CHAPTER 1

GENERAL PROVISIONS

Section 1. <u>Statement of Purpose.</u> The Wyoming State Board of Psychology Rules and Regulations are set forth for the purpose of interpreting and implementing W.S. 33-27-113 through 33-27-123, establishing the Board and conferring upon it the responsibility for licensing psychologists, certifying psychological practitioners and specialists in school psychology, and regulating the practice of psychology in the State of Wyoming.

Section 2. <u>Citation.</u> The Wyoming State Board of Psychology Rules and Regulations shall be hereafter referred to as the "Rules". The Wyoming State Board of Psychology shall be hereafter referred to as the "Board".

Section 3. <u>Regulatory Authority.</u> These Rules are promulgated under the authority of W.S. 33-27-113 through 33-27-123.

Section 4. <u>Severability.</u> If any provisions of these Rules or the application thereof to any individual or circumstance is invalid, such invalidity shall not affect other provisions or application of these Rules which can be given effect without the invalid provision or application, and to this end the provisions of these Rules are declared to be severable.

Section 5. <u>Terms Defined by Statute.</u> Terms defined in W.S. 33-27-113 through 33-27-123 shall have the same meanings when used in these Rules unless the context or subject matter clearly requires a different interpretation.

Section 6. <u>Terms Defined Herein.</u> As used in these Rules, the following terms shall have the following meanings unless the context or subject matter clearly requires a different interpretation.

(a) APA - American Psychological Association

(b) ASPPB - Association of State and Provincial Psychology Boards

(c) EPPP - Examination for Professional Practice in Psychology

(d) NASP - National Association of School Psychologists

(e) NCSP - Nationally Certified School Psychologist

(f) NSPE - National School Psychology Examination

(g) WPA - Wyoming Psychological Association

(h) WSPA - Wyoming School Psychology Association

(i) Regionally accredited - Accredited by one of the regional or national institutional accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA).

(j) Substantially equivalent - equal to or exceeds.

CHAPTER 2

ORGANIZATION AND PROCEDURES OF THE BOARD

Section 1. Structure of Board. The Board is composed of six (6) psychologists, one (1) psychological practitioner and two (2) public members, who serve five (5) year staggered terms. Officers of the Board shall be elected annually, by majority vote of the Board, and comprise a Chair, Vice-Chair, and Secretary.

Section 2. Duties of Officers.

(a) Chair. The Chair shall, when present, preside at all meetings. The Chair shall appoint all committees, subject to confirmation of the Board, sign the minutes of board meetings, and perform all other duties pertaining to this office as hereinafter prescribed. The Chair shall assist the Secretary in matters of advice and preparation of correspondence and reports as agreed upon by the Board.

(b) Vice-Chair. The Vice-Chair shall perform all of the duties prescribed for the Chair in the absence of the Chair.

(c) Secretary. The Secretary shall, with the assistance of such staff as may be required, conduct and care for all the correspondence of the Board, keep and sign the minutes of all the meetings, keep all books and records as herein provided, sign all certificates issued, and review all financial statements. The Secretary or staff shall be in possession of the official seal and shall affix the same to all certificates of licensure and other official documents. This officer or staff shall also provide notice of the time and place of all meetings of the Board, including an agenda of items to be discussed, to each member of the Board. This officer or staff shall prepare the annual report of the Board as required by law and cause the same to be distributed as the Board may direct.

Section 3. Powers and Duties. Specific duties vested in the Board are to:

(a) Examine, issue and renew licenses and certificates for individuals qualified to practice psychology in the State of Wyoming;

(b) Receive and investigate complaints regarding the practice of psychology;

(c) Conduct hearings for individuals regulated by this Board;

(d) Deny, revoke, refuse to renew, reprimand, censure, limit the scope of practice, place on probation with or without terms, conditions or limitations or suspend licenses for cause;

(e) Cause the prosecution and enjoinder of individuals violating the Psychology Act (W.S. 33-27-113 through 123);

(f) Make all rules which are reasonable and necessary for proper performance of its duties.

Section 4. <u>Board Seal.</u> This seal shall be applied to all licenses issued by the Board.

Section 5. <u>Board Meetings.</u>

(a) Meetings shall be open to the public and held in accordance with the Wyoming Administrative Procedure Act. The Board has the right to call executive sessions pursuant to W.S. 16-4-405.

(b) The Board shall hold at least one (1) meeting a year. Other meetings may be held at such times as may be deemed necessary by the Chair, the majority of its members, or upon request of the Governor. A quorum is necessary to conduct business.

(c) The Chair may conduct Board meetings via telephone conference calls or other electronic means.

(d) A quorum of the Board shall consist of a majority of the appointed members.

(e) On all issues presented to the Board, a majority vote of the quorum is required for passage.

CHAPTER 3

LICENSE, CERTIFICATION, AND STATUS CLASSIFICATIONS

Section 1. License Types. The Board is authorized to issue three (3) types of Psychologist licenses to those applicants who meet the qualifications established by the Board and who substantiate those qualifications to the Board's satisfaction:

(a) Regular – the license the Board issues to those persons who have met the requirements for licensing in W.S. 33-27-117(a), (b) and (c); and Board Rules Chapter 4, Section 1 and Chapter 5, Sections 1,2,3, and 4.

(b) Provisional – a license authorized by W.S. 33-27-117(d) which the Board may issue to persons who do not meet all the requirements for a regular license upon finding a need for psychological services exists in a rural part of Wyoming and the applicant is employed by a state or community mental health center.

(c) Temporary – a license to offer services as a psychologist in Wyoming for not more than thirty (30) days in any year authorized by W.S. 33-27-117(e) which the Board may issue to persons licensed or certified by a board of psychology of another United States state or territory, or of a foreign country or province whose standards are equal to or exceed the requirements for licensure as a psychologist in Wyoming.

