion and Consideration (14-20)**
 - 1) Proposals for PSY 2 Relating to Licensure
 - 2) Proposals for PSY 3 Relating to Practice of School Psychology
 - 3) Update on Pending and Possible Rulemaking Projects
- E. Board Goals – Discussion and Consideration (21)**
- F. Informational Items – Discussion and Consideration**
- G. Items Received After Preparation of the Agenda**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Presentations of Petition(s) for Summary Suspension

- 4) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 5) Presentation of Proposed Final Decision and Order(s)
- 6) Division of Legal Services and Compliance Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Questions/Issues
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Speaking Engagement(s), Travel, or Public Relation Request(s)

H. Consulting with Legal Counsel

I. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

J. **Deliberation of Credentialing Matters**

- 1) Application Review – Clarissa Schienebeck, School Psychologist Applicant (**22-103**)

K. **Deliberation of Division of Legal Services and Compliance Matters**

- 1) DLSC Attorney Sandra Nowack
 - a. **Proposed Stipulations, Final Decisions and Orders**
 1. 14PSY022 (J.A.) (**104-109**)
 2. 14PSY030 (J.C.P.) (**110-115**)
 - b. **Administrative Warnings**
 1. 14PSY034 (L.A.V.) (**116-117**)
- 2) **Case Status Report and Case Closure Deliberation (118)**

L. Deliberation of Items Received After Preparation of the Agenda

- 1) Application Issues and/or Reviews
- 2) Administrative Warnings
- 3) Monitoring Matters
- 4) Professional Assistance Procedure (PAP) Matters
- 5) Orders Fixing Costs/Matters Related to Costs
- 6) Proposed Final Decisions and Orders
- 7) Petitions for Summary Suspension
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Petitions for Re-hearings
- 10) Education or Examination Matters
- 11) Review Additional Information Requested of Applicants for Licensure

- 12) Oral Interviews of Applicants for Licensure – Final Approval for Licensure
- 13) Review of Applications for Licensure
- 14) Supervision Reviews
- 15) Credential Issues
- 16) Motions
- 17) Appearances from Requests Received or Renewed

M. Consulting with Legal Counsel

RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

Vote on Items Considered or Deliberated on in Closed Session, If Voting is Appropriate

ADJOURNMENT

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**PSYCHOLOGY EXAMINING BOARD
MEETING MINUTES
November 19, 2014**

PRESENT: Rebecca Anderson, Ph.D. (*via teleconference*); Marcus Desmonde, Psy.D.; Daniel Schroeder, Ph.D.; David Thompson, Ph.D.

STAFF: Dan Williams, Executive Director; Sharon Henes, Rules Coordinator; Jelena Gagula, Bureau Assistant; and other Department Staff

CALL TO ORDER

Daniel Schroeder called the meeting to order at 9:12 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Marcus Desmonde moved, seconded by David Thompson, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MEETING MINUTES OF AUGUST 27, 2014

Amendments to the Minutes:

Revise "David Thompson, Psy.D." on pages one (1) and four (4) to read "David Thompson, Ph.D."

MOTION: David Thompson moved, seconded by Marcus Desmonde, to approve the minutes of August 27, 2014 as amended. Motion carried unanimously.

LEGISLATION AND ADMINISTRATIVE RULE MATTERS

FINAL DRAFT AMENDING ADMINISTRATIVE RULE PSY 4

MOTION: Rebecca Anderson moved, seconded by Marcus Desmonde, to approve the Legislative Report and Draft for Clearinghouse Rule CR 13-103 revising PSY 4 for submission to the Governor's Office and Legislature. Motion carried unanimously.

PENDING AND POSSIBLE RULEMAKING PROJECTS

MOTION: Marcus Desmonde moved, seconded by David Thompson, to request DSPS staff draft a Scope Statement relating to Renewal and Reinstatement and be approved by the Chair for submission to the Governor's Office and publication and to authorize the Chair to approve the scope for implementation no less than 10 days after publication. Motion carried unanimously.

BOARD GOALS

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to approve the Board Goals as amended. Motion carried unanimously.

CLOSED SESSION

MOTION: David Thompson moved seconded by Marcus Desmonde, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Daniel Schroeder read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Rebecca Anderson, Ph.D. – yes; Marcus Desmonde, Psy.D. – yes; Daniel Schroeder, Ph.D. – yes; David Thompson, Ph.D. – yes. Motion carried unanimously.

The Board convened into Closed Session at 1:24 p.m.

