

SUBCHAPTER 11. APPLICATION PROCEDURES

Section

310:403-11-1 General

310:403-11-2 Application materials

310:403-11-3 Submission of documents

310:403-11-4 Negative references

310:403-11-5 Materials required of LBP applicants until January 1, 2001

310:403-11-6 Materials required of LBP applicants

310:403-11-7. Re-application for expired license

310:403-11-8. Re-application for revoked license

310:403-11-9. Re-application for voided application for failure to take scheduled examinations

310:403-11-10. Re-application for voided application for failure to complete supervised experience

310:403-11-11. Re-application for denied application

310:403-11-12. Hearing upon denial of licensure application

310:403-11-1. General

- (a) The purpose of this subchapter is to ensure that all applicants meet those requirements specified in the Act.
- (b) Unless otherwise indicated, an applicant shall submit all required information and documentation of credentials on official Department forms.
- (c) The Department shall not consider an application form as officially filed until it has received the application form and application fee.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-11-2. Application materials

Persons desiring to be licensed as an LBP may obtain an official application form and packet from the Department.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-11-3. Submission of documents

The applicant shall monitor the progress of the application. The Department shall not automatically contact applicants regarding the receipt or absence of required documents.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-11-4. Negative references

If an applicant for licensure as an LBP or LBP specialty designation has negative references in his or her file, the Department may ask the applicant to appear for an interview before the licensing process is completed.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-11-5. Materials required of LBP applicants until January 1, 2002

In addition to the form and fee, an applicant for LBP licensure prior to January 1, 2002 shall file the following completed materials with the Department prior to taking the examination:

- (1) Three documents of recommendation;
- (2) Continuing Education Roster;
- (3) Verification of Prior Practice Form;
- (4) Verification of Current Practice Form;
- (5) Statement of Professional Disclosure; and
- (6) Official university transcript(s).

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01]

310:403-11-6. Materials required of LBP applicants

In addition to the application form and fee, an applicant for LBP licensure shall file the following completed materials with the Department prior to taking the examination:

- (1) Three documents of recommendation;
- (2) Internship/practicum Documentation Form;
- (3) Official university transcript(s); and
- (4) Two (2) classifiable sets of fingerprints.

[Source: Added at 18 Ok Reg 651, eff 1-10-2001(emergency); Added at 18 Ok Reg 1699, eff 5-25-01; Amended at 23 Ok Reg 2374, eff 6-25-2006]

310:403-11-7. Re-application for expired license

(a) Re-application after license expires for non-renewal shall include the following documents:

- (1) Application form,
- (2) Official transcripts, mailed from the university,
- (3) Document of recommendation forms,
- (4) Supervision Agreement,
- (5) Statement of Professional Disclosure,
- (6) New Application Fee,
- (7) On-Site Supervisor Verification Form; and
- (8) Two (2) classifiable sets of fingerprints.

(b) Applicant shall re-take two examinations:

- (1) The Practitioner's Examination of Psychological Knowledge or another equivalent examination as determined by the Department; and
- (2) The LBP State Standards Test.

(c) Internship Documentation Form on file may carry over to a new application.

(d) All previously submitted and approved Supervised Experience shall carry over to a new application.

(e) Applicant shall obtain approved supervision until the exams are taken and passed as described in Subchapter 310:403-15-2(e)(2).

[Source: Added at 21 Ok Reg 2747, eff 7-12-2004; Amended at 23 Ok Reg 2374, eff 6-25-2006]

310:403-11-8. Re-application for revoked license

(a) No re-application for a revoked license will be considered for a period of 5 years following the revocation.

(b) Re-application after license is revoked for administrative action shall include the following documents:

- (1) Application form,
- (2) Official transcripts, mailed from the university,
- (3) Document of recommendation forms,
- (4) Supervision Agreement,
- (5) Statement of Professional Disclosure,
- (6) New Application Fee,
- (7) On-Site Supervisor Verification Form, and
- (8) Two (2) classifiable sets of fingerprints.

(c) Applicant shall re-take two examinations:

- (1) The Practitioner's Examination of Psychological Knowledge or another equivalent examination as determined by the Department; and
- (2) The LBP State Standards Test.

(d) Internship Documentation Form on file may carry over to a new application.

(e) All previously submitted and approved Supervised Experience shall not carry over to a new application.

(f) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of revocation.

(g) The Department may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.

(h) Application materials shall be reviewed by the LBP Advisory Board for approval.

