

AGENDA
BOARD OF PSYCHOLOGY
August 15, 2017- BOARD ROOM 1

10:00 a.m. Call to Order – Herbert Stewart, Ph.D., LCP, Chair

- Welcome and Introductions
- Emergency Evacuation Instructions
- Adoption of Agenda

Public Comment

Approval of Minutes of May 16, 2017

Reports of Officers and Staff

- Agency Director's Report – David Brown, D.C
- Regulatory/Legislative Update – Elaine Yeatts, Senior Policy Analyst
 - Board action on Standards of Practice
- Board Counsel's Report – James Rutkowski, Assistant Attorney General
 - Board Action on "Board selects standard for the Admissibility of Expert Testimony"
- Executive Director's Report – Jaime Hoyle, J.D.
- Deputy Executive Director's Report – Jennifer Lang
- Licensing Manager's Report – Deborah Harris

Reports of Committees

- Board of Health Professions – Herbert Stewart
- Regulatory Committee Report – James Werth, Ph.D., ABPP, LCP

Unfinished Business

- Board action on Bylaws
- Board action on Guidance Document on Assessment Titles and Signatures

Election of Officers

New Business

- 2018 Meeting Dates

4:00 pm ADJOURN

EVACUATION INSTRUCTIONS BOARD ROOM 1

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THESE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound.

When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. (**Point**)
Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Virginia Board of Psychology
Quarterly Board Meeting
Minutes
May 16, 2017**

The Virginia Board of Psychology (“Board”) meeting convened at 10:15 a.m. on Tuesday, May 16, 2017 in Board Room 1 at the Department of Health Professions (“DHP”), 9960 Mayland Drive, Richmond, Virginia. Dr. Herbert Stewart, Ph.D., Board Chair, called the meeting to order. The Board approved a motion to move Dr. Siegel’s PSYPACT presentation after the Licensing Manager’s report on the Agenda.

Board Members Present:

Herbert Stewart, Ph.D., Chair
J.D. Ball, Ph.D., ABPP
James Werth, Ph.D., ABPP
Peter L. Sheras, Ph.D., ABPP
Rebecca Vauter, Ph.D., ABPP
Jennifer Little, Citizen Member

Board Members Absent:

Susan Brown Wallace, Ph.D.
Deja Lee, Citizen Member

DHP Staff Present:

David Brown, DC, Director of DHP
Elaine Yeatts, DHP Senior Policy Analyst
Jaime Hoyle, JD, Executive Director
Jennifer Lang, Deputy Executive Director
Deborah Harris, Licensing Manager

Board Counsel:

Jim Rutkowski, Assistant Attorney General

Call to Order:

Dr. Stewart called the meeting to order.

Approval of Minutes

The minutes of the January 24, 2017 meeting were approved as presented.

Public Comment

Jennifer Morgan, Virginia Academy of Clinical Psychologists (VACP), thanked Jim Werth, Susan Wallace, and J.D. Ball for their attendance and participation in the “Conversation Hour with the Board” held in Norfolk on April 28th, 2017, during the VACP Spring Conference.

Director's Report

Dr. Brown reported that the Opioid epidemic in the Commonwealth is still on the rise. Although prescription drug overdose deaths have plateaued in recent years, heroin and fentanyl deaths have increased, and their use most likely can be traced back to a legal prescription for opioids. Medical provider shopping to get more prescriptions has become more difficult and has led to the use of more powerful, less expensive, and often more accessible drugs, such as heroin and fentanyl. Dr. Brown stated that even though Virginia is one of the states where Medicaid was not expanded, the Commonwealth still has resources to combat the opioid epidemic through the Addiction and Recovery Treatment Services (ARTS) program. ARTS allows the Virginia Department of Medical Assistance Services (DMAS) to expand treatment programs, increase reimbursement rates, and reimburse for the services provided by additional providers, such as Peer Recovery Specialists.

Dr. Brown also reported that Narcan and Naloxone are now being used by emergency response personnel to aid in this crisis. Additionally, a recent bill that passed the General Assembly required the Secretary of Health and Human Services to create a workgroup to review medical curricula regarding prescribing safely. The Secretary will reach out to prescribers and non-prescribers, such as the behavioral science licensees who treat persons with addiction, to participate in the workgroup.

