

CHAPTER 240  
LICENSURE OF PSYCHOLOGISTS

**645—240.1(154B) Definitions.** For purposes of these rules, the following definitions shall apply:

“*Board*” means the board of psychology examiners.

“*Certified health service provider in psychology*” means a person who works in a clinical setting, is licensed to practice psychology and who has a doctoral degree in psychology. A person certified as a health service provider in psychology shall be deemed qualified to diagnose or evaluate mental illness and nervous disorders.

“*Lapsed license*” means a license that a person has failed to renew as required, or the license of a person who failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as a psychologist or health service provider in psychology in the state of Iowa.

“*License expiration date*” means June 30 of even-numbered years.

“*Licensure by endorsement*” means the issuance of an Iowa license to practice psychology to an applicant who is currently licensed in another state.

“*Organized health service training program*” means a training program designed to provide the intern with a planned, programmed sequence of training experiences. The primary focus and purpose is ensuring breadth and quality of training.

“*Reciprocal license*” means the issuance of an Iowa license to practice psychology to an applicant who is currently licensed in another state that has a mutual agreement with the Iowa board of psychology examiners to license persons who have the same or similar qualifications to those required in Iowa.

“*Recognized health service setting*” means a setting in which the delivery of direct preventive, assessment, and therapeutic intervention services are provided to individuals whose growth, adjustment or functioning is actually impaired or is demonstrably at high risk of impairment. The delivery of the aforementioned services includes, but is not limited to, the diagnosis or evaluation and treatment of mental illness and nervous disorders, excluding those mental illnesses and nervous disorders which are established as primarily of biological etiology with the exception of the treatment of the psychological and behavioral aspects of those mental illnesses and nervous disorders.

“*Supervisor*” means a licensed psychologist who meets the qualifications stated in these rules.

“*Testing service*” means Professional Examination Service (PES).

**645—240.2(154B) Requirements for licensure.**

**240.2(1)** The following criteria shall apply to licensure:

*a.* An applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Psychology Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

*b.* An applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

*c.* Each application shall be accompanied by the appropriate fees (exclusive of the test administration fee) payable by check or money order to the Board of Psychology Examiners. The fees are nonrefundable.

*d.* No application will be considered by the board until:

(1) Official copies of academic transcripts sent directly from the school to the board of psychology examiners have been received by the board;

(2) Satisfactory evidence of the candidate’s qualifications has been supplied in writing on the prescribed forms by the candidate’s supervisors;

(3) A Statement of Competency form, which may be obtained from the board of psychology examiners, has been submitted; and

(4) Verifications of licenses from other states have been sent directly from those states to the board office.

*e.* The candidate shall take written and oral examinations required by the board pursuant to these rules.

*f.* Licensees who were issued their licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

*g.* Incomplete applications that have been on file in the board office for more than two years shall be:

(1) Considered invalid and shall be destroyed; or

(2) Maintained upon written request of the candidate. The candidate is responsible for requesting that the file be maintained.

*h.* Notification of eligibility for licensure shall be sent to the licensee by the board.

**240.2(2)** The following criteria shall apply to the written examination:

*a.* The licensee shall complete an approved application form for the Examination for Professional Practice in Psychology (EPPP) available from the board's Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to Board of Psychology Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

*b.* The application shall be accompanied by a check or money order for the Examination for Professional Practice in Psychology fee made payable to PES.

*c.* The board shall notify PES of eligible candidates for the EPPP.

*d.* An "authorization-to-test" letter containing a toll-free telephone number to call for scheduling the examination shall be sent to each eligible candidate by PES.

*e.* The board of psychology examiners shall mail examination results to the candidates.

*f.* If a retake is necessary, candidates must reapply to the board of psychology examiners and wait at least 60 days before an appointment to test may be scheduled.

*g.* The EPPP examination may be taken four times in this state or in any other state or jurisdiction. If the applicant fails a fourth EPPP, education in areas established by the board must be obtained before another examination will be allowed.

**240.2(3)** The following criteria shall apply to the oral examination:

*a.* A candidate shall be eligible to schedule the oral examination after:

(1) Passing the EPPP written examination;

(2) Completing the supervised professional experience pursuant to 645—240.5(154B); and

(3) Completing the Statement of Competency.

*b.* The board of psychology examiners shall notify the candidate by regular mail of eligibility to sit for the oral examination.