[Source: Added at 21 Ok Reg 2747, eff 7-12-2004; Amended at 23 Ok Reg 2374, eff 6-25-2006; Amended at 25 Ok Reg 2418, eff 7-11-2008]

310:403-11-9. Re-application for voided application for failure to take scheduled examinations

(a) Re-application after application is voided for failure to take scheduled examinations or after the eligible

applicant fails an examination and does not take subsequent scheduled examinations shall include the following documents:

- (1) Application form,
 - (2) Official transcripts, mailed from the university,
 - (3) Document of recommendation forms,
 - (4) Supervision Agreement,
 - (5) Statement of Professional Disclosure Form,
 - (6) New Application Fee,
 - (7) On-Site Supervisor Verification Form, and
 - (8) Two (2) classifiable sets of fingerprints.
- (b) Applicant shall take two examinations:
- (1) The Practitioner's Examination of Psychological Knowledge or another equivalent examination as determined by the Department; and
 - (2) The LBP State Standards Test.
- (c) Internship Documentation Form may carry over to a new application
- (d) All previously submitted and approved Supervised Experience shall carry over to a new application.
- (e) Applicant shall obtain approved supervision until the exams are taken and passed and/or until the supervision requirement is complete as described in Subchapter 310:403-15-2(e)(2).

[Source: Added at 21 Ok Reg 2747, eff 7-12-2004; Amended at 23 Ok Reg 2374, eff 6-25-2006]

310:403-11-10. Re-application for voided application for failure to complete supervised experience

(a) Re-application after application is voided for failure to complete the supervised experience requirement within sixty (60) months as described in Subchapter 310:403-15-2(e)(3) shall include the following documents:

- (1) Application form,
 - (2) Official transcripts, mailed from the university,
 - (3) Document of recommendation forms,
 - (4) Supervision Agreement form,
 - (5) Statement of Professional Disclosure form,
 - (6) New Application Fee,
 - (7) On-Site Supervisor Verification Form, and
 - (8) Two (2) classifiable sets of fingerprints.
- (b) Applicant shall re-take two examinations:
- (1) The Practitioner's Examination of Psychological Knowledge or another equivalent examination as determined by the Department; and
 - (2) The LBP State Standards Test.
- (c) Internship Documentation Form may carry over to a new application
- (d) All previously submitted and approved Supervised Experience shall be voided with prior application and shall not carry over to a new application.
- (e) Applicant shall obtain approved supervision until the exams are taken and passed and/or the supervision requirement is complete as described in Subchapter 310:403-15-2(e)(2).

[Source: Added at 21 Ok Reg 2747, eff 7-12-2004; Amended at 23 Ok Reg 2374, eff 6-25-2006]

310:403-11-11. Re-application for denied application

(a) Re-application after licensure application has been denied as prescribed in Section 1941 of the Act, shall include the following documents:

- (1) Application form,
 - (2) Official transcripts, mailed from the university,
 - (3) Document of Recommendation forms,
 - (4) Supervision Agreement,
 - (5) Statement of Professional Disclosure,
 - (6) New Application Fee,
 - (7) On-Site Supervisor Verification Form, and
 - (8) Two (2) classifiable sets of fingerprints.
- (b) Application materials shall be reviewed by the LBP Advisory Board for approval.
- (c) Applicant shall be required to take necessary examinations.

- (d) Applicant shall be required to accrue an additional 500 hours of supervised experience.
 - (e) Internship Documentation Form on file may carry over to a new application.
 - (f) All previously submitted and approved Supervised Experience shall carry over to a new application.
 - (g) Applicant shall obtain approved supervision until the exams are taken and passed as described in Subchapter 310:403-15-2(e)(2).
 - (h) At the time of application, applicant must provide additional documentation to demonstrate rehabilitation relating to the cause of denial of licensure application.
 - (i) The Department may impose reasonable practice limitations that are in addition to the requirements for completion of approved supervised experience.
- [Source: Added at 21 Ok Reg 2747, eff 7-12-2004; Amended at 23 Ok Reg 2374, eff 6-25-2006; Amended at 25 Ok Reg 2418, eff 7-11-2008]

310:403-11-12. Hearing upon denial of licensure application

Following the denial of a licensure application by the Department, as prescribed in Section 1941 of the Act, the applicant may request an administrative hearing to contest the denial of his/her application within 15 days of receiving notification from the Department. If a hearing is not requested within 15 days, the denial will be final.

[Source: Added at 24 Ok Reg 1961, eff 6-25-2007]