Executive Director's Report

Jaime Hoyle reported that the Board is running smoothly thanks to Board Members and Board staff to address the backlog of discipline cases and conduct probable cause reviews. Ms. Hoyle stated the Board will be getting a new intern this summer who will rotate around each of the Boards to help with projects. Also, she reminded the Board members they will hold elections at the next Board meeting in August.

Discipline Report:

Jennifer Lang reported the following information:

- At the past meeting there were 70 open cases, with 50 of the 70 needing probable cause review and the oldest case awaiting probable cause review was two years old.
- Currently, the Board has 20 open cases with 15 needing probable cause review. Board members are currently reviewing six of those 15. The Board received the oldest case currently awaiting probable cause review on 01/05/2017.
- Administrative Processing Division (APD) is processing two cases.
- One case has been scheduled for an upcoming Informal Conference (IFC).
- We are negotiating a Consent Order on one case, and another case is waiting for additional information from the investigator.

Ms. Lang provided this handout for the Board regarding cases:

BEHAVIORAL SCIENCE BOARDS

COUNSELING, PSYCHOLOGY, AND SOCIAL WORK

Case Totals (1/20/17 – 5/11/17)

	COUNSELING	PSYCHOLOGY	SOCIAL WORK	BSU TOTAL
Cases Received	55	25	36	116
Cases Closed	87	74	69	230
Cases waiting for Probable Cause Review (as of 5/11/17)	4	15	15	34

Probable Cause Review Details (1/20/17 – 5/11/17)

	COUNSELING	PSYCHOLOGY	SOCIAL WORK	BSU TOTAL
Closed – No Violation	50	65	59	174
Closed – Undetermined	20	7	8	35
Closed – Violation	11	2	2	15
Credentials Appeal – Denied	5	0	0	5
Credentials Appeal – Approved	1	0	0	1
Additional Investigation Requested	1	2	1	4
Determination of Probable Cause; processed for additional board action	21	4	5	30
Informal Conferences or Formal Hearings held	6	1	2	9
Consent Orders and Confidential Consent Agreements entered	8	1	0	9

Licensing Manager's Report

Deborah Harris reported there were a total of 121 licenses issued for this quarter:

- Applied Psychologist 1
- Clinical Psychologist 78
- Resident in Training 20
- School Psychologist 1
- School Psychologist Limited 10
- Sex Offender Treatment Provider 11

Ms. Harris reported to the Board that she is grateful for being able to attend the Association of State and Provincial Psychology Boards (ASPPB) Mid-year Conference in April of this year. She stated the conference was very informative and she learned a lot about ASPPB and the similarities between Virginia and the other boards and jurisdictions. She stated she thinks the Board would benefit from using the Psychology Licensing Universal System ("PLUS" – see below).

Psychology Interjurisdictional Compact (PSYPACT) and Psychology Licensure Universal System (PLUS) Presentations by Dr. Alex Seigel

Dr. Seigel, JD, PhD, Director of Professional Affairs, ASPPB, gave an overview of his credentials and of ASPPB, which originated as a mobility service in 1961. ASPPB offers Certification of Professional Qualification ("CPQ") for fast track licensing, Board Member Trainings, PLUS services, and is creating the PSYPACT, which is a compact treaty between the states for licensed psychologists to be able to perform interjurisdictional telepsychology to clients in all states that are a member of the PSYPACT. It also offers a person a temporary license to practice in another state for up to 30 days. Once seven states enact PSYPACT, licensed psychologists will be able to apply for and use ASPPB certificates, which include the E.Passport to practice telepsychology and the Interjurisdictional Practice Certificate (IPC) to conduct temporary in-person, face-to-face practice in PSYPACT states.