RECONVENE TO OPEN SESSION

MOTION: Marcus Desmonde moved, seconded by David Thompson, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 2:52 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Marcus Desmonde moved, seconded by David Thompson, to affirm all motions made in closed session. Motion carried unanimously.

CREDENTIALING MATTERS

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to acknowledge the Chair's appointment of Rebecca Anderson and David Thompson as additional Credentialing Liaisons. Motion carried unanimously.

APPLICATION REVIEW – JAMES ANGSTER, PH.D.

MOTION: David Thompson moved, seconded by Marcus Desmonde, to **deny** the application for a license to practice Psychology in the state of Wisconsin of James Angster, Ph.D. **Reason for Denial:** Pursuant to PSY 5.01(27) and (32). Motion carried unanimously.

APPLICATION REVIEW – SUSAN ASTARY, PH.D.

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, to **table** the application for a license to practice Psychology in the state of Wisconsin of Susan Astary, Ph.D. until further information is provided. Motion carried unanimously.

APPLICATION REVIEW – STEPHANIE BUDGE, PH.D.

MOTION: David Thompson moved, seconded by Marcus Desmonde, to issue an **intent to deny** letter in regard to the application for a license to practice Psychology in the state of Wisconsin of Stephanie Budge, Ph.D. due to lack of CE compliance. Applicant will have 45 days to supplement her application file before denial becomes effective. Motion carried unanimously.

APPLICATION REVIEW – CHERYL BUECHNER, PH.D.

MOTION: Marcus Desmonde moved, seconded by Rebecca Anderson, that the applicant must comply with the 40 hour CE requirement found in PSY 4.03(2). Her application for licensure remains open pending completion. Motion carried unanimously.

APPLICATION REVIEW – SARA HEGERTY, PH.D.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an **intent to deny** letter in regard to the application for a license to practice Psychology in the state of Wisconsin of Sara Hegerty, Ph.D. due to lack of CE compliance. Applicant will have 45 days to supplement her application file before denial becomes effective. Motion carried unanimously.

FITNESS TO PRACTICE EVALUATION – JONATHAN EASTON, PSY.D.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to **approve** the application for a license to practice Psychology in the state of Wisconsin of Jonathan Easton, Psy.D. Motion carried unanimously.

STIPULATIONS, FINAL DECISIONS AND ORDERS

D.G.N. – 14PSY029

MOTION: David Thompson moved, seconded by Marcus Desmonde, to **adopt** the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against D.G.N. – 14PSY029. Motion carried unanimously.

ADMINISTRATIVE WARNINGS

14PSY023 – P.B.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY023 – P.B. Motion carried unanimously.

14PSY025 – D.R.H.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY025 – D.R.H. Motion carried unanimously.

14PSY026 – R.B.J.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY026 – R.B.J. Motion carried unanimously.

14PSY027 – J.M.M.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY027 – J.M.M. Motion carried unanimously.

14PSY028 – B.D.M.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY028 – B.D.M. Motion carried unanimously.

14PSY031 – A.R.M.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY031 – A.R.M. Motion carried unanimously.

14PSY032 – S.K.S.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY032 – S.K.S. Motion carried unanimously.

14PSY033 – M.S.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY033 – M.S. Motion carried unanimously.

14PSY036 – S.K.D.

MOTION: Marcus Desmonde moved, seconded by David Thompson, to issue an Administrative Warning and closed the case in the matter of DLSC case number 14PSY036 – S.K.D. Motion carried unanimously.

CASE CLOSINGS

R.L. – 14PSY038

MOTION: Marcus Desmonde moved, seconded by David Thompson, to close DLSC case number 14PSY038 against R.L., for prosecutorial discretion (P7). Motion carried unanimously.

ADJOURNMENT

MOTION: Marcus Desmonde moved, seconded by David Thompson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 2:54 p.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood		2) Date When Request Submitted: 1/23/2015	
		Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Psychology Examining Board			
4) Meeting Date: 2/4/2015	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters – Discussion and Consideration 1. Election of Officers 2. Appointment of Liaisons and Delegated Authorities a) Roles and Authorities - Monitoring	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: The Board needs to: 1) Elect Officers 2) Upon completion of the Election the new chair should appoint Board Liaison positions 3) The Board should then consider delegation of authority to DSPS staff or liaisons			
11) Authorization			
Kimberly Wood		1/23/2015	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