Section 2. Certification Types. The Board is authorized to issue two (2) types of certificates to those applicants who meet the qualifications established by the Board and who substantiate those qualifications to the Board's satisfaction:

(a) Psychological Practitioner – a person who has met the requirements of Board Rules Chapter 6, Section 1 and been issued a certificate from the Board.

(b) Specialist in School Psychology – a person who has met the requirements of Board Rules Chapter 6, Section 2 and been issued a certificate from the Board.

Section 3. Status Types. The Board recognizes three status categories. Persons in these categories may practice psychology under the supervision and responsibility of a licensed psychologist.

(a) Psychological Trainee – a person who holds a bachelor's degree in psychology or related field, is pursuing an advanced degree in psychology, and is receiving practical experience under the supervision of a licensed psychologist.

(b) Psychological Intern – a person who holds a masters degree in psychology, is enrolled in a doctoral program, and is receiving practical experience under the supervision of a licensed psychologist.

(c) Psychological Resident – a person who holds a doctoral degree from a regionally accredited institution, who has joined the staff of an entity which provides psychological services as an employee for a specified period to gain additional training.

CHAPTER 4

APPLICATION PROCEDURES

Section 1. Psychologist License Application Requirements.

(a) Regular. Every applicant for a license must submit the following unless additional criteria are met as stated in Chapter 5:

(i) A completed application form as provided by the Board;

(ii) Official transcripts from each college or university attended sent directly to the Board by the respective college or university;

(iii) Official verification of EPPP exam scores sent directly to the Board from the exam administrator;

(iv) Supervised Pre-Doctoral Experience Verification form as provided by the Board documenting the nature of the supervised experiences and sent directly to the Board by the doctoral program training director;

(v) Supervised Pre-doctoral Internship Experience verification form as provided by the Board documenting the nature of the supervised experiences and sent directly to the Board by the internship supervisor or institution or site;

(vi) Supervised Post-Doctoral Work Experience Verification form as provided by the Board documenting the nature of the supervised experiences and sent directly to the Board by the supervisor, if required;

(vii) Three (3) completed Professional Experience Reference forms as provided by the Board and sent directly to the Board by the reference;

(viii) License and certification verification form as provided by the Board from all other states where applicant has been or is currently licensed or certified in any profession sent directly to the Board by the appropriate regulatory body; and

(ix) All appropriate fees.

(b) Provisional. Every applicant for a provisional psychologist license must submit:

(i) A completed application form as provided by the Board;

(ii) Official transcripts from each college or university attended sent directly to the Board by the respective college or university;

(iii) Supervised Pre-Doctoral Internship Experience Verification form as provided by the Board documenting the nature of the supervised experiences and sent directly to the Board by the doctoral program training director;

(iv) Supervised Internship Experience Verification form as provided by the Board documenting the nature of the supervised experiences and sent directly to the Board by the internship supervisor or institution or site;

(v) Three (3) completed Professional Experience Reference forms as provided by the Board sent directly to the Board by the reference;

(vi) License and certification verification form as provided by the Board from all other states where applicant has been or is currently licensed or certified in any profession sent directly to the Board by the appropriate regulatory body; and

(vii) All appropriate fees.

(c) Temporary. A temporary license is available to an applicant who is licensed or certified by a similar regulatory board of another state or territory of the United States or of a foreign country or province whose standards are equivalent to or higher than the requirements for licensure as a psychologist in Wyoming. A temporary licensee may offer services as a psychologist in this state for not more than thirty (30) working days in any one (1) calendar year without holding a license issued under W.S. 33-27-117. The temporary licensee shall report the nature and extent of his or her practice in this state to the board if it exceeds twenty (20) working days in any one (1) calendar year.

Section 2. Certificate.

(a) Psychological Practitioner. Every applicant for certification must submit:

(i) A completed application form as provided by the Board;

(ii) Official transcripts from each college or university attended sent directly to the Board by the respective college or university;

(iii) Official verification of EPPP exam scores sent directly to the Board from the exam administrator;

(iv) Supervised Practicum or Internship Verification form as provided by the Board documenting the nature of the supervised experiences and sent directly to the Board by the practicum or internship supervisor or institution or site;

(v) If applicable, Supervised Post-Degree Work Experience form as provided by the Board and sent directly to the Board by the supervisor;

(vi) Three (3) completed Professional Experience Reference forms as provided by the Board sent directly to the Board by the reference;

(vii) Request for Verification of Licensure or Certification form as provided by the Board from all other states where applicant has been or is currently licensed or certified in any profession sent directly to the Board by the appropriate regulatory body; and

(viii) All appropriate fees.

(b) Specialist in School Psychology. Every applicant for certification must submit:

(i) A completed application form as provided by the Board;

(ii) All appropriate fees;

(iii) Three (3) completed Professional Experience Reference forms as provided by the Board to be sent directly to the Board by each respective source;

(iv) Official transcripts from each college or university attended sent directly to the Board by the respective college or university;

(v) Supervised Internship Experience verification form as provided by the Board documenting the nature of the supervised experiences and providing the names and addresses of supervisors sent directly to the Board by the internship supervisor or institution or site;

(vi) Official verification of NSPE exam scores sent directly to the Board from the exam administrator.

(vii) Official verification of certification as a school psychologist to practice in the public schools by the Professional Teachers Standards Board sent directly to the Board by the Department board.

(viii) License and Certification verification form as provided by the Board from all other states where applicant has been or is currently licensed or certified in any profession sent directly to the Board by the appropriate regulatory body.

Section 3. When Eligibility is Unclear.

(a) All applications for a license or certificate will be reviewed by the Board Application Review Committee (ARC).

(b) When the ARC is unable to ascertain from the documents submitted that the applicant meets the criteria for a license or certificate, it will request from the

applicant whatever additional documentation or information is necessary to enable the ARC to make that decision. The ARC may also request the applicant to appear before it to clarify issues relating to his/her qualifications.

Section 4. Issuance of Licenses and Certificates. The Board shall issue a wall document to each successful applicant bearing the full name of the holder, discipline designation, license or certification serial number, date of issuance, expiration date, and appropriate seal. Upon request, a second wall document will be issued if the individual has a need to display the document in more than one (1) place of business.