Dr. Seigel stated that all application documents will be primary source verified. The cost to the Board to join the compact would range from three to five thousand dollars annually. The cost to the licensee would be two to three hundred dollars annually. Two states, Arizona and Utah, already have adopted PSYPACT and several more are considering doing so. The Board Members and Board staff discussed whether Virginia should move forward with exploring PSYPACT, given that some states license individuals who hold master's degrees as psychologists. Dr. Seigel said that the e-passport requires a doctoral degree, and the e-passport is required for practice under PSYPACT. He suggested that the Board may be able to add an amendment, or guidance, to the Compact clarifying that only persons with a doctorate degree could practice in Virginia through the PSYPACT if Board members or staff were concerned that the e-passport rules may be changed. The Board approved a motion to have the Office of the Attorney General review PSYPACT

and advise whether there is a possibility to add such guidance to the legislation needed to pass the compact.

Dr. Seigel also explained the “PLUS” benefit that ASPPB offers to applicants and boards. There are 14 jurisdictions already using the system, which is similar to a data bank. The applicant applies to the PLUS, and the ASPPB reviews all of the documents and sends the application to the jurisdiction for approval. There is a \$200 fee for the applicant to apply using PLUS. However, after all their documents are received and their EPPP score is banked, applicants will not have to pay a fee of \$75 to ASPPB to send out an EPPP score report to other jurisdictions. The applications are done electronically and all documents are primary source verified by ASPPB. The Board unanimously approved a motion for Board staff to contact ASPPB for further discussion on the process and report back to the Board at the next Board meeting.

Dr. Seigel gave an overview of the Examination of Professional Practice in Psychology (EPPP) and EPPP Step 2, which remains in the early stages of development. The EPPP Step 2 will focus on competency, whereas the EPPP Step 1 focuses on knowledge of the didactic coursework. ASPPB may suggest that Boards consider adding more flexibility to when the EPPP exam can be taken, so that students can take the exam as part of their doctoral program or while on internship. Then, the EPPP Step 2 would be taken after internship as the final step before licensure. They hope to have the beta-testing for the EPPP Step 2 to start in 2019.

Legislative & Regulatory Update

No report.

Board Counsel Report

No report.

Committee Reports

Board of Health Professions

Dr. Stewart spoke about the Opioid crisis that was discussed at the Board of Health Professions (BHP) meeting. He added that even though the number of Opioid deaths are going up, the number of Opioid prescriptions are going down.

Regulatory Report.

Dr. Werth reported that during the Regulatory Committee meeting on May 15 there was continued discussion about the Standards of Practice, which included comparisons to the ASPPB Model Law and the Standards of Practice for the boards of Counseling and Social Work. The Board will revisit the Standards of Practice and may be able to review edits to the complete document at its August meeting. Dr. Werth also asked Board Members and Board staff to submit to the Executive Director any suggestions for additions or changes to the rest of the regulations by July 1.

In addition, Dr. Werth reported that the Committee continued to discuss the draft Guidance Document on Assessment Titles and Signatures and unanimously approved a motion to adopt the guidance document to allow use of the word “Licensed” in front of Clinical, School, or Applied Psychologists when signing assessments or use of only the titles, because the term “licensed” is in the definition of these professions. The Board agreed with editing the document as discussed and having it be reviewed by staff and the Attorney General’s office before coming being sent to the Board for another review.

“Conversation with the Board” Report by J.D. Ball

Dr. Ball stated that there were about 80 – 90 people that attended VACP’s “Conversation Hour with the Board” during its April meeting in Norfolk. Susan Brown Wallace and Jim Werth attended along with Dr. Ball. Dr. Ball said that Dr. Werth gave a demonstration on navigating Board of Psychology’s webpage, as well as finding DHP’s Workforce Data. The audience had questions regarding continuing education credits and also had questions regarding the new requirements for the Board of Counseling to register Qualified Mental Health Professionals (QMHPs).

Amendments to Bylaws

Discussion of the Bylaws were tabled to another meeting.

Adjournment:

The meeting adjourned at 3:55 p.m.

Herbert Stewart, Chair

Jaime Hoyle, Executive Director

Project 5213 - none

BOARD OF PSYCHOLOGY

Periodic review

Part I

General Provisions

18VAC125-20-10. Definitions.

The following words and terms, in addition to the words and terms defined in § 54.1-3600 of the Code of Virginia, when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

"APA" means the American Psychological Association.

"APPIC" means the Association of Psychology Postdoctoral and Internship Centers.

"Board" means the Virginia Board of Psychology.

"CAEP" means Council for the Accreditