

Kansas Administrative Regulations

Agency 102

Behavioral Sciences Regulatory Board

Article 1.—Certification of Psychologists

102-1-3a. Application for licensure by examination; application for temporary license. (a)(1) Any person who has completed the required education and postgraduate supervised experience may apply for a license to practice psychology and for approval to take the psychology licensure examination. This person may also apply for a temporary license to practice psychology under supervision as specified in K.A.R. 102-1-5a, pending satisfactory passage of the psychology licensure examination, as specified in K.A.R. 102-1-4.

(2) Any person who has completed only the educational requirements may apply for a temporary license to practice psychology while attaining the required postdoctoral supervised experience.

(b) Each applicant shall request the license application forms from the executive director of the board and at the time of application shall meet the following requirements:

(1) Submit the following:

(A) The completed application form;

(B) the full payment of the license application fee specified in K.A.R. 102-1-13; and

(C) references on board-approved forms in accordance with subsection (d); and

(2) arrange for the applicant's transcripts covering all applicable graduate college or university coursework to be sent directly from each academic institution to the board office. Each applicant who graduated from a college or university outside the United States shall additionally arrange for all official transcripts, supporting documentation, and, if applicable, the doctoral dissertation, to be translated and evaluated for degree equivalency by a source and in a manner that are acceptable to the board.

(c) Predoctoral supervised experience. If the applicant seeks credit for one year of predoctoral supervised experience, the applicant shall submit a completed, board-approved reference form from an officially designated director or chair of the predoctoral supervised experience program who has access to the applicant's supervisory records and can verify the applicant's supervised experience, supervision hours, and satisfactory completion of the predoctoral supervised

experience program. Supervised experience for which an applicant received an unsatisfactory rating from the applicant's supervisor and that has not been adequately remediated to provide the applicant with a final satisfactory rating at the time of completion of the supervised experience may, at the board's discretion, be credited toward the supervised experience requirement.

(d) Postdoctoral supervised experience. Each applicant who has completed the postdoctoral supervised experience requirement shall submit the name of each person who provided postdoctoral supervision and who can address the applicant's professional conduct, competence, postdoctoral supervised experience, and moral character. Additionally, the applicant shall submit a completed, board-approved reference from each person who provided postgraduate supervision to enable the board to verify and evaluate the extent and quality of the applicant's supervised postgraduate work experience. Supervised experience for which an applicant received an unsatisfactory rating from the applicant's supervisor and that has not been adequately remediated to provide the applicant with a final satisfactory rating at the time of completion of the supervised experience shall not be credited toward the supervised experience requirement.

(e) Temporary license procedure. An applicant who has neither completed the postdoctoral supervised experience requirement nor passed the required psychology licensure examination shall submit the following in addition to complying with subsection (b):

- (1) A completed temporary license request form;
 - (2) verification of the setting in which the applicant intends to work towards completion of the postdoctoral supervised experience;
 - (3) the name and qualifications of the supervisor or supervisors providing supervision while under temporary license;
 - (4) upon receipt of notification of board approval for a temporary license, the temporary license fee specified in K.A.R. 102-1-13; and
 - (5) upon completion of the postgraduate supervised experience, the name of each licensed psychologist who provided postgraduate supervision and the applicable supervisory references specified in subsection (c).
- (f) If the applicant qualifies for and obtains a temporary license, the applicant's application shall remain active until the temporary license or the renewed temporary license expires. If the applicant does not qualify for a renewal of the temporary license or if a qualifying applicant fails to apply for and obtain a renewal of the temporary license, the application shall expire when the original temporary license expires. Upon expiration, the applicant may submit a new application, the required fee, and all supporting documents.
- (g) A temporary license granted to an applicant for purposes of completing the supervised

postgraduate work experience requirements may be renewed for one additional two-year period under an existing application. In order to qualify for a renewal of the temporary license, the applicant shall perform the following:

- (1) Submit a written request for renewal of the temporary license;
 - (2) submit payment of the temporary license fee as specified in K.A.R. 102-1-13; and
 - (3) provide documentation on board-approved forms that demonstrates satisfactory progress toward the completion of the supervised postgraduate work experience requirements specified in K.A.R. 102-1-5a.
- (h) In order to demonstrate satisfactory progress toward the completion of the supervised postgraduate work experience requirements set forth in K.S.A. 74-5316, and amendments thereto, and thus to qualify for renewal of the temporary license, each applicant shall have satisfactorily completed the following requirements within the preceding two years, as applicable:
- (1) An applicant seeking to attain one year of postgraduate supervised experience (1,800 hours) shall have completed no fewer than 900 clock-hours of qualifying postgraduate supervised experience.
 - (2) An applicant seeking to attain two years of postgraduate supervised experience (3,600 hours) shall have completed no fewer than 1,800 clock-hours of qualifying postgraduate supervised experience.
 - (3) An applicant who has not completed postdoctoral supervised experience hours at the rate shown in paragraph (h)(1) or (2) due to exigent circumstances may submit to the board a written request for an extension. An exigent circumstance shall mean any condition caused by events beyond the person's control that are sufficiently extreme in nature to result in either of the following:
 - (A) The applicant's inability to complete the postgraduate supervised experience at the rate normally required; or
 - (B) the inadvisability of the applicant's completion of the postgraduate supervised experience at the rate normally required.
 - (i) Each applicant for a license to practice psychology shall be required to satisfactorily pass a nationally administered, standardized written examination approved by the board, as specified in K.A.R. 102-1-4.
 - (j) An applicant shall not be given a judgment on the applicant's eligibility for a temporary license or license until all application materials are received and all application procedures are completed.
 - (k) Upon receipt of notification from the board that all licensure eligibility requirements have

been satisfied, the applicant shall submit the fee specified in K.A.R. 102-1-13 for the original period of licensure.

(I) If the applicant fails to obtain licensure or a temporary license, the applicant's application may remain active for up to one year. If the applicant has not met the qualifications or has not completed the application process by the end of one year, the application shall expire. Upon expiration, the applicant may submit a new application, the required fee, and all supporting documents. (Authorized by K.S.A. 74-5314, K.S.A. 74-5316, and K.S.A. 74-7507; implementing K.S.A. 74-5310, K.S.A. 74-5314, K.S.A. 74-5315, as amended by L. 2003, Ch. 129, Sec. 5, K.S.A. 74-5316, and K.S.A. 74-5317; effective Oct. 27, 2000; amended, T-102-7-1-03, July 1, 2003; amended Oct. 31, 2003.)

****** Authenticated Kansas Administrative Regulation ******