Section 5. Notification of Applicants and Right of Appeal.

(a) If an applicant is aggrieved by an Application Review Committee decision, a request for hearing may be filed with the Board and should clearly specify the basis of the applicant's grievance. A request for hearing must be received by the Board no later than thirty (30) days after the notification of denial of licensure or certification was mailed to the applicant.

(b) A contested case hearing pursuant to Chapter 11 of these rules will be scheduled.

CHAPTER 5

LICENSURE REQUIREMENTS

Section 1. <u>General Requirements.</u> A license as a psychologist shall be issued when the applicant has provided adequate evidence to the Board that the applicant:

(a) Has a reputation for honesty, trustworthiness, integrity and competence and:

(b) Has met the education, supervised or professional experience, and examination requirements as described below;

(c) Possesses a current Certificate of Professional Qualification in Psychology (CPQ) in good standing issued by ASPPB; or

(d) Is a member of the National Register for Health Service Providers in Psychology or the American Board of Professional Psychology and licensed as a psychologist in another state, territory, or possession of the United States or a foreign jurisdiction with substantially equivalent licensing requirements to Wyoming.

Section 2. <u>Educational Requirements.</u> All applicants for licensure as a psychologist must possess a doctoral degree from a regionally accredited university.

(a) The educational requirement may be met by the completion of a doctoral degree program in psychology accredited by the APA Commission on Accreditation (CoA) degree program in psychology, or

(b) A program that meets all of the criteria listed below;

(i) The doctoral degree program must include:

(A) A minimum of three academic years of full-time graduate study or the equivalent including at least forty semester hours, or sixty quarter hours, of graduate courses in curriculum areas described in subsection (2) of this section. Courses must be clearly identified by title and course content as being part of an integrated psychology program.

(B) Two years in residency as described in subsection (3) of this section;

(C) An organized, sequential and coordinated supervised professional training experience as described in Section 3.

(ii) Curriculum requirements: The applicant must demonstrate three or more semester hours, or five or more quarter hours (or their equivalent) of core study in each of the following content areas:

(A) History and systems of psychology;

(B) Research design and methodology;

(C) Statistics and psychometrics;

(D) Biological bases of behavior for example: Physiological psychology, comparative psychology, neural bases of behavior, sensation and perception, and biological bases of development;

(E) Cognitive-affective bases of behavior for example: Learning, thinking, motivation, emotion, and cognitive development;

(F) Social bases of behavior for example: Social psychology, organizational theory, community psychology, and social development;

(G) Individual differences for example: Personality theory; developmental psychology, child development, adult development and aging;

(H) Professional standards and ethics;

(I) Cultural and individual diversity;

(J) Psychopathology or dysfunctional behaviors;

(K) Theories and methods of assessment and diagnosis;

(L) Effective psychological intervention and evaluation of the efficacy of interventions; and

(M) Consultation and supervision.

(iii) Academic Residency requirement:

(A) The doctoral degree program must involve at least two continuous academic years of full-time residency at the institution that grants the degree or a minimum of 1500 hours of student-faculty contact involving face-to-face individual or group educational meetings.

(B) Educational meetings:

(I) Must include both faculty-student and student-student face-to-face interaction;

(II) Be conducted by the psychology faculty of the institution at least seventy-five percent of the time;

(III) Be fully documented by the institution and the applicant; and

(IV) Relate substantially to the program components specified.

Section 3. Experience Requirement. The applicant must have completed three thousand (3,000) hours of supervised professional experience related to the practice of psychology, in no less than two (2) years. Fifteen hundred (1,500) hours of supervised professional experience is equal to one (1) year. The supervised professional experience shall include a pre-doctoral internship program which, at the time the applicant participated, was accredited by the APA Commission on Accreditation, or was a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Additional supervised professional experience may be accumulated from the following:

(a) Pre-internship. Pre-internship training can include up to one year (1500 hours) of supervised professional experience in practicum, clerkship, or other training activities required in the doctoral degree program. Pre-internship training is an organized, sequential series of supervised professional experiences of increasing complexity, serving to prepare the student for internship and partially meeting requirements for licensure. Training experiences shall follow appropriate academic preparation and shall be overseen by the graduate training program. Such training shall be an extension of the student's academic coursework and not the provision of services that are not within the scope of the education received:

(i) Before beginning a pre-internship training experience, the student, the doctoral program, and the pre-internship program must agree on and document the goals for the training experience, the student's expectations for the training experience, the nature of the pre-internship experience, and how the training experience will be evaluated.

(ii) Every 20 hours of pre-internship experience must include the following:

(A) At least 2 hours of regularly scheduled, formal, face-to-face individual supervision that addresses the direct psychological services provided by the student; and

(B) At least 2 hours of other learning activities such as case conferences, seminars on applied issues, conducting co-therapy with a staff person including discussion of the case, and group supervision.

(iii) At least sixty percent of the pre-internship experience must be direct client contact providing assessment and intervention services.

(iv) The pre-internship experience must be supervised by the person(s) responsible for the assigned casework.

(A) At least seventy-five percent of the supervision must be by a licensed psychologist.

(B) Up to twenty-five percent of the supervision may be completed by the following:

(I) A psychiatrist(s) with at least three years experience beyond residency;

(II) A licensed mental health counselor(s) with at least three years post-license experience;

(III) A licensed marriage and family therapist(s) with at least five years post-license experience;

(IV) A licensed clinical social worker(s) with at least three years post-license experience; or

(b) Post-Doctoral. If two (2) years of supervised professional experience has not been completed by the end of the doctoral degree program, then up to 1500 hours of supervised post-doctoral experience can be used to satisfy the total requirement. This experience can be satisfied by completion of:

(i) A post-doctoral training program which, at the time the applicant participated, was accredited by the APA Commission on Accreditation, or was a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC); or

(ii) Post-doctoral supervised professional experience that meets the following criteria:

(A) Two hours of supervision for every forty (40) hours of supervised professional experience, one (1) hour of which is individual face-to-face supervision with a psychologist. Other supervision shall be provided by a psychologist or a licensed allied mental health professional.