*c.* The oral examination shall be conducted by the licensed members of the board pursuant to Iowa Code section 147.21.

*d.* The applicant shall schedule the examination with the board of psychology examiners.

*e.* If a retake is necessary, the candidate must wait at least six months before an appointment to retest may be scheduled.

*f.* Candidates shall receive written notification of the results of the examination from the board of psychology examiners.

**645—240.3(154B) Educational qualifications.** A new applicant for licensure to practice as a psychologist shall possess a doctoral degree in psychology.

**240.3(1)** The degree in psychology shall be granted by an institution accredited by the North Central Association of Colleges and Secondary Schools or an equivalent accrediting association or entity in other regions of the United States; or

**240.3(2)** The doctoral degree in psychology shall be granted through a professional psychology program that is accredited by the North Central Association of Colleges and Secondary Schools or an equivalent accrediting association or entity in other regions of the United States; or

**240.3(3)** The program from which the doctoral degree in psychology is granted must meet the following requirements:

*a.* The program must be accredited by the American Psychological Association and recognized as meeting the requirements of a professional psychology program.

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

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

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

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

*f.* There must be an identifiable psychology faculty on site sufficient in size to ensure that the ratio of faculty to students is adequate for instruction. The faculty must also have sufficient breadth in order to ensure that the scope of knowledge in psychology provides for adequate instruction. There must be a psychologist responsible for the program.

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

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

*i.* The curriculum shall encompass a minimum of three academic years of graduate study.

*j.* The program shall require a minimum of one year's residency at the educational institution granting the doctoral degree.

*k.* In addition to instruction in scientific and professional ethics and standards, research design and methodology, statistics and psychometrics, the core program shall require each student to demonstrate competence in each of the following substantive content areas. This typically will be met by including a minimum of three or more graduate semester hours (five or more graduate quarter hours) in each of these four substantive content areas:

(1) Biological bases of behavior: physiological psychology, comparative psychology, neuropsychology, sensation and perception, psychopharmacology;

(2) Cognitive-affective bases of behavior: learning, thinking, motivation, and emotion;

(3) Social bases of behavior: social psychology, group processes, organizational and systems theory; and

(4) Individual differences: personality theory, human development, and abnormal psychology.

*l.* In addition, all professional education programs in psychology will include requirements in specialty areas.

**240.3(4)** Foreign-trained psychologists shall:

*a.* Provide an equivalency evaluation of their educational credentials by one of the following: International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site [www.ierf.org](http://www.ierf.org), or E-mail [info@ierf.org](mailto:info@ierf.org); or International Credentialing Associates, Inc., 7245 Bryan Dairy Road, Bryan Dairy Business Park II, Largo, Florida 33777, telephone (727)549-8555. The professional curriculum must be equivalent to that stated in these rules. The candidate shall bear the expense of the curriculum evaluation.

- b. Provide a notarized copy of the certificate or diploma awarded to the applicant from a psychology program in the country in which the applicant was educated.
- c. Receive a final determination from the board regarding the application for licensure.

**645—240.4(154B) Title designations.**

**240.4(1)** Applicants for licensure who have met educational requirements but have not yet passed the EPPP may be designated “psychology associate” or “associate in psychology.” The title “psychology associate” or “associate in psychology” shall not be used except in the person’s employment and supervision that meet the requirements of subrule 240.5(2).

**240.4(2)** Applicants for licensure who have passed the EPPP and who are fulfilling the experience requirements specified herein for licensure may be designated “psychology resident” or “resident in psychology.” The designation of “resident” shall not be used except in the employment and supervised experience that meet the requirements of subrule 240.5(2).

**240.4(3)** Notwithstanding other provisions of these rules, applicants for licensure who are engaged in organized health service training programs as specified in rule 645—240.6(154B) may be designated “psychology intern” or “intern in psychology” during their time in training.

**240.4(4)** Persons licensed in another state who are in the process of seeking licensure in Iowa and who are being supervised until obtaining an Iowa license may use the designation “Licensed Psychologist, (name of state)” for a period of up to one year from the date of application.

**645—240.5(154B) Supervised professional experience.**

**240.5(1)** The supervised professional experience shall:

- a. Be 12 months full-time or a minimum of 1800 hours;
- b. Apply the principles of psychology;
- c. Be supervised by a licensed psychologist as specified in subrule 240.5(2) or rule 240.8(154B);
- d. Be performed competently as attested to by the supervisor;
- e. Have the fees and receipt of payment schedule remain the sole domain of the employing agency or supervising psychologist.

