

# School Psychology Licensure Requirements

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## Licensure Methods and Exam Requirements

You should not submit your application until you are ready for licensure. That means that the education, experience, and a passing score on the examination have already been completed.

### Methods of Application

There are four methods of application for licensure as a school psychologist in Florida. Please note that holding licensure in another state does not mandate one method over another. You must consider the process for each method and determine the best method of application for your qualifications and circumstances.

**Examination:** This method means you are applying for licensure based on education, experience and examination in compliance with the laws and rules.

**Endorsement of ABPP Diplomate Status:** This method means you are applying based on possession of diplomate status in good standing with the American Board of Professional Psychology, Inc.

**Endorsement of Licensure in another State:** You are not required to use this method if licensed in another state. However, it is an option that may be used by someone who holds an active, valid license or certificate as a school psychologist in another state, provided that when such license was secured, the requirements were substantially equivalent to or more stringent than those in Florida at that time. If no Florida law existed at that time, then the requirements in the other state must have been substantially equivalent to or more stringent than those currently required by Florida Statutes. Your personal qualifications are not considered when applying by this method. The Department makes its determination of eligibility for licensure solely on the law to law comparison. Please see section 490.006, F.S.

**Endorsement of 20 Years of Licensed Psychologist Experience:** To apply for this method of licensure, the statute requires that the applicant possess a doctoral degree in psychology as defined in section 490.003, F.S., and has at least 20 years of experience as a licensed psychologist in any jurisdiction or territory of the United States within 25 years preceding the date of application. This method requires a doctoral degree in psychology from an APA accredited program.

### Statute and Rule References

Specific licensure requirements can be found at sections 490.005 and 490.006, Florida Statutes, and Rule 64B21-500, Florida Administrative Code

### Education

Completion of graduate level school psychology education as outlined in Rule 64B21-500.009, F.A.C.

### Experience

Successful completion of three years of school psychology experience:

- One (1) year of experience consists of 1500 hours within twelve (12) consecutive months.
- Two (2) years of the three (3) year requirement shall consist of supervised experience.

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- All supervised experience shall be performed by a certified or licensed school psychologist in any jurisdiction or a licensed psychologist.
- The third year can consist of general experience.
- Doctoral internships may be applied toward the supervision requirement.
- Non-doctoral internships, which are part of the education requirement, do not count toward the supervised or general experience requirement.

### **Examination**

Passage of the PRAXIS II School Psychology exam administered by Educational Testing Service (ETS) as outlined in Rule 64B21-500.011, F.A.C. You may contact ETS at (609) 771-7395 or [www.ets.org](http://www.ets.org)

### **Fees**

\$175.00 non-refundable application processing fee

\$175.00 initial licensure fee

\$ 5.00 unlicensed activity fee

**\$355.00 - total application fee to be submitted**

Make checks, cashier's check, or money orders payable to the Department of Health. Applicants must submit \$355.00 to the Department of Health regardless of application method.

### **Application Processing**

It can take up to 10-15 working days for checks to be processed by the Revenue Unit of the Department. Licensure office staff does not receive applications until the checks are processed.

By law, office staff is allowed 30 days from receipt of the application and fee to review an application and notify the applicant in writing of any deficiencies. If you have not been notified of your application status within 40 days of the Department's receipt of the application, you may contact the office. If confirmation of receipt of your application is needed, it is recommended that you submit your application by certified mail.

It is recommended that you gather supporting documentation, such as transcripts and supervision verification forms, for submission with your application and fee. This will expedite application processing. Applications will still be processed if documents are sent in separate from the application; doing so, however, may slow application processing down considerably. Transcripts may be submitted in this manner as long as they bear the official seal and are in sealed envelopes from the educational institution. Verifications of other state licenses and examination scores must still be forwarded directly to the board office from the respective agency. A complete application consists of a completed application form, the appropriate fee, and ALL required supporting documentation.

Pursuant to section 456.013(1)(a), F.S., "An incomplete application shall expire one year after initial filing."

### **Completing the Application**

Keep these instructions, the laws and rules, and a copy of the completed application, for future reference.

When answering questions, do not refer to an attached resume. All questions can be answered by completing the form in its entirety as required. Failure to do so will cause the application to

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be incomplete and the applicant will be requested to complete additional application pages, as applicable.

If you would like to explain or clarify any question or if any of the sections in the application do not contain sufficient space for the requested information, use an additional sheet of paper to make addenda to the question and attach such to the application. Make a note on the application question that an addendum for that question is attached. Always number the additional information with the corresponding number of the question in the application.

If confirmation that this office received any documentation is needed, use of certified mail is highly recommended. Supporting documentation may be submitted to this office before submission of application and fee.

### **Withdrawal of Application**

If you decide to withdraw your application, you must make the request in writing prior to the granting of licensure. Included in the request should be a request for refund of the appropriate fees. The application fee portion of your payment is non-refundable. Please do not stop payment on your check. This could result in a bad check charge being filed against you.