ELECTION OF OFFICERS

2014 OFFICER ELECTION RESULTS	
Board Chair	Daniel Schroeder
Vice Chair	Marcus Desmonde
Secretary	Rebecca Anderson

APPOINTMENT OF LIAISONS AND COMMITTEE MEMBERS

The Chair appoints the following members to:

2014 LIAISON APPOINTMENTS	
Monitoring Liaison(s)	Rebecca Anderson
Professional Assistance Procedure (PAP) Liaison(s)	Rebecca Anderson
Credentialing Liaison(s)	Marcus Desmonde, Daniel Schroeder
Continuing Education Liaison	Marcus Desmonde
Legislative Liaison	Daniel Schroeder
Screening Panel Liaisons January-December 2014	Daniel Schroeder, Rebecca Anderson

MOTION: Daniel Schroeder moved, seconded by Marcus Desmonde, to acknowledge the appointments made by the Chair to the 2014 Liaisons and Screening Panel as noted in the above. Motion carried unanimously.

DELEGATION MOTIONS

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Marcus Desmonde moved, seconded by Daniel Schroeder, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

MOTION: Daniel Schroeder moved, seconded by Marcus Desmonde, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously

MOTION: Daniel Schroeder moved, seconded by Marcus Desmonde, to delegate authority to the Continuing Education Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. **Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.**

Monitoring Liaison currently has the authority to grant an extension up to 90 days. This change will allow the Liaison to grant payment plans and longer extensions on a case-by-case basis, which will be particularly helpful for Board/Sections that do not meet every month.

7. **Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.**

This addition was initiated and approved by the Medical Examining Board in October 2014. The Liaison may choose to defer a particular request to the full Board/Section for review if needed.

Current Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Sharon Henes Administrative Rules Coordinator		2) Date When Request Submitted: 23 January 2015 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Psychology Examining Board			
4) Meeting Date: 4 February 2015	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislation and Rule Matters – Discussion and Consideration 1. Proposals for Psy 2 relating to licensure 2. Proposals for Psy 3 relating to practice of school psychology 3. Update on pending and possible rulemaking projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Sharon Henes</i>		<i>23 January 2015</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Chapter Psy 2

REQUIREMENTS FOR EXAMINATION AND LICENSURE OF PSYCHOLOGISTS

Psy 2.01	Application procedure.	Psy 2.08	Reexamination.
Psy 2.015	Application abandonment.	Psy 2.09	Requirements for licensure for those holding a doctoral degree in psychology.
Psy 2.02	Scheduling of examinations.	Psy 2.12	Requirements for persons holding a license to practice psychology in another state.
Psy 2.03	Unauthorized assistance.	Psy 2.13	Doctoral degrees in psychology outside the U.S. and Canada.
Psy 2.04	Controls.	Psy 2.14	Temporary practice.
Psy 2.05	Passing scores.		
Psy 2.06	Failure and review.		
Psy 2.07	Claim of examination error.		

Psy 2.01 Application procedure. The board shall act on an application for licensure as a psychologist only after all of the following materials, which shall be documented in English, have been received:

(1) The properly completed and signed application form.

Note: Applications are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The application fee authorized by s. 440.05 (1), Stats.

(3) Official transcripts of graduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.

(4) Documentation of any additional relevant education and appropriate experience.

(5) The "Supervised Psychological Experience" form which has been filled out by a psychologist who has firsthand knowledge of the applicant's experience relating to psychology.

(6) The "Nature of Intended Practice of Psychology" form.

(7) Evidence of successful completion of an examination on the practice of psychology approved by the board.

(8) Proof of successful completion of the written examination on the elements of practice essential to the public health, safety or welfare.

(9) For applicants under s. Psy 2.13, as required by the board, documentation of additional supervised experience in the United States and documentation of English proficiency.

(10) Verification of the applicant's licensure in all states or countries in which the applicant has ever held a license.

(11) For applicants who have a pending criminal charge or have been convicted of a crime, all related information necessary for the board to determine whether the circumstances of the pending criminal charge or conviction are substantially related to the duties of the licensed activity.

(12) For applicants licensed in another state, proof of completion of continuing education requirements as specified in s. Psy 4.02.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (intro.), Register, August, 1993, No. 452, eff. 9-1-93; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1995, No. 473; am. (3), Register, January, 1997, No. 493, eff. 2-1-97; am. (1), (2) and (7), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-124: am. (12) Register July 2003 No. 571, eff. 8-1-03; correction in (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register July 2004 No. 583.

Psy 2.015 Application abandonment. An applicant who files an application but who does not comply with a request for information related to the application within one year of the date of the board's last request shall file a new application. An applicant who files an application but who does not fully complete the application within 3 years of the date of the application shall file a new application.

History: Cr., Register, January, 1997, No. 493, eff. 2-1-97.

Psy 2.02 Scheduling of examinations. (1) Examinations shall be held at least twice a year at a time and place desig-

nated by the board. Notice of the next scheduled examinations may be obtained by contacting the department.

(2) No applicant may be admitted to the examination on the professional practice of psychology unless the requirements stated in s. Psy 2.01 (1) to (3) have been met.

(3) No applicant may be admitted to the examination on the elements of practice essential to the public health, safety or welfare unless the requirements stated in s. Psy 2.01 (1) to (7) and (9) to (12) have been met at least 30 days prior to the board meeting preceding the date of the examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (2), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-021: am. (2) and (3) Register August 2002 No. 560, eff. 9-1-02.

Psy 2.03 Unauthorized assistance. The board may withhold the score of an applicant who gives or receives unauthorized assistance during examinations. The board may consider this applicant for retesting at a future time.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 2.04 Controls. The board chairperson or proctor may announce time limits and other necessary controls prior to the examinations.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 2.05 Passing scores. (1) The passing scores set by the board represent the minimum competency required to protect public health and safety.

(2) The examination for professional practice of psychology and the examination on the elements of practice essential to the public health, safety or welfare are scored separately. An applicant shall achieve a passing score on each of the required examinations to qualify for licensure.

(3) The board accepts the recommendations of the association of state and provincial psychology boards for the passing score on the examination for professional practice of psychology.

(4) To pass the examination on the elements of practice essential to the public health, safety or welfare, the applicant shall receive a score determined by the board to represent minimum competence to practice. The board shall make the determination of the passing score after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; r. and recr., Register, January, 1997, No. 493, eff. 2-1-97.

Psy 2.06 Failure and review. (1) An applicant who fails the examination on elements essential to health, safety and welfare may request a review of that examination. The applicant must file a written request to the board within 30 days of the date on which examination results were mailed or reported.

(2) The time for review shall be limited to time allowed for examination administration.

(3) The examination shall be reviewed only by the applicant and in the presence of the proctor.

(4) The proctor may not respond to inquiries by the applicant regarding allegations of examination error.

(5) Any comments or claims of error regarding specific questions or procedures in the examination may be placed in writing on the provided form. These comments shall be retained and made available to the applicant for use at a subsequent hearing.

(6) An applicant may review the examination only once.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 2.07 Claim of examination error. (1) An applicant wishing to claim examination error in the examination on elements essential to health, safety and welfare shall file a written request for board review in the board office within 30 days of the date the examination was reviewed. The request shall include all of the following:

(a) The applicant's name and address.

(b) The type of license applied for.

(c) A description of the perceived error, including specific questions or procedures claimed to be in error.

(d) The facts that the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The board shall review the claim and notify the applicant in writing of the board's decision and any resulting grade changes.

(3) If the decision does not result in the applicant passing the examination, the applicant may request a hearing under s. **SPS 1.05**.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; CR 02-124; am. (1) (intro.), Register July 2003 No. 571, eff. 8-1-03; correction in (3) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

Psy 2.08 Reexamination. An applicant who fails to achieve a passing grade in the examinations required under this chapter may apply for reexamination on forms provided by the board and pay the appropriate fee for each reexamination as required in s. **440.05**, Stats. An applicant who fails to achieve a passing grade may be reexamined 3 times at not less than 3-month intervals. If the applicant fails to achieve a passing grade on the third reexamination, the applicant may not be admitted to any further examination until the applicant reapplies to the board for permission to be reexamined and presents evidence satisfactory to the board of further professional training or education as the board may prescribe or approve following its evaluation of the applicant's specific case.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; r. and recr., Register, May, 2000, No. 533, eff. 6-1-00.

Psy 2.09 Requirements for licensure for those holding a doctoral degree in psychology. (1) EDUCATIONAL REQUIREMENTS. An applicant for a license under this section shall possess a doctoral degree in psychology. A doctoral degree in psychology is either a degree granted by an accredited college or university as defined in s. **455.04 (1) (c)**, Stats., that is represented by an official transcript of credits as being a "doctoral degree in psychology," a doctoral degree with a major in psychology from a department of psychology, or a program which is designated by the board to be equivalent to a doctorate in psychology by meeting the following requirements:

(a) Training in professional psychology consisting of doctoral training offered in a regionally accredited institution of higher education.