**240.5(2)** Requirements.

- a. To meet the requirements of the supervised professional experience, the supervisee must:
  - (1) Meet a minimum of one hour per week, face to face and individually with the supervisor;
  - (2) Have training that is appropriate to the functions to be performed;
  - (3) Work in the same physical setting as the supervisor unless otherwise approved by the board;
  - (4) Offer work in the name of the supervising psychologist;
  - (5) Begin the experience after all academic requirements for the doctoral degree are met and when all degree requirements are verified in writing;
  - (6) Not apply professional employment that occurs prior to meeting the doctoral academic requirements to the supervised professional experience;
  - (7) Compute part-time employment on a prorated basis for the supervised professional experience; and
  - (8) Have the background, training, and experience that is appropriate to the functions performed.
- b. To meet the requirements of the supervised professional experience, the supervisor must:
  - (1) Be a licensed psychologist as specified in rule 240.2(154B) or 240.8(154B);
  - (2) Complete the supervision form provided by the board;
  - (3) Meet a minimum of one hour per week, face to face and individually with the supervisee;
  - (4) Provide training that is appropriate to the functions to be performed;
  - (5) Work in the same physical setting as the supervisee unless otherwise approved by the board;
  - (6) Have work offered in the name of the supervising psychologist;

- (7) Have no more than three full-time persons associated with the supervisor as listed on the supervisor report form obtained from the board;
- (8) Not provide group supervision as part of this experience;
- (9) Not supervise any psychological practice or permit the supervisor's supervisee to engage in any psychological practice which the supervisor cannot perform competently; and
- (10) Be responsible for determining competency of the work performed by the supervisee and the designation of the title of the supervisee.

**240.5(3)** Employment experience which is offered to satisfy one provision of the law may not be simultaneously offered to satisfy the educational provisions of the law. For example, employment experiences which are part of the required preparation for the doctoral degree will be applicable only to the doctoral degree requirements and may not be simultaneously offered to satisfy the supervised professional experience requirement.

**240.5(4)** Professional employment experience acquired by the applicant between the time all requirements were fulfilled for the doctoral degree and the time of the actual conferral of the degree may be credited toward the professional employment experience requirements for licensing, provided that the date of completion of all degree requirements is verified in writing by an appropriate academic official. Verification must come directly to the board from the academic official.

**240.5(5)** Persons providing psychological services who are not licensed by the board of psychology examiners shall be under the direct and continuing administrative and professional direction of a psychologist licensed by the board.

#### **645—240.6(154B) Certified health service provider in psychology.**

**240.6(1)** *Requirements for the health service provider in psychology.* The applicant shall:

- a. Have at least two years of clinical experience in a recognized health service setting or meet the standards of the National Register of Health Service Providers in Psychology. Two years of clinical experience means two years of supervised experience in health service in psychology, of which at least one year is in an organized health service training program as defined in 240.6(2) and one year is post-doctoral.
- b. Complete the application and provide all supporting documentation to the board.
- c. Pay the health service provider fee payable by check or money order to the Board of Psychology Examiners.

The certificate shall be renewed biennially at the same time as the psychology license renewal fees are due.

**240.6(2)** *Requirements of the health service training program.* The organized health service training program shall:

- a. Have a clearly designated staff psychologist who is responsible for the integrity and quality of the training program and who holds an active license from the state board of examiners in psychology in the state in which the program exists.
- b. Have two or more psychologists on the staff as supervisors, at least one of whom holds an active license as a psychologist from the state board of examiners in psychology in the state in which the program exists.
- c. Have supervision which is provided by a staff member of the organized health service training program or by an affiliate of the organized health service training program who carries clinical responsibility for the cases being supervised. At least half of the internship supervision shall be provided by one or more psychologists.
- d. Provide training in a range of assessment and treatment activities conducted directly with patients seeking psychological services.
- e. Have a minimum of 375 hours of trainees' time in direct patient contact.

*f.* Include a minimum of two hours per week (regardless of whether the internship is completed in one year or two) of regularly scheduled, formal, face-to-face individual supervision with the specific intent of dealing with psychological services rendered directly by the intern. There must also be at least two additional hours per week in learning activities such as case conferences involving a case in which the intern is actively involved; seminars dealing with clinical issues; cotherapy with a staff person including discussion; group supervision; additional individual supervision.

