

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

PSYCHOLOGY EXAMINING BOARD

INFORMATION REGARDING LICENSURE FOR THE PRIVATE PRACTICE OF SCHOOL PSYCHOLOGY

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

Read carefully the "Wisconsin Statutes and Administrative Code for the Practice of School Psychology." Refer to Wis. Admin. Code § Psy 3 for requirements for the private practice of school psychology. The open book Wisconsin Statutes and Rules examination is based on the information found in Wis. Stat. chs. 48, 51.61, 455, 905, 904 and 948; and Wis. Admin. Code chs. Psy 1 and 5.

1. **Complete the Application for the Private Practice of School Psychology Form #637.**
2. **Complete the Nature of Private Practice of School Psychology Form #638.** (See form for specific instructions.)
3. **Return** your completed application (**Form #637**) and Nature of Private Practice of School Psychology (**Form #638**) with the fee to the Psychology Examining Board, P.O. Box 8935, Madison, WI 53708-8935. Make check payable to: Department of Safety and Professional Services.
4. **Request** that an official transcript of your Doctorate or Master's degree be sent directly from the educational institutions to the Psychology Examining Board, P.O. Box 8935, Madison, WI 53708-8935.
5. **Request** the Department of Public Instruction to forward documentation that you hold a regular license as a school psychologist under sec. PI 3.53 directly to the Psychology Examining Board, P.O. Box 8935, Madison, WI 53708-8935. Only persons holding a regular license as a School Psychologist issued by the Wisconsin Department of Public Instruction under Wis. Stat. § PI 3.53 may be eligible for licensure as a Private Practice School Psychologist.
6. **Forward a copy of the Experience Verification Form #1899** to any Psychologist(s) who have supervised your experience related to psychology. This form must be completed in its entirety by your supervisor(s) and returned directly to the Psychology Examining Board, P.O. Box 8935, Madison, WI 53708-8935. (You may duplicate as many copies of the form as needed.)
7. **Request Educational Testing Service (ETS)** to forward an official copy of your score for the PRAXIS directly to the Department at the above address.

If you have not taken the PRAXIS School Psychologist test register online for PRAXIS at: www.ets.org/praxis.

ARCHIVED DUE TO 2021 WIS ACT 22. APPLICATIONS FOR AN INITIAL CREDENTIAL WILL NO LONGER BE ACCEPTED AFTER 5/31/2021.

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PSYCHOLOGY EXAMINING BOARD

APPLICATION FOR PRIVATE PRACTICE OF SCHOOL PSYCHOLOGY

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stat. §§ 440.12 and 440.13).

PLEASE TYPE OR PRINT IN INK Your name, address, phone number, and e-mail address are available to the public. Check box to withhold street address, phone number, and e-mail address from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Former / Maiden Name(s) <input type="text"/>
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Address (street, city, state, zip code) <input type="text"/>	Daytime Telephone Number <input type="text"/> - <input type="text"/> - <input type="text"/>
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Mailing Address (if different) <input type="text"/>	Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>
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Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/>	Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.
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Ethnicity/gender status information is optional.

Ethnicity: White, not of Hispanic origin American Indian or Alaskan Hispanic
 Black, not of Hispanic origin Asian or Pacific Islander Other

Sex: M F

E-mail Address

Have you ever been licensed in Wisconsin? Yes No If yes, list your credential number:

School Name <input type="text"/>	School Address (street, city, state) <input type="text"/>
--	---

Date Degree Conferred
 / /

Do you hold a regular license as a school psychologist from the state of Wisconsin, Department of Public Instruction? Yes No

License Number:

Only persons holding a regular license as a School Psychologist issued by the Wisconsin Department of Public Instruction under Wis. Stat. § PI 3.53 may be eligible for licensure as a Private Practice School Psychologist.

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application. To pay by credit card, see [Form #3071](#).

I am seeking a Veteran Fee Waiver (for Initial Credential Fee only, see page 2 for further information)

Initial Applicants
 \$ 66.00 Initial Credential Fee
 \$ 75.00 State Law Exam
\$141.00 Total Fee Attached

Endorsement Applicants
 \$ 66.00 Initial Credential Fee
 \$ 75.00 State Law Exam
\$141.00 Total Fee Attached

For Receiving Use Only (58)

Wisconsin Department of Safety and Professional Services

APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- | | |
|--|---|
| <input type="checkbox"/> Application (Form #637) and appropriate fee
<input type="checkbox"/> Nature of Private Practice of School Psychology (Form #638)
<input type="checkbox"/> Verification of other State licenses and/or credentials, if applicable
<input type="checkbox"/> DPI School Psychologist Licensure Verification
<input type="checkbox"/> Copy of Master's or Doctorate Transcripts
<input type="checkbox"/> Experience verification (Form #1899) | <input type="checkbox"/> Copy of ETS score for the PRAXIS exam
<input type="checkbox"/> Convictions and Pending Charges (Form #2252), if applicable
<input type="checkbox"/> Malpractice Suits or Claims (Form #2829) and copies of malpractice suit, court documents with allegations and settlement, if applicable
<input type="checkbox"/> Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc. |
|--|---|

ARE YOU A VETERAN? If yes, please view the DSPS website at <https://dsps.wi.gov/Pages/Professions/MilitaryLicensureBenefits.aspx> for information and eligibility requirements for veterans, service members, former service members, and their spouses.

If you qualify, are you requesting a waiver of your initial credentialing fee? Yes No

If Yes, provide copy of WI Dept of Veterans Affairs (WDVA) voucher code and list your WDVA Voucher Code #: _____

If you qualify, are you requesting equivalency of your military training and experience? Yes No

If Yes, complete and return the Veteran Request Application Addendum (**Form #2996**). This form must be included with this application. (You may contact the WDVA at 1-800-947-8387 or dva.wi.gov for assistance in obtaining your WDVA Voucher Code and/or documents related to your training.)