(b) The program, wherever it may be administratively housed, must be clearly identified and labeled as a psychology program. Such a program must specify in pertinent institutional catalogs and brochures its intent to educate and train professional psychologists.

(c) The psychology program must stand as a recognizable, coherent organizational entity within the institution.

(d) There must be a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines.

(e) The program must be an integrated, organized sequence of study.

(f) There must be an identifiable psychology faculty on site and a psychologist responsible for the program.

(g) The program must have an identifiable body of students who are matriculated in that program for a degree.

(h) The program must include supervised practicum, internship, field or laboratory training appropriate to the practice of psychology.

(i) The curriculum shall encompass a minimum of 3 academic years of full-time graduate study, at least one of which shall be in full-time residence at the site of the institution granting the degree. In addition to the instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics, the core program shall require each student to demonstrate competence in each of the following substantive content areas. This typically will be met by including a minimum of 3 or more graduate semester hours (5 or more graduate quarter hours) in each of these 4 substantive content areas: a) Biological bases of behavior: physiological psychology, comparative psychology, neuropsychology, sensation and perception, psychopharmacology; b) Cognitive-affective bases of behavior: learning, thinking, motivation, emotion; c) Social bases of behavior: social psychology, group processes, organizational and systems theory; and d) Individual differences: personality theory, human development, abnormal psychology, multicultural differences. In addition, all professional education programs in psychology will include course requirements in specialty areas.

(3) SUPERVISED EXPERIENCE REQUIREMENTS. (a) *Conditions of supervised experience.* 1. A psychological trainee shall complete 3,000 hours of supervised experience as a prerequisite to licensure as a psychologist. All 3,000 hours shall follow graduate work in psychology, either a master's in psychology or a minimum of 30 hours of doctoral level course work in psychology. These hours shall be accumulated at not less than 16 hours nor more than 40 hours per week. The 3,000 hours of experience shall be in a training setting and shall include the activities appropriate to the intended area of practice. It shall be the responsibility of the applicant to demonstrate the appropriateness of the setting and the activities to the intended area of practice.

2. The first 1,500 hours of the experience shall be under the direction of one licensed psychologist who satisfies the requirements of pars. (b) and (c) and who shall be responsible for the integrity and the quality of the training. It shall be planned, organized and integrated practice. There shall be a minimum of 2 hours per week of regularly scheduled formal face-to-face individual supervision with the specific intent of dealing with services rendered directly by the trainee. There shall also be at least 2 additional hours per week in learning activities such as: case conferences, seminars addressing practice issues, co-therapy with a staff person including discussion, group supervision or additional individual supervision.

3. The second 1,500 hours of the experience shall be under the direction of a licensed psychologist who satisfies the requirements of pars. (b) and (c) and who shall be responsible for the integrity and the quality of the training. It shall be planned, organized and integrated, and appropriate to the intended area of practice, and include a minimum of one hour per week of regularly scheduled formal face-to-face individual supervision with the specific intent of dealing with the services rendered directly by the trainee. For diversity of training, the supervisor of the pre-doctoral experience shall not continue as the primary supervisor of the post-doctoral experience.

4. A minimum of 1,500 hours must follow completion of all the requirements for the doctoral degree.

5. To obtain a diversity of training, supervised experience may be supervised by other licensed psychologists, with the understanding that the licensed psychologist specified in subds. 2. and 3. will continue to be responsible for the overall integrity and quality of the trainee's psychological work.

6. Hours obtained through practicum, clerkship or externship experiences are considered part of the educational process and may not be used to satisfy this requirement.

7. The supervisor shall have sufficient knowledge of the trainee's clients to ensure effective service. This may include ongoing face-to-face contact with the client. The progress of the work shall be monitored on a regular basis by the supervisor to ensure that legal, ethical, and professional responsibility is assumed by the supervisor for all services rendered, and the supervisor shall be able to intervene.

8. Clients shall be informed that the psychological trainee is receiving supervision and that the client's case will be discussed in the context of required supervision. The trainee must inform potential clients in writing of his or her trainee status, lack of license, and of the possibility that insurance companies may not reimburse services rendered by the nonlicensed trainee. Fees for client services may neither be billed independently nor accepted by the trainee.