(B) The supervisor shall have practiced for a minimum of two (2) years and shall demonstrate adequate training, competence and skill to render competently any psychological services the supervisee undertakes. The Board may evaluate the qualifications of any supervisor and take appropriate action.

(C) The supervisor shall allow the supervisee to perform only those functions for which the supervisee has training and experience.

(D) When the post-doctoral work experience occurs in Wyoming, a Supervision Agreement form provided by the board shall be submitted by the supervisor to the Board specifying the nature of the supervision arrangements and the name, address and telephone number of the supervisor and supervisee. Any changes in the agreement must be submitted in writing within ten (10) days to the Board.

(E) The supervisor shall keep records that will verify the training and evaluation of the supervisee, including the exact nature and number of hours of supervision and the exact nature and number of hours of acceptable post-doctoral supervised professional experience.

(F) The title "Psychological Resident" may be used only in conjunction with activities and services that are part of supervised training in order to fulfill the experience requirements for licensure.

(G) The term "Psychologist" may not be used by psychological residents and their names may not appear in advertising.

(H) The supervisor shall ensure that the Psychological Resident inform clients in writing of the supervised nature of their work and provide the name, address and telephone number of their supervisor.

(I) The supervisor must co-sign reports and correspondence of a professional nature intended for distribution outside the office or agency, including correspondence with this Board. The holder of a provisional license is exempt from this sub-section.

(J) With the approval of the supervisor, Psychological Residents may send announcements of their supervised practice, may have business cards, and may bill directly. However, the supervisory relationship must be indicated and the supervisor's name, address and telephone number must appear on all of these documents.

(K) All applicants shall submit a completed Supervision Verification Form as provided by the Board, signed by the supervisor(s) and sent directly to the Board which attests to the nature and quality of the supervisee's post-doctoral supervised professional experience and the satisfactory completion of that supervised professional experience by the supervisee.

(L) The Board may limit the number of Psychological Residents that a supervisor may reasonably supervise at any one time.

(iii) Any individual who obtains the post-doctoral supervised professional experience outside the State of Wyoming must demonstrate that the post-doctoral supervised professional experience was substantially equivalent to the post-doctoral supervised professional experience required in the State of Wyoming.

Section 4. Examination Requirement. The examination accepted by the Board to determine eligibility for licensure shall be the current EPPP.

(a) To be considered for examination, the applicant shall submit a completed application form and accompanying documentation. The applicant shall be notified in writing whether the application has been approved for examination.

(b) Every applicant for licensure must achieve a passing score of at least 70 percent or a scaled score of 500 on the examination. The examination must be passed within two years of the initial notification from the Board granting permission to take the examination. Applicants who are unable to pass the examination within two years must wait an additional two years to reapply for licensure.

(c) In the case of applicants who are not licensed in another state, but who have taken the EPPP within a five (5) year period preceding receipt of the application for licensure, the Board may waive retaking of the examination if the applicant achieved a passing score as defined above.

(d) General information pertaining to the administration of the examinations will be given to applicants.

(e) Following approval by the ARC to take the EPPP, the applicant shall follow the instructions provided by the current exam service.

(f) Upon receipt of passing exam scores, the candidate's application will then be presented to the ARC for further action regarding licensure.

Section 5. Provisional License. The purpose of the provisional license is to allow mental health centers in rural Wyoming to employ individuals who have had an internship and obtained the appropriate doctoral degree but have not yet completed the supervised professional experience or examination requirement.

(a) The applicant shall meet the following qualifications:

(i) The applicant is to be employed full-time by a community mental health center where there is no other psychologist employed.

(ii) The applicant has met all qualifications for licensure except for supervised professional experience and the EPPP.

(A) The required supervised professional experience must be completed in two (2) years;

(B) Up to twenty percent (20%) of the total documented supervision hours may be by telephone;

(C) A psychologist with a provisional license shall receive fifty-two (52) hours of supervision, per year, documented and signed by a licensed psychologist in the state of Wyoming.

(b) The EPPP must be successfully completed prior to the completion of the supervised post-doctoral professional experience.

(c) The provisional license expires one (1) year from date of issuance and may be renewed for one additional year in accordance with the guidelines specified in Chapter 8.

(d) The provisional license shall terminate at the end of two years.

CHAPTER 6

CERTIFICATION REQUIREMENTS

Section 1. Psychological Practitioner.

(a) Certification Requirement. An individual must be certified with the Wyoming State Board of Psychology before practicing as a psychological practitioner.

(b) Education Requirements. All applicants shall have completed a minimum of forty-two (42) graduate hours in psychology, or the quarter hour equivalent, and hold a master's or doctoral degree in psychology from a college or university which was regionally accredited at the time the applicant was enrolled and graduated. In determining whether an applicant's academic program was appropriate, the board shall employ the following criteria:

(i) The program, wherever it may be housed administratively, must be clearly identified as a psychology program.

(ii) The program must be an integrated, organized sequence of study in psychology.

(iii) The psychology program must stand as a recognizable, coherent and organized entity within the institution.

(iv) There must be a clearly identified authority with primary responsibility for the core and specialty areas, whether or not the program cuts across administrative lines.

(v) There must be an identifiable psychology faculty and a psychologist formally responsible for the program.

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

(vii) The program must specify in pertinent institutional catalogs and brochures its intent to educate and train individuals for the professional practice of psychology.

(c) Experience Requirement. Individuals may demonstrate fulfillment of the experience requirement by completion of four hundred fifty (450) hours of supervised practicum or internship experience, in no more than two (2) placements, with supervision provided by a licensed psychologist, in the course of obtaining the degree.

(d) Examination Requirement. The examination accepted by the Board to determine eligibility for certification shall be the current EPPP.

(i) To be considered for examination, the applicant shall submit a completed application form and accompanying documentation. The applicant shall be notified in writing whether the application has been approved for examination.

