

**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 payable 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; and

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

(4) Rescinded IAB 9/4/02, effective 10/9/02.

*e.* An applicant shall successfully pass the national examination and Iowa jurisprudence examination.

*f.* The applicant shall have the national examination score sent directly from the testing service to the board.

*g.* 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.

*h.* 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 applicant. The applicant is responsible for requesting that the file be maintained.

**240.2(2)** and **240.2(3)** Rescinded IAB 9/4/02, effective 10/9/02.