9. The experience required shall consist of at least 25% face-to-face client contact and at least 40% direct service for the purpose of providing psychological service. For the purposes of this subsection direct service means those activities a psychologist performs that are directly related to providing psychological services to a client, such as note and report writing, studying test results, case consultation and reviewing published works relating to the client's needs.

10. There shall be multidisciplinary team membership with the trainees being teamed with other professional specialists in serving clients. It is desirable that trainees also be teamed with other psychologists and other trainees. It is the responsibility of the applicant to demonstrate that he or she had a variety of role models within the field of psychology.

11. The trainee should have experience in a range of direct services. The clients served should be consistent with the target population of intended practice addressing a broad spectrum of psychological problems. A variety of other service activities that are appropriate to the intended area of practice include, but are not limited to, those of the following: intake service, administration, case staffings, research activities, inservice program activities, organizational development and consultation.

(b) *Qualifications of supervisor.* The trainee's primary supervisor shall be a licensed psychologist and shall have adequate training, knowledge and skill to render competently any psychological service that a psychological trainee undertakes. The primary supervisor shall have at least 3 years of post-licensure experience and shall have had training or experience in supervision of psychological work. The supervisor may not permit a trainee to engage in any psychological practice that the supervising psychologist cannot competently perform. Supervisors shall not be a relative by blood or marriage nor be involved in any other dual relationship which obliges the supervisor to the trainee.

Note: Prior to October 1, 1999, supervisors were required to be licensed or license eligible. The requirement that the primary supervisor be a licensed psychologist applies to supervised experience commenced after October 1, 1999.

(c) *Responsibility of supervisor.* All supervisors shall be legally and ethically responsible for the activities of the psychological trainee. Supervisors shall be available or make appropriate provision for emergency consultation and intervention. Supervisors shall be able to interrupt or stop the trainee from practicing in given cases and to stop the supervisory relationship if necessary. All supervisors of the trainee shall be required to provide a written evaluation of the supervised experience and the

trainee's competence. Prepared evaluations or reports of progress, including strengths and weaknesses, shall be written and discussed with the trainee on at least a quarterly basis and shall be made available to the board upon the board's request.

(d) *Qualifications of psychological trainee.* The psychological trainee shall have the background training and experience that is appropriate preparation for the supervised training activities. The supervisor is responsible for determining the adequacy of the trainee's preparation for the tasks to be performed.

Note: All supervisors of a psychological trainee are encouraged to register with the board to receive information on the supervisory responsibilities to share with a prospective psychological trainee.

(4) **APPEARANCE BEFORE THE BOARD.** The applicant may be required to appear before the board in person prior to licensure to allow the board to make such inquiry of them as to qualifications and other matters as it considers proper.

Note: An application may be obtained upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin, 53708.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (2) (a) 1., 4. and 5., Register, November, 1992, No. 443, eff. 12-1-92; cr. (4), Register, August, 1993, No. 452, eff. 9-1-93; am. (1) (a), (3) (a) 2., 10., (b), (c) and (4), r. (1) (j) and (2), Register, June, 1999, No. 522, eff. 7-1-99; correction in (5) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1999, No. 522; CR 02-124: am. (3) (a) 1. to 3., 5., 7., (b), and (c) Register July 2003 No. 571, eff. 8-1-03; CR 04-021: am. (1) (i), r. (5) Register July 2004 No. 583, eff. 8-1-04; CR 12-055: am. (4) Register August 2013 No. 692, eff. 9-1-13.

Psy 2.12 Requirements for persons holding a license to practice psychology in another state.

(1) **LICENSURE BY COMITY.** Applicants who are licensed in another state shall meet the requirements of s. Psy 2.01.

(3) **LICENSURE OF HOLDERS OF THE CERTIFICATE OF PROFESSIONAL QUALIFICATION.** Applicants who are licensed in another state who hold the certificate of professional qualification in psychology issued by the Association of State and Provincial Psychology Boards shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10), (11) and (12).

(4) **LICENSURE OF SENIOR PSYCHOLOGISTS.** Applicants who have been licensed for 20 or more years in another licensing jurisdiction of the United States or Canada that had requirements for licensure substantially equivalent to the requirements for licensure in this state at the time of original licensure, and who have never been disciplined by the licensing board of any state or province, shall meet the requirements of s. Psy 2.01 (1), (2), (6), (8), (10), (11) and (12).

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; renum. to be Psy 2.12 (1), cr. (2), (3) and (4), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-124: am. Register July 2003 No. 571, eff. 8-1-03; CR 12-055: r. (2) Register August 2013 No. 692, eff. 9-1-13.