*g.* Have training that is at the postclerkship, postpracticum, and postexternship level.

*h.* Have a minimum of two interns at the internship level of training during any period of training.

*i.* Designate for internship-level trainees titles such as “intern,” “resident,” “fellow,” or other designation of trainee status.

*j.* Have a written statement or brochure which describes the goals and content of the internship, states clear expectations for quantity and quality of trainees’ work and is made available to prospective interns.

*k.* Provide a minimum of 1800 hours of training experience that shall be completed within 24 consecutive months and no less than 12 months.

**645—240.7(154B) Exemption to licensure.** Psychologists residing outside the state of Iowa and intending to practice in Iowa under the provisions of Iowa Code section 154B.3(5) shall file a summary of intent to practice and provide verification of the license from the other jurisdiction. The summary shall be submitted to and approved by the board prior to practice in Iowa. The exemption shall be valid for 10 consecutive business days or not to exceed 15 business days in any 90-day period.

The summary and supporting documentation shall be accompanied by a check or money order for the processing fee for exemption to licensure pursuant to 645—Chapter 243. The fee is nonrefundable and shall be submitted payable to the Board of Psychology Examiners.

**645—240.8(154B) Psychologists’ supervision of unlicensed persons in a practice setting.** The supervising psychologist shall:

1. Be vested with administrative control over the functioning of assistants in order to maintain ultimate responsibility for the welfare of every client. When the employer is a person other than the supervising psychologist, the supervising psychologist must have direct input into administrative matters.

2. Have sufficient knowledge of all clients, including face-to-face contact when necessary, in order to plan effective service delivery procedures. The progress of the work shall be monitored through such means as will ensure that full legal and professional responsibility can be accepted by the supervisor for all services rendered. Supervisors shall also be available for emergency consultation and intervention.

3. Provide work assignments that shall be commensurate with the skills of the supervisee. All procedures shall be planned in consultation with the supervisor.

4. Work in the same physical setting as the supervisee, unless other individual arrangements are approved by the board of psychology examiners.

5. Make public announcement of services and fees; contact with laypersons or the professional community shall be offered only by or in the name of the supervising psychologist. Titles of unlicensed persons must clearly indicate their supervised status.

6. Provide specific information to clients when an unlicensed person delivers services to those clients, including disclosure of the unlicensed person’s status and information regarding the person’s qualifications and functions.

7. Inform clients of the possibility of periodic meetings with the supervising psychologist at the client’s, the supervisee’s or the supervisor’s request.

8. Provide for setting and receipt of payment that shall remain the sole domain of the employing agency or supervising psychologist.

9. Establish and maintain a level of supervisory contact consistent with established professional standards, and be fully accountable in the event that professional, ethical or legal issues are raised.

10. Provide a detailed job description in which functions are designated at varying levels of difficulty, requiring increasing levels of training, skill and experience. This job description shall be made available to representatives of the board and service recipients upon request.

11. Be responsible for the planning, course, and outcome of the work. The conduct of supervision shall ensure the professional, ethical, and legal protection of the client and of the unlicensed persons.

12. Maintain an ongoing record of supervision which details the types of activities in which the unlicensed person is engaged, the level of competence in each, and the type and outcome of all procedures.

13. Countersign all written reports and communications as "Reviewed and Approved" by the supervising psychologist.

**645—240.9(154B) Licensure by endorsement.** An applicant who has been a licensed psychologist under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office. The board may receive by endorsement any applicant from the District of Columbia or another state, territory, province or foreign country who:

1. Submits to the board a completed application;
2. Pays the licensure fee;
3. Shows evidence of licensure requirements that are similar to those required in Iowa;
4. Provides official copies of academic transcripts and the EPPP score to the board;
5. Supplies satisfactory evidence of the candidate's qualifications in writing on the prescribed forms by the candidate's supervisors. If verification of professional experience is not available, the board may consider submission of documentation from the state in which the applicant is currently licensed or equivalent documentation of supervision;
6. Takes the oral examination required by the board; and
7. Provides verification of licenses from other states that have been sent directly from those states to the board office.