(ii) Every applicant for certification must achieve a raw score of 130 or a scaled score of 450 on the examination.

(iii) In the case of applicants who are not certified in another state, but who have taken the EPPP within a five (5) year period preceding receipt of the application for certification, the Board may waive retaking of the examination if the applicant achieved a passing score as defined by ASPPB.

(iv) Following approval by the Board to take the EPPP, the applicant shall follow the instructions provided by the current exam service.

(v) Upon receipt of passing exam scores, the candidate's application will then be presented to the ARC for further action regarding certification.

(vi) A psychological practitioner certified in any other state, province, territory or possession may be eligible for certification without examination provided the requirements for such certification in such state, territory, or possession are substantially equivalent to certification requirements in Wyoming.

Section 2. Specialist in School Psychology.

(a) Certification Requirement. An individual must be certified with the Wyoming State Board of Psychology before practicing as a specialist in school psychology.

(b) Any applicant who is NCSP certified, and who is certified as a School Psychologist by the Professional Teachers Standard Board in Wyoming shall be considered as having met the education, experience, and examination requirements for certification as a Specialist in School Psychology.

(c) All other applicants must meet the following criteria:

(i) Education Requirements. The applicant shall have completed a master's degree in school psychology plus thirty (30) graduate semester hours, or a higher level degree program in school psychology, with sixty (60) graduate semester hours minimum, consisting of course work, practicum, internship and culminating in a graduate degree in school psychology from an NASP accredited graduate degree program in school psychology. All other applicants must meet the current standards for

graduate preparation approved by the National Association of School Psychologists (NASP) or its successor.

(ii) Internship Requirements. The applicant shall have successfully completed a one thousand two hundred (1,200) hour supervised internship in school psychology, of which six hundred (600) hours shall be in a school setting. The internship shall be recognized through institutional documentation (transcript) and must meet the current standards for graduate preparation approved by the National Association of School Psychologists (NASP) or its successor. Internships completed prior to December 31, 1994 which meet the above requirement are accepted without institutional documentation.

(iii) Examination Requirement. The applicant must pass the NSPE. A passing score is one which equals or exceeds the cut score determined by NASP for achieving the NCSP credential at the time the applicant took the NSPE.

Section 3. Scope of Practice.

(a) Psychological Practitioner. A certified psychological practitioner shall practice under the supervision of a psychologist.

(i) Supervision of the certified psychological practitioner is the responsibility of the supervising psychologist. Such supervision shall include face-to-face consultation as required by the nature of the work of the psychological practitioner and which is consistent with accepted professional standards in psychology. The supervising psychologist is responsible for ensuring that the extent, kind, and quality of the services provided are consistent with the training and experience of the psychological practitioner.

(ii) The supervising psychologist shall provide a minimum of one (1) hour of individual face-to-face supervision weekly with the psychological practitioner during the first five (5) years of practice (based upon twenty (20) hours of clinical work by the psychological practitioner). The amount of supervision provided shall be proportional to the amount of clinical work conducted by the psychological practitioner, based upon the formula of one (1) hour for every twenty (20) hours of documented clinical work. Additional supervision shall be provided as appropriate. Clinical issues and skills shall be the focus of supervision.

(iii) Following five (5) years of supervised experience as a certified psychological practitioner, the required supervision by a psychologist may be reduced, as appropriate, to a minimum of weekly consultation with one (1) hour of face-to-face individual supervision provided on a monthly basis.

(iv) The psychological practitioner shall submit to the Board a completed Supervision Agreement Form provided by the Board. Such arrangements must be reviewed and approved by the Board before supervision begins. Any change in

the supervision plan must be reported by the psychological practitioner in writing on a Supervision Agreement Form within ten (10) days to the Board for review and approval.

(v) The psychological practitioner must maintain records documenting supervision contacts and must make them available to the Board for review at any time considered necessary by the Board.

(vi) The supervising psychologist shall maintain ultimate responsibility for the psychological activities of supervisees, the welfare of every client served by the psychological practitioner, and be fully accountable in the event that professional, ethical, or legal issues are raised.

(vii) Clients shall be informed that the work of the psychological practitioner is supervised and be provided the name, address and telephone number of the supervising psychologist. The supervising psychologist shall be listed on all correspondence and billings as shall be the psychological practitioner. All reports written by the psychological practitioner must be co-signed by the supervising psychologist.

(viii) Irrespective of any other training which the psychological practitioner may have completed, or any other certification or licensure which the psychological practitioner may possess, or any other professional title or label he or she may claim, anyone certified as a psychological practitioner is bound by the provisions of the act and the rules of the Board in providing psychological services.

(ix) A psychologist may supervise and/or employ a maximum of three (3) psychological practitioners.

(c) Specialist in School Psychology. A certified specialist in school psychology shall function under the supervision of a psychologist who has the appropriate training and experience to supervise individuals within the school psychology specialty scope of practice.

(i) Supervision of the certified specialist in school psychology is the responsibility of the supervising psychologist. Such supervision shall include face-to-face consultation as required by the nature of the work of the specialist in school psychology and which is consistent with accepted professional standards in school psychology. The supervising psychologist is responsible for ensuring that the extent, kind, and quality of services provided are consistent with the training and experience of the specialist in school psychology.

(ii) The supervising psychologist shall provide a minimum of one hour of individual face-to-face supervision for every twenty (20) clock hours of service delivery. Additional supervision shall be provided as appropriate.

(iii) Following five (5) years of supervised experience as a certified specialist in school psychology, the required supervision by a psychologist may be

reduced, as appropriate, to a minimum of one (1) hour of face-to-face individual supervision monthly.

(iv) The specialist in school psychology shall submit to the Board a completed Supervision Agreement form provided by the Board. Such arrangements must be reviewed and approved by the Board before supervision begins. Any change in the supervision plan must be reported by the specialist in school psychology in writing on a Supervision Agreement form within ten (10) days to the Board for review and approval.

