

# PsyPact Application Info – useful tips!



In order to help those who are applying to practice telepsychology under PsyPact, we have created this short handout, based on lessons learned by members who have completed or are currently engaged in the process.

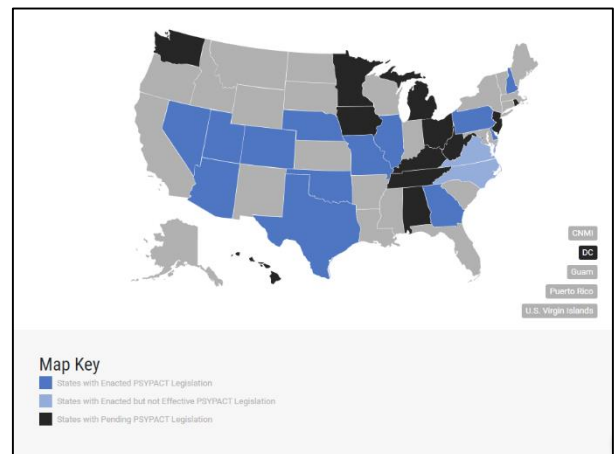
\*Please note that this information has been collected from research on the PSYPACT website and application process, as well as from member e-mails on the Premium Listserv, detailing interactions with the E-Passport application process, and contact with ASPPB during this process. **It does not represent the official position of GPA, nor any official communication from ASPPB.**

For more information on [PSYPACT](https://www.psypact.org), interjurisdictional practice under PSYPACT, or any other details, visit the [ASPPB Webpage](https://www.asppb.org).

## PsyPact States

The following are the states that have enacted the necessary legislation to be included in interjurisdictional practice under PSYPACT:

- Arizona – AZ HB 2503 (Enacted on 5/17/2016)
- Colorado - CO HB 1017 (Enacted 4/12/2018)
- Delaware - DE HB 172 (Enacted 6/27/2019)
- Georgia - GA HB 26 (Enacted 4/23/2019)
- Illinois - IL HB 1853 (Enacted 8/22/2018)
- Missouri - MO HB 1719/MO SB 660 (Enacted 6/1/2018)
- Nebraska - NE L 1034 (Enacted 4/23/2018)
- New Hampshire- NH SB 232 (Enacted 7/10/2019)
- Nevada - NV AB 429 (Enacted on 5/26/2017)
- Oklahoma - OK HB 1057 (Enacted 4/29/2019)
- Pennsylvania - PA SB 67 (Enacted 5/8/2020)
- Texas - TX HB 1501 (Enacted 6/10/2019)
- Utah - UT SB 106 (Enacted on 3/17/2017)



These two states also have enacted legislation; however it will not go into effect until 2021

- Virginia - VA SB 760 (Enacted 4/11/2020) \*Effective 1/1/2021
- North Carolina - NC 361 (Enacted 7/1/2020) \*Effective 3/1/2021

## Applying to practice under PSYPACT

All the relevant information and applications are located (or can be begun) at [www.psypact.org](https://www.psypact.org)

Once there, you have two options

- START YOUR **APPLICATION TO PRACTICE TELEPSYCHOLOGY UNDER PSYPACT.**
- START YOUR **APPLICATION TO PRACTICE TEMPORARILY UNDER PSYPACT.**

Clicking on either of these choices brings you to an informational page, each with a link at the bottom to **START MY APPLICATION** – choosing this will open a new window with the PsyPro application site.

Once you have input your basic contact info into PsyPro, you can (if you wish) begin the Credentials Bank and complete any of that you wish, **however it is NOT REQUIRED** for application to practice under PsyPact. Instead, look at the RIGHT side of the PsyPro screen, under “SELECT AN ACTIVITY”. You will see “**PRACTICING TELEPSYCHOLOGY UNDER PSYPACT**” in that list.

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### My Activity Summary

Welcome to your PSYPRO Home page! Your Home page is a great place to track your Credentials Bank activity, apply for mobility certificates, and view your application and service history. To get started on your Credentials Bank record, edit any of the pages listed under the My Credentials Bank section below. To apply for our certificates or to make an EPPP Score Transfer request, make a selection from the Select an Activity feature to the right. Use the Application History section to access applications in progress or view completed application checklists. You can always come right back to your Home page by selecting Home in the navigation bar on the left. Let's get started!

#### My Application History

Your application history will show any open or completed applications. You can use this to access your open applications or view any completed application checklists.

Activity	Stage	Date Started	Actions
No additional applications at this time.			

#### My Credentials Bank

Banking your credentials is very important for your future and is an excellent way to prepare for licensing and career needs. The Credentials Bank provides you with safe, long term, electronic storage of your professional information and documents.