If you qualify, are you a service member, former service member, or spouse requesting a reciprocal credential? Yes No

If Yes, do not complete this form. You must complete and return the Reciprocal Credential Application for Service Members, Former Service Members, and Their Spouses (**Form #3982**).

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> and select "Professions," then "Private Practice School Psychologist."

EDUCATION:			
Degrees Received	Educational Institution and Department	Major (as shown on transcript)	Date Graduated (month/day/year)
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>
			<input type="text"/> / <input type="text"/> / <input type="text"/>

EXPERIENCE AND PRACTICE: (place of current employment) Describe your duties below. Please attach a vita which includes all experience you feel is pertinent to the private practice of school psychology.

Employer Name	Location of Employment (address)	Supervisor Name	Describe your Duties

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YEAR OF SUPERVISED EXPERIENCE: Please provide the following information documenting completion of a year of successful experience under the supervision of a School Psychologist certified by the Department of Public Instruction. Estimated supervised hours per week in each activity. (Total hours should equal the total number of hours per week in the year of supervised experience.)

Location of Experience (address)	Dates	Hours per week	Supervisor
	From: <div style="display: flex; justify-content: space-between;"> / / </div> To: <div style="display: flex; justify-content: space-between;"> / / </div>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 20px;"></div>	<div style="border: 1px solid black; width: 90%; margin: 0 auto; height: 20px;"></div>
	From: <div style="display: flex; justify-content: space-between;"> / / </div> To: <div style="display: flex; justify-content: space-between;"> / / </div>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 20px;"></div>	<div style="border: 1px solid black; width: 90%; margin: 0 auto; height: 20px;"></div>
	From: <div style="display: flex; justify-content: space-between;"> / / </div> To: <div style="display: flex; justify-content: space-between;"> / / </div>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 20px;"></div>	<div style="border: 1px solid black; width: 90%; margin: 0 auto; height: 20px;"></div>
	From: <div style="display: flex; justify-content: space-between;"> / / </div> To: <div style="display: flex; justify-content: space-between;"> / / </div>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 20px;"></div>	<div style="border: 1px solid black; width: 90%; margin: 0 auto; height: 20px;"></div>

Have you ever held a certificate or license to practice psychology or school psychology in any other jurisdiction?

Yes
 No
 If yes, list your credential number:

I AM OR HAVE BEEN LICENSED IN THE FOLLOWING STATE(S): (Include all active and inactive states.)

For each credential listed above, you are required to have each State Board or territory of the United States submit a letter of verification to the Wisconsin Psychology Examining Board. The verification letter(s) must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions.

REGARDING THE STATES YOU LISTED ABOVE: Identify the states in which you were licensed by EXAM.

Wisconsin Department of Safety and Professional Services

ANSWER THE FOLLOWING QUESTIONS. (Attach additional sheets if necessary.)

1.	Are you a diplomate in any specialty area in psychology? Identify specialty: <input style="width: 50%; border: 1px solid black;" type="text"/> Identify organization awarding diplomate status: <input style="width: 50%; border: 1px solid black;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever failed to pass any state board examination, national board examination, NCSP or EPPP? If yes, provide details below <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. If yes, submit Convictions and Pending Charges (Form #2252).	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you incarcerated, on probation, or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have any suits or claims ever been filed against you as a result of professional services? If yes, Malpractice Suits or Claims (Form #2829).	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s): <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under: <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

For the purposes of these questions, the following phrases or words have the following meanings:

"Ability to practice psychology" is to be construed to include all of the following:

1. The cognitive capacity to make appropriate clinical diagnoses and exercise reasoned psychology judgments and to learn and keep abreast of psychology developments; and
2. The ability to communicate those judgments and psychology information to patients and other health care providers, with or without the use of aids or devices, such as voice amplifiers; and
3. The physical capability to perform psychology tasks with or without the use of aids or devices, such as corrective lenses or hearing aids.

"Medical Condition" includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction and alcoholism.

"Chemical Substances" is to be construed to include alcohol, drugs, or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber's direction, as well as those used illegally.

"Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one's functioning as a licensee, or **within the past two years.**

"Illegal use of Controlled Dangerous Substances" means the use of controlled dangerous substances obtained illegally (e.g., heroin or cocaine) as well as the use of controlled dangerous substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the directions of a licensed health care practitioner.

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ANSWER THE FOLLOWING QUESTIONS. (Attach additional sheets if necessary.)

11.	Do you have a medical condition, which in any way impairs or limits your ability to practice psychology with reasonable skill and safety? If no, you may skip questions 12 and 13. If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	If yes to question 11, are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	If yes to question 11, are the limitations or impairments caused by your medical condition reduced, or ameliorated because of the field of practice, the setting, or the manner in which you have chosen to practice? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Does your use of chemical substance(s) in any way impair, or limit your ability to practice psychology with reasonable skill and safety? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Have you ever been diagnosed as having, or have you ever been treated for pedophilia, exhibitionism, or voyeurism? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Are you currently engaged in the illegal use of controlled dangerous substances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	If yes to question 15, are you currently participating in a supervised rehabilitation program or professional assistance program, which monitors your behavior to assure that you are not engaging in the illegal use of controlled dangerous substances? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION OF LEGAL STATUS

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect, or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I have provided to the Department of Safety and Professional Services change.

Signature: _____ Date: / /

(Print and Sign Form)