(v) The specialist in school psychology must maintain records documenting supervision contacts and must make them available to the Board for review at any time considered necessary by the Board.

(vi) The supervising psychologist shall maintain ultimate responsibility for the school psychological activities of supervisees, the welfare of every client served by the specialist in school psychology, and be fully accountable in the event that professional, ethical, or legal issues are raised.

(vii) Clients shall be informed that the work of the specialist in school psychology is supervised and be provided with the name, address, and telephone number of the supervising psychologist. The supervising psychologist shall be listed on all correspondence and billings as shall be the specialist in school psychology. All reports written by the specialist in school psychology shall be co-signed by the supervising psychologist.

(viii) Irrespective of any other training which the specialist in school psychology may have completed, or any other certification or licensure which the specialist in school psychology may possess, or any other professional title or label the individual may claim, anyone certified as a specialist in school psychology is bound by the provisions of the act and rules of the Board in providing school psychological services.

(ix) A psychologist may supervise and/or employ a maximum of three (3) specialists in school psychology.

CHAPTER 7

MENTAL OR PHYSICAL IMPAIRMENT

Section 1. <u>Determination of Mental or Physical Impairment.</u>

(a) If the Board has reasonable grounds to suspect that an individual licensed or certified under this act or an applicant may be using controlled substances or lacks the mental or physical capacity to practice with reasonable skill and safety to patients or clients, the Board may:

(i) Order the individual to submit to a psychological evaluation by one of three psychologists designated by the Board and selected by the individual; and

(ii) Order the individual to submit to a physical or other medical evaluation by one of three physicians designated by the Board and selected by the individual.

(b) The expense of such examinations shall be borne by the Board.

(c) Refusal of an individual or applicant to submit to such examination within a reasonable time or to release the results of such examination shall be just cause for the denial of application, refusal to renew, suspension or limitation of the individual's license or certification until such an examination is completed and the Board has made a determination of fitness to practice with reasonable skill and safety.

(d) If the Board determines that the individual in question is not qualified to practice with reasonable skill and safety, then this finding shall constitute grounds for the revocation, suspension, or limitation of the license or certification to practice or the denial of the application to practice in this jurisdiction.

(e) Any individual whose license or certification to practice is denied, revoked, suspended or otherwise limited, or applicant whose application is denied due to a finding of mental or physical impairment, has a right to appeal the action of the Board pursuant to the provisions of the Administrative Procedures Act.

(f) When mental or physical capacity to practice is at issue, every individual licensed or certified to practice in this jurisdiction or any applicant shall be deemed to have consented to submit to a mental or physical examination or any combination of such examinations and to waive all objections to the admissibility of such examinations or to previously adjudicated evidence of a mental or physical impairment.

CHAPTER 8

RENEWAL OF LICENSES AND CERTIFICATES

Section 1. <u>Annual Renewal of Licenses and Certificates.</u>

(a) Licenses and certificates expire June 30 of every year. The Board shall provide a renewal notice to individuals at their address of record no later than thirty (30) days prior to the expiration date.

(b) The complete application and renewal fee must be postmarked or electronically completed no later than the expiration date, or the next business day in cases when the expiration date falls on a weekend or holiday, in order to meet the renewal deadline without penalty.

(c) Renewal applications postmarked or electronically completed within the thirty (30) days immediately following the expiration date of a license or certificate will be assessed a late fee in addition to the renewal fee.

(d) Renewal applications postmarked or electronically completed more than thirty (30) days following the expiration date will not be accepted by the Board and the license or certificate will expire.

(e) Failure to receive notice from the Board for renewal of a license or certificate does not excuse an individual from the requirements for renewal under the Act and this rule.

(f) A license or certificate holder who has allowed his/her license or certificate to expire may apply for license or certificate within one (1) year of the expiration date by submitting a renewal application for a license or certificate, the application fee, the restoration fee, the license or certificate fee for the current year, and verification of having completed thirty (30) hours of continuing education within the forty-eight (48) months immediately preceding the application date.

Section 2. <u>Continuing Education Requirements.</u>

(a) As a condition for renewal, license and certificate holders must provide documentation of having completed thirty (30) hours of continuing education every two (2) years on their renewal date. These hours must be obtained during the forty-eight (48) months immediately preceding their renewal date. The period required to obtain continuing education hours may be extended by the Board if good cause is shown by the applicant.

(b) These hours may be earned as follows:

(i) Up to twenty (20) continuing education hours may be earned by completing designated activities reviewed and approved by the WPA or the WSPA for continuing education credit.

(ii) At least ten (10) continuing education hours must be earned by completing program designed activities reviewed and approved by the APA or NASP.

(c) It is the licensee or certificate holder's responsibility to obtain the necessary documentation of hours earned from the continuing education activity sponsor and to submit such documentation to the Board upon request.

Section 3. Change of Name and/or Address. It is the responsibility of the individual to inform the Board in writing of any change in legal name, or contact information within thirty (30) days of the change.

CHAPTER 9

FEES

Section 1. General Information.

(a) Fees shall be payable in the exact amount for all services and shall be paid in advance of the services rendered.

(b) All fees collected by the Board are non-refundable.

Section 2. Fees. Services for which the Board charges a fee include but are not limited to the following:

(a)	Application Fee:	$275
(b)	Temporary Application and License Fee:	$150
(c)	Initial License Fee:	$200
(d)	Initial Certification Fee:	$200
(e)	Provisional License Fee:	$200
(f)	Annual License Renewal Fee:	$200
(g)	Annual Certification Renewal Fee:	$200
(h)	Late Fee for License or Certification Renewal:	$200
(i)	License or Certification Verification Fee:	$15
(j)	Replacement Document Fee:	$25
(k)	Restoration of Expired License Fee:	$200

(l) Non-sufficient funds fee will be charged in accordance with W.S. 1-1-115.

CHAPTER 10

DISCIPLINE OR ADVERSE ACTIONS

Section 1. Ethics.