#### My Info

Name: Rachel Anne Kieran, Psy.D.  
Email: rkieranpsyd@gmail.com  
Phone: 4046951100

#### Select an Activity

- Transferring my Credentials Bank
- Transferring my EPPP Score
- Applying through PLUS
- Practicing Telepsychology under PSYPACT**
- Practicing Temporarily under PSYPACT
- Applying for the CPQ
- Transferring my Records from a Closed Program
- Applying to take the PEP

The next page will give important information about applying for the E-Passport (which also triggers the automatic application for your APIT (Authority to Practice Interjurisdictional Telepsychology)). Read the information here and scroll down to the button that says “**START MY APPLICATION**”

There is a \$40 fee for the APIT, and the E-Passport usually costs \$400, however as part of 2020 Covid relief funding, and in hopes of increasing access to mental health care services via telepsychology, the E.Passport application fee (\$400) is waived through December 31, 2020.

Once you have paid the relevant fees, you will return to your Activity Summary main page, and need to continue your E-Passport application by clicking on the “**EDIT**” button next to that activity

### My Application History

Your application history will show any open or completed applications. You can use this to access your open applications or view any completed application checklists.

Activity	Stage	Date Started	Actions
E. Passport	Data Entry & Verification	8/17/2020	<a href="#">EDIT</a>

Once you have begun this process, there will be many other sections to complete within the E-Passport application

While it is possible to complete the majority of this information in approximately an hour, you cannot submit your application for final review until ASPPB has received a copy of your graduate transcript **directly from your graduate institution**. To save time, consider ordering this before you begin the rest of the process. You can have it sent to ASPPB directly by e-mail to [psypro@asppb.org](mailto:psypro@asppb.org), or by mail to ASPPB, P.O. Box 849, Tyrone, GA 30290.

### E. Passport



Welcome to your application checklist! This checklist is specific to the certificate application you have selected. Use the "EDIT" buttons to complete each of the sections below. If you are unable to complete a section at one time, use the "SAVE AS INCOMPLETE" to save your progress and return at a later time. If you already have information stored in your Credentials Bank, it has autopopulated into your application and you will just have to review it to ensure that it is current.

Once you have saved each section as complete, you will be able to submit your application to ASPPB for review. Your Mobility Program Representative will complete the final verification process and your completed application will be sent through the formal review process. Check your "My Activity Summary" to stay informed about the status of your application as it progresses. If you have any questions during this process, please do not hesitate to contact your Mobility Program Representative directly or send us an email at [psypro@asppb.org](mailto:psypro@asppb.org)

Name	Record	Status	Last Update	Actions
✓ Demographics Record	Demographics	Completed	8/17/2020	<a href="#">EDIT</a>
✓ Licensure Record	Licensure	Completed	8/17/2020	
✓ Education Record	Education	Completed	8/17/2020	
✓ Examination Record	Examination	Completed	8/17/2020	
✓ Conduct Record	Conduct	Completed	8/17/2020	
✓ E.Passport Acknowledgements Record	E.Passport Acknowledgements	Completed	8/17/2020	<a href="#">EDIT</a>
Submit For Review		Not Started		

Supplemental Forms

Below is an e-mail I received from ASPPB at this point in the process, including some useful information:



Hello Dr. Kieran, Psy.D.


We see that you have recently applied for the E.Passport and want to thank you for participation in our Mobility Program. To help you get started, I have noted some important points below:

1. To access your E.Passport application checklist once logged in to PSY|PRO, select "EDIT" in the E.Passport line item listed in your Application History. Your Application History is at the top of your PSY|PRO Home Page.
2. **EDUCATION SECTION:** Please note that official transcripts are required and must come directly from the degree granting institution or official clearinghouse. You can have those transcripts sent to my attention at: PO Box 849, Tyrone, GA 30290 or electronically to [psypro@asppb.org](mailto:psypro@asppb.org). If you have already had your transcript sent to ASPPB, Credentialing staff are working diligently to get stored transcripts attached to applications. **Please note that you will not be able to submit for review until your transcript has been received AND attached to your application.**
3. **EDUCATION SECTION:** Please note that eligibility requirements state that your doctoral program must have been accredited or designated by the American Psychological Association (APA), Canadian Psychological Association (CPA) or the ASPPB/National Register Joint Designation Project at the time the degree was conferred.
4. **LICENSE SECTION:** Please note that eligibility requirements state that you must have a current, active license in at least one PSYPACT participating state.
5. **LICENSE SECTION:** You do not need to request an official license verification. I will conduct a license verification on my end during the review process.
6. **EXAM SECTION:** As ASPPB is the owner/administrator of the EPPP, we have access to your scores and you do not need to request an EPPP score transfer.

Once you have completed all required sections and your transcript has been received by ASPPB, you will be able to submit for review. Applications are being processed in the order in which they are received. Once your E.Passport application review is complete, your application for the Authority to Practice Interjurisdictional Telepsychology (APIT) will automatically begin in PSY|PRO. A PSYPACT representative will reach out to you at that time for your next steps.

While completing the information on your graduate school, much of the required information (such as the year this institution obtained APA accreditation) should auto-populate once you have selected your school and the relevant graduate program within that school. You generally will not have to look this information up, unless your school is not listed in their system.

These two quick guides are also available for download from the [PSYPACT webpage](#), and provide useful info:



### ASPPB E.Passport QUICK GUIDE

\*This is a summary of the requirements and procedures for a comprehensive look at the Mobility Program and requirements. Some requirements are subject to change and are determined by the Mobility Committee.