Psy 2.13 Doctoral degrees in psychology outside the U.S. and Canada.

In addition to the supervised experience requirements set forth in s. Psy 2.09 (3), all applicants with doctoral degrees in psychology from universities outside the United States and Canada may be required to submit documentation of additional supervised experience within the U.S. Applicants for licensure on the basis of degrees from colleges and universities from outside the United States shall also pass the examination for the professional practice of psychology and may also be required to pass an English proficiency examination approved by the board.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; correction made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1995, No. 473.

Psy 2.14 Temporary practice. The following apply to the temporary practice of psychology by a psychologist who is licensed or certified by a similar examining board of another state or territory of the United States or of a foreign country or province who offers services as a psychologist in this state under s. 455.03, Stats.

(1) Any portion of a calendar day in which the psychologist provides services in this state is considered one working day.

(2) A psychologist provides psychological services in this state whenever the patient or client is located in this state, regard-

less of whether the psychologist is temporarily located in this state or is providing services by electronic or telephonic means from the state where the psychologist is licensed.

History: Cr. [Register, June, 2001, No. 546](#), eff. 7-1-01.

Chapter Psy 3

REQUIREMENTS FOR THE PRIVATE PRACTICE OF SCHOOL PSYCHOLOGY

<p>Psy 3.01 Application procedure.</p> <p>Psy 3.02 Requirements for a license for the private practice of school psychology.</p> <p>Psy 3.03 Requirements for persons holding a license for the private practice of school psychology in another state.</p> <p>Psy 3.04 Scheduling of examinations.</p>	<p>Psy 3.05 Unauthorized assistance.</p> <p>Psy 3.06 Controls.</p> <p>Psy 3.07 Passing score.</p> <p>Psy 3.08 Failure and review.</p> <p>Psy 3.09 Claim of examination error.</p> <p>Psy 3.10 Reexamination.</p>
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Psy 3.01 Application procedure. The board shall act on an application for licensure for the private practice of school psychology only after all of the following materials, which shall be documented in English, have been received:

(1) The properly completed and signed application form.

Note: Applications are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The application fee authorized by s. 440.05 (2), Stats.

(3) Official transcripts of graduate training, properly attested to by the degree granting institution and submitted by the institution directly to the board.

(4) Documentation that the applicant holds a license as a school psychologist by the Wisconsin department of public instruction under s. PI 34.31 (3).

(5) Documentation of additional relevant education and appropriate experience.

(6) The "Experience Verification" form that has been filled out by a psychologist who has firsthand knowledge of the applicant's experience related to psychology.

(7) The "Nature of Intended Private Practice of School Psychology" form.

(8) Verification of the applicant's licensure and certification in all states or countries in which the applicant has ever held a license.

(9) For applicants who have a pending criminal charge or have been convicted of a crime, all information necessary for the board to determine whether the circumstances of the pending criminal charge or conviction are substantially related to the duties of the licensed activity.

(10) Proof of successful completion of the written examination on the practice of school psychology.

(11) Proof of completion of the written examination in the elements of practice essential to the public health, safety or welfare.

(12) For applicants licensed in another state wishing to be exempted from the examination in sub. (10), proof of completion of continuing education requirements as specified in s. Psy 3.03.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. (3), Register, January, 1997, No. 493, eff. 2-1-97; am. (1) and (2), Register, June, 1999, No. 522, eff. 7-1-99; CR 02-124; am. (4) Register July 2003 No. 571, eff. 8-1-03; **correction in (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.**

Psy 3.02 Requirements for a license for the private practice of school psychology. (1) **LICENSURE BY THE DEPARTMENT OF PUBLIC INSTRUCTION.** Only persons holding a regular license as a school psychologist issued by the Wisconsin department of public instruction under s. PI 34.31 (3) may be licensed for the private practice of school psychology.

(2) **EXPERIENCE.** An applicant for a license for the private practice of school psychology shall complete one of the following:

(a) One year of successful experience as a school psychologist under the supervision of a cooperating school psychologist and a

written recommendation from the school system administration; or

(b) One year of internship in school psychology under the supervision of a licensed school psychologist and a written recommendation from the school system administration. The internship shall occur after completion of most or all coursework in a training program. The internship shall be part of an approved program and shall be taken for a maximum of 12 graduate semester credits.