(a) The protection of the public health, safety and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all individuals whose activities are regulated by the Board.

(b) The Ethical Principles of Psychologists and Code of Conduct as promulgated by the APA are hereby adopted and incorporated as Appendix B. Any violation of the Ethical Principles of Psychologists and Code of Conduct shall be a violation of these rules.

Section 2. Disciplinary Sanctions. The Board may deny, revoke, refuse to renew, reprimand, censure, limit the scope of practice, place on probation with or without terms, conditions or limitations or suspend licenses to practice psychology for any of the following acts or offenses:

(a) Fraud, deception or misrepresentation in applying for a license or certificate, in taking an examination, or in rendering services;

(b) Immoral, unprofessional or dishonorable conduct, which includes, but is not limited to, conduct which would violate the provisions of this Chapter or W.S. 33-27-120(b).

(c) Practicing psychology in such a manner as to endanger the welfare of clients or patients;

(d) Conviction of a felony that interferes with the ability to practice psychology;

(e) Harassment, intimidation or abuse, sexual or otherwise, of a client or patient;

(f) Sexual exploitation of a client or patient as defined in W.S. 33-27-113(a)(viii);

(g) Practicing outside the areas of professional competence as established by education, training and experience;

(h) Malpractice or negligence in the practice of psychology;

(i) Aiding or abetting the practice of psychology by individuals not licensed or certified by the Board;

(j) Conviction of fraud in filing Medicare or Medicaid claims or in filing claims to any third party payor.

(k) Exercising undue influence to exploit a client, patient, student or supervisee for financial or other personal advantage to the practitioner or a third party;

(l) The suspension or revocation by another state of a license to practice psychology. A certified copy of the order of suspension or revocation shall be conclusive evidence thereof;

(m) Refusal to appear before the Board after having been ordered to do so in writing by the executive officer or Chair of the Board;

(n) Making any fraudulent or untrue statement to the Board;

(o) Violation of the Ethical Principles of Psychologists and Code of Conduct;

(p) Inability to practice psychology with reasonable skill and safety to patients or clients by reason of illness, inebriation, misuse of drugs, narcotics, alcohol, chemicals, or any other substance, or as a result of any mental or physical condition;

(q) Failure to meet the requirements for licensing or certification set forth herein;

(r) Revealing the content of privileged communications, except as required by an established court of law, or as stipulated in the Ethical Principles of Psychologists and Code of Conduct and as provided in W.S. 33-27-123.

(s) Conviction of any crime or offense that reflects the inability of the practitioner to practice psychology with due regard for the health and safety of clients or patients.

CHAPTER 11

APPLICATIONS, COMPLAINTS, and HEARING PROCEDURES

Section 1. <u>Application Review Process</u>.

(a) Upon receipt of a complete application, the Board Office shall forward the application to the Application Review Committee (ARC).

(b) The ARC may:

(i) Approve the application if the applicant meets all requirements, or

(ii) Forward the application to the Attorney General for review if the application raises questions as to whether denial is appropriate.

(c) If, after review, the ARC and Attorney General recommend denial of an application:

(i) A preliminary denial letter shall be sent to applicant. The letter shall:

(A) State the basis for the denial including relevant statutes and rules; and

(B) Advise the applicant of the right to request reconsideration.

(ii) If the applicant fails to request reconsideration in writing within 30 days of the date of the preliminary denial letter, the preliminary denial becomes final.

(iii) If the applicant requests reconsideration within 30 days, a reconsideration conference shall be held with the ARC, the Attorney General, and the applicant.

(iv) Following a reconsideration conference, the ARC shall either approve or deny the application.

(v) If denied, the applicant must submit a written request for a hearing, within 30 days of the date of the denial letter.

(d) Application denial hearings:

(i) An application denial hearing is a formal contested case hearing conducted pursuant to the Wyoming Administrative Procedure Act.

(ii) The hearing is to be conducted in the presence of a quorum of the board, with a hearing officer presiding.

(iii) The applicant has the burden of proving that he/she meets all requirements for the license or certificate applied for.

Section 2. Information and Complaints.

(a) Information. If information concerning a possible violation of the Act or rules is received or obtained by a board member or members of the staff, the Board may, on its own motion, initiate proceedings under the Act and in accordance with the Wyoming Administrative Procedure Act. The license or certificate holder will be notified of proceedings initiated under this section.

(b) Complaint. Persons or entities other than the Board may initiate a disciplinary action against a license or certificate holder by submitting a written complaint to the Board office. Nothing in the section shall be construed to prohibit the Board or the Board's staff from filing a written complaint. The written complaint should provide as much of the following information as may be applicable:

(i) The name, address and other contact information for the complainant;

(ii) The name, address, place of employment, and telephone number of the license or certificate holder against whom the charges are made;

(iii) The specific conduct alleged to constitute the violation;

(iv) The name and address of any other witnesses; and

(v) The signature of the complainant.

Section 3. Review of Written Complaint.

(a) Written complaints shall be referred to the Discipline Committee (DC). If the DC recommends, the Board may hire an independent investigator to conduct the investigation. The license or certificate holder will be advised of the investigation, the names of the DC members, and the nature of the complaint.

(i) The DC members shall not take part in the consideration of any contested case.

(ii) Members of the DC shall not by this rule be barred from attending any disciplinary hearing.

Section 4. <u>Investigations and Board Action.</u> The DC shall investigate those written complaints received by the Board which merit further investigation.

(a) Upon completion of the investigation, the DC shall prepare an investigative report.

(i) The report shall include:

(A) The findings of the committee;

(B) Recommended action;

(C) A list of statutes and/or Board rules believed to have been violated;

(D) Any additional information that is relevant to the report.

(b) Upon completion of the investigation, the committee may:

(i) Send the notice required by Section 5;

(ii) Prepare and file formal petition and notice of hearing with the Board, setting the matter for a contested case hearing;

(iii) Recommend an offer of conditional terms for settlement, which may include educational courses, to the Board;

(iv) Recommend the Board dismiss the complaint.