The E.Passport facilitates the process for licensed psychologists to practice telepsychology across state lines, in states that participate in PSYPACT, without obtaining additional licenses.

\*In order to practice telepsychology under the authority of PSYPACT, the PSYPACT Commission requires that a psychologist obtain an Authority to Practice Interjurisdictional Telepsychology (APIT).

#### Application Checklist

##### License

- ☐ Must have a current and active psychology license, based on a doctoral degree in at least one PSYPACT participating state.
- ☐ No disciplinary action listed on any psychology license.

##### Education

- ☐ Must have a doctoral degree in psychology from an institution of higher education that was, at the time the degree was awarded: (1) accredited by the American Psychological Association, the Canadian Psychological Association, or designated as a psychology program by the Joint Designation Committee of the Association of State and Provincial Psychology Boards and the National Register of Health Service Psychologists; or (2) deemed to be equivalent to (1) above by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES) or by a recognized foreign credential evaluation service.
- ☐ Graduate degree transcripts must be sent directly by the degree granting institution to ASPPB in a sealed envelope with appropriate institutional seals.

##### Examination

- ☐ Successful completion of the Examination for Professional Practice in Psychology (EPPP) with a score that meets or exceeds the established ASPPB recommended passing score at the time of application.

#### Renewal Requirement

Annual renewal by submission of established fee, documentation of a current and active license in a PSYPACT participating state and demonstration of 3 hours of continuing education relevant to the use of technology in psychology (continuing education may include academic courses and/or approved sponsor continuing education). Failure to renew will cause the certificate to expire and the certificate holder may not practice if certificate is expired.

WEB: [www.asppb.org](http://www.asppb.org) PHONE: 1-800-281-6388 EMAIL: [psypro@asppb.org](mailto:psypro@asppb.org)

### TELEPSYCHOLOGY PRACTICE UNDER PSYPACT

As a psychologist licensed in a PSYPACT state, you will be eligible to apply to practice telepsychology in PSYPACT states without obtaining additional licenses.

HERE IS WHAT YOU NEED TO KNOW:

#### PSYPACT Commission Requirements

- In order to practice telepsychology under the authority of PSYPACT, the PSYPACT Commission requires that a psychologist obtain an Authority to Practice Interjurisdictional Telepsychology (APIT).

#### Authority to Practice Telepsychology Requirements

- Possess an active ASPPB E.Passport (see requirements below).
- Hold a full, unrestricted license to practice psychology in a PSYPACT state.
- Provide presentations.

#### ASPPB E.Passport Requirements

- Have a current, active psychology license based on a doctoral degree in at least one PSYPACT participating state.
- No disciplinary action listed on any psychology license.
- Have a doctoral degree in psychology from a program that was accredited by APA/CPA or designated as a psychology program by the ASPPB/National Register Joint Designation Committee at time of conferral or deemed to be equivalent by a recognized foreign credential evaluation service.
- Successful completion of the Examination for Professional Practice in Psychology (EPPP) with a score that meets or exceeds the established ASPPB recommended passing score at the time of application.
- Annual renewal with three (3) hours of continuing education relevant to the use of technology in psychology.

#### Fees

- APIT Fee: \$40 (one time fee)
- ASPPB E.Passport Application Fee: \$400 (one time fee)
- ASPPB E.Passport Renewal Fee: \$100 (annual fee)

#### Time Limit

- Unlimited

#### Scope of Practice


- Subject to the Receiving State's scope of practice

#### Initiation and Provision of Psychological Services

- When treating a client/patient in a Receiving State, a psychologist must initiate a client/patient contact while physically located in a psychologist's Home State via telecommunications technologies.

Once you have completed this much of the application, you will have to wait for ASPPB to receive and verify your transcript. You may need to keep logging in regularly to check and see whether this is complete. Once it is, you can **SUBMIT FOR REVIEW**, and a representative from ASPPB will verify all the other components of your application. In general, members have reported positive interactions with their ASPPB representatives, who have been responsive and answered questions clearly.

This is the screen you will receive after having submitted your complete application for review:



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PSY|PRO

## Thank you!

Thank you for your application! A representative will now conduct an initial assessment of your application materials before sending through the formal review process. During this time, sections of your application and Credentials Bank will be locked to ensure changes are not made to assessed materials. If any additional information is required, a representative will be contacting you. Once your application has been submitted to the formal review process, your Activity Summary will be updated and any status inquiries regarding decision should be directed to your representative.

ASPPB would like to remind you that all information collected as part of your application is automatically deposited and saved in the ASPPB Credentials Bank for future use. We encourage you to continue to make updates and deposit information in the Credentials Bank as you move further along in your career.

### Contact Us!

If you have questions please contact your Mobility Program representative or use the contact information below!

**Email:** [psypro@asppb.org](mailto:psypro@asppb.org)  
**Phone:** 888-201-6360  
**Fax:** 678-216-1184  
**Website:** Please visit [www.asppb.net](http://www.asppb.net) for information on the Association of State and Provincial Psychology Boards (ASPPB) and the services we provide!  
*ASPPB's operating hours are 8:30 AM-5:00 PM EST Mon-Fri.*