(3) **APPEARANCE BEFORE THE BOARD.** The applicant may be required to appear before the board in person prior to licensure to allow the board to make such inquiry of them as to qualifications and other matters as it considers proper.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; **correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.**

Psy 3.03 Requirements for persons holding a license for the private practice of school psychology in another state. Applicants who are licensed in another state must meet the requirements of s. Psy 3.01. However, the examination on the practice of school psychology shall be waived if the standards of the licensing authority of the other state were substantially equivalent to the standards of this state at the time of initial licensure, and if the applicant submits proof of completion of at least 40 contact hours of approved continuing education within 2 years prior to application.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 3.04 Scheduling of examinations. (1) Examinations shall be held at least twice a year at a time and place designated by the board. Notice of the next scheduled examinations may be obtained by contacting the department.

(2) No applicant may be admitted to the examination on the elements of practice essential to the public health, safety and welfare unless the requirements stated in s. Psy 3.01 (1) to (10) have been met before the first day of the month immediately prior to the board meeting preceding the date of the examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 3.05 Unauthorized assistance. The board may withhold the score of an applicant who gives or receives unauthorized assistance during examinations. The board may consider this applicant for retesting at a future time.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 3.06 Controls. The board chairperson or proctor may announce time limits and other necessary controls prior to the examinations.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 3.07 Passing score. (1) **EXAMINATION ON THE PRACTICE OF SCHOOL PSYCHOLOGY.** To pass the examination each applicant shall receive a score determined by the board to represent minimum competence to practice. The board may adopt the passing score recommended by the National Association of School Psychologists.

(2) EXAMINATION ON ELEMENTS ESSENTIAL TO HEALTH, SAFETY AND WELFARE. To pass this examination, each applicant shall receive a score of 75% correct or above.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; CR 02-124: am. (1) Register July 2003 No. 571, eff. 8-1-03.

Psy 3.08 Failure and review. (1) An applicant who fails the examination on elements essential to health, safety and welfare may request a review of that examination. The applicant must file a written request to the board within 30 days of the date on which examination results were mailed or reported.

(2) The time for review shall be limited to time allowed for examination administration.

(3) The examination shall be reviewed only by the applicant and in the presence of the proctor.

(4) The proctor shall not respond to inquiries by the applicant regarding allegations of examination error.

(5) Any comments or claims of error regarding specific questions or procedures in the examination may be placed in writing on the provided form. These comments shall be retained and made available to the applicant for use at a subsequent hearing.

(6) An applicant may review the examination only once.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 3.09 Claim of examination error. (1) An applicant wishing to claim examination error in the examination on elements essential to health, safety and welfare shall file a written request for board review in the board office within 30 days of the date the examination was reviewed. The request shall include all of the following:

(a) The applicant's name and address.

(b) The type of license applied for.

(c) A description of the perceived error, including specific questions or procedures claimed to be in error.

(d) The facts that the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The board shall review the claim and notify the applicant in writing of the board's decision and any resulting grade changes.

(3) If the decision does not result in the applicant passing the examination, the applicant may request a hearing under s. SPS 1.05.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; CR 02-124: am. (1) (intro.) Register July 2003 No. 571, eff. 8-1-03; correction in (3) made under s. 13.92 (4) (b) 7., Stats., Register November 2011 No. 671.

Psy 3.10 Reexamination. An applicant who fails to achieve a passing grade in the examinations required under this chapter may apply for reexamination on forms provided by the board and pay the appropriate fee for each reexamination as required in s. 440.05, Stats. An applicant who fails to achieve a passing grade may be reexamined 3 times at not less than 3-month intervals. If the applicant fails to achieve a passing grade on the third reexamination, the applicant may not be admitted to any further examination until the applicant reapplies to the board for permission to be reexamined and presents evidence satisfactory to the board of further professional training or education as the board may prescribe or approve following its evaluation of the applicant's specific case.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; r. and recr., Register, May, 2000, No. 533, eff. 6-1-00.

PSYCHOLOGY EXAMINING BOARD GOALS

A. Goals

1. **Complete revision of PSY 4**
2. **Revise PSY 2**
3. **Revise PSY 3**
4. Review and revise jurisprudence (state) exam
5. PSY 5 Conduct
6. Scope for Renewal and Reinstatement

B. Specialized Goals

1. Initiate discussion with other boards on tele-health guidelines (David Thompson)
2. Board update/Newsletter
3. Explore utilizing the ASPPB+ System

C. Goals for the back burner:

1. Create relationships with Directors of Training and Internship Directors