(c) The Board may resolve a complaint at any time by:

(i) Accepting a voluntary surrender of a license or permit;

(ii) Accepting conditional terms for settlement;

(iii) Dismissal.

Section 5. <u>Service of Notice and Opportunity to Show Compliance.</u>

(a) Prior to commencement of a formal hearing, the DC shall give notice by mail to the license or certificate holder of the facts or conduct which warrant its intended action. The notice shall give the license or certificate holder an opportunity to show compliance with all lawful requirements for retention of the license or certificate within twenty (20) days of the mailing of the notice. Such notice shall be sent to the license or certificate holder's last known address by certified mail with return receipt requested and by first class mail.

Section 6. Formal Hearing Procedures.

(a) Formal proceedings for a hearing before the board regarding action against a license or certificate holder shall be commenced by petition and notice of hearing, served in person, or by certified mail and first class mail sent to the address last known by the Board at least thirty (30) days prior to the date set for the hearing. The petition and notice shall contain at least:

(i) The name and address of the license or certificate holder;

(ii) A statement, in ordinary and concise language, of the nature of the complaint filed with the Board, and the facts upon which the complaint is based, as well as the specific statute(s) or Board rules and regulations alleged to have been violated;

(iii) The time, place, and nature of the hearing;

(iv) That the hearing is being held pursuant to the authority provided by W.S. 33-27-120; and

(v) The license or certificate holder shall file an Answer or Notice of Appearance, which must be received by the Board at least ten (10) working days prior to the date set for hearing or the holder will be in default.

Section 7. Continuance. For good cause shown, extensions and continuances may be granted or denied at the discretion of the Board or the hearing officer.

Section 8. Default. The Board may enter an order based on the allegations in a petition in any case where the applicant, license, or certificate holder has not answered or appeared in writing ten (10) working days before the hearing, or in any case in which the applicant, license, or certificate holder or his/her representative has not appeared at a scheduled hearing for which they had notice.

Section 9. Hearing Officer. The Board may appoint a hearing officer to take evidence at the hearing or the Chairperson or a Board member may serve as the hearing officer.

Section 10. Discovery. In all formal proceedings before the Board, discovery shall be afforded in accordance with the Wyoming Administrative Procedure Act.

Section 11. Subpoenas.

(a) A Board member or the hearing officer may issue subpoenas for the attendance of witnesses and for the production of books, records, documents and other evidence, and shall have the power to administer oaths.

(b) Service of a subpoena must be made at the expense of the party applying for it and shall be made in the manner provided by law for service of subpoenas in civil actions.

Section 12. <u>Witnesses.</u>

(a) All persons testifying at any hearing before the Board shall be administered a standard oath or affirmation.

(b) No testimony will be received from a witness except under oath or affirmation.

(c) The party calling a witness shall bear the costs associated with the witness's appearance.

(d) The Board and hearing officer shall have an opportunity to examine any witness.

Section 13. <u>Representation.</u>

(a) An applicant, license, or certificate holder may represent him/herself or be represented by counsel, provided that such counsel is licensed to practice law in the State of Wyoming, or is associated at the hearing with one or more attorneys license to practice law in the State of Wyoming.

(b) In any case before the Board, an appearance in person or the filing of an answer or other pleading shall constitute an appearance of record by an attorney.

(c) A request for withdrawal from representation by an attorney shall be submitted to the Board in writing.

(d) A representative of the Attorney General's office may present all matters in a contested case on behalf of the IC or DC.

Section 14. <u>Prehearing Conference.</u>

(a) The hearing officer may direct the parties to appear before him/her to consider:

(i) The simplification of the issues;

(ii) The necessity of desirability of amending the pleadings;

(iii) The possibility of obtaining admissions of fact and of documents to avoid unnecessary proof;

(iv) Formulating procedures to govern the hearing; or

(v) Such other matters as may aid in the disposition of the case.

(b) Prehearing conferences shall be conducted informally. An order will be prepared which recites the actions taken at the conference, amendments allowed, agreements of the parties, and the issues to be determined at the hearing.

Section 15. <u>Order of Procedure at Hearing.</u> The hearing will be conducted in substantially the following order:

(a) Opening announcements are made by the hearing officer, including case name and docket number, the issue(s) to be considered, parties and counsel present, and subpoenas issued;

(b) Witnesses should be identified and sworn;

(c) Opening statements may be made at the discretion of the hearing officer. In cases of license denial, the applicant should go first. In disciplinary cases the DC should go first;

(d) Presentation of Evidence. The order above will be followed with each party, the hearing officer, and the Board having the opportunity to cross-examine the witnesses. Rebuttal evidence may be presented;

(e) Exhibits offered in evidence by the applicant, license, or certificate holder will be marked with the letters of the alphabet. Those offered by the DC will be marked numerically;

(f) Closing arguments may be made at the discretion of the hearing officer. Time may be limited, the order of presentation is as above, and brief rebuttal time may be allowed. The hearing and the evidence are then closed, unless reopened by the hearing officer for good cause shown.

Section 16. <u>Decisions.</u>

(a) Proposed Decisions:

(i) At the discretion and direction of the Board, the parties may file proposed findings of fact, conclusions of law, and order after the hearing and before the deadline announced in the hearing's closing announcements.

(ii) At the discretion and direction of the Board, the hearing officer shall prepare proposed findings of fact, conclusions of law, and order.

(b) Final Decisions. Proposed decisions will be given consideration but are not binding upon the Board. All final decisions will be issued by the Board and be based exclusively upon the evidence in the record and matters officially noticed. All final decisions issued by the Board will be served to all parties by first class mail.

Section 17. Appeals. A Petition for Judicial Review of the Board decision may be filed in the district court in accordance with the Wyoming Rules of Appellate Procedure.

Section 18. Transcripts. If a Petition for Judicial Review is filed in the district court, the petitioner shall arrange the preparation and pay for the transcript of the testimony, or reimburse the Board for the cost of the transcript if previously prepared at Board expense.