**645—240.10(147) Licensure by reciprocal agreement.** The board may enter into a reciprocal agreement with the District of Columbia or any state, territory, province or foreign country with equal or similar requirements for licensure in psychology. The applicant shall take the oral examination for the state of Iowa as administered by the board.

**645—240.11(147) License renewal.**

**240.11(1)** The biennial license renewal period for a license to practice psychology shall begin on July 1 of even-numbered years and end on June 30 of the next even-numbered year. All licensees shall renew on a biennial basis.

**240.11(2)** A renewal of license application and continuing education report form to practice psychology shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay the biennial renewal fee(s) on or before the renewal date.

*a.* The licensee shall submit the completed application and continuing education report form with the renewal fee(s) to the board office before the license expiration date.

*b.* Individuals who were issued their initial licenses within six months of the license renewal date will not be required to renew their licenses until the next renewal two years later.

*c.* Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses.

*d.* Persons licensed to practice psychology shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

**240.11(3)** Late renewal. If the renewal fee(s), continuing education report and renewal application are received within 30 days after the license renewal expiration date, the late fee for failure to renew before expiration shall be charged.

**240.11(4)** When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

**645—240.12(272C) Exemptions for inactive practitioners.**

**240.12(1)** A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee must hold a current license in good standing in order to apply for exempt, inactive status, and must apply prior to the license expiration date.

**240.12(2)** Reinstatement of exempted, inactive practitioners. Inactive practitioners who have requested and been granted a waiver of compliance with the renewal requirements and who have obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—241.9(272C).

**240.12(3)** Licensees shall renew at the next scheduled renewal. Licensees who were issued their reinstatement within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

**240.12(4)** A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date will not be required to complete continuing education for that first license renewal time period only. Forty hours of continuing education will be required for every renewal thereafter.

**240.12(5)** Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license became inactive.

**240.12(6)** Reinstatement of inactive license after exemption. The following chart illustrates the requirements for reinstatement based on the length of time a license has been inactive.

An applicant shall satisfy the following requirements:	1 renewal	2 or more renewals
Submit written application for reinstatement to the board	Required	Required
Pay renewal fee(s)	\$140	\$280
Pay the reinstatement fee	\$50	\$50
Furnish evidence of full-time practice in another state of the U.S. or the District of Columbia and completion of continuing education  OR  Furnish evidence of completion of approved continuing education. Continuing education hours must be completed within the two most recent bienniums prior to the date of application for reinstatement.	Current valid license and at least 40 hours of continuing education  40 hours	Current valid license and at least 80 hours of continuing education  80 hours
Total fees and continuing education hours required for reinstatement:	\$190 and 40 hours	\$330 and 80 hours



**645—240.13(272C) Lapsed licenses.**

**240.13(1)** If the renewal fee(s) and continuing education report are received more than 30 days after the license expiration date, the license shall be lapsed. An application for reinstatement must be filed with the board accompanied by the reinstatement fee, the renewal fee(s) for each biennium the license is lapsed and the late fee for failure to renew before expiration. The licensee may be subject to an audit of the licensee's continuing education report.

**240.13(2)** Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of psychology. Practicing without a license may be cause for disciplinary action.

**240.13(3)** In order to reinstate a lapsed license, licensees shall comply with all requirements for reinstatement of a lapsed license as outlined in 645—241.5(272C).

**240.13(4)** After reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

**240.13(5)** Verifications of license(s) are required from any state in which the licensee has practiced since the Iowa license lapsed.

**240.13(6)** Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 renewals	3 renewals	4 renewals
Submit written application for reinstatement and statement of competence to the board	Required	Required	Required	Required
Pay renewal fee(s)	\$140	\$280	\$420	\$560
Pay late fee	\$50	\$50	\$50	\$50
Pay the reinstatement fee	\$50	\$50	\$50	\$50
Provide evidence of satisfactory completion of continuing education requirements during the period since the license lapsed	40 hours	80 hours	80 hours	80 hours
Total fees and continuing education hours required for reinstatement:	\$240 and 40 hours	\$380 and 80 hours	\$520 and 80 hours	\$660 and 80 hours

**645—240.14(17A,147,272C) License denial.**

**240.14(1)** An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in these rules shall specifically describe the facts to be contested and determined at the hearing.

**240.14(2)** If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C.

These rules are intended to implement Iowa Code chapters 17A, 147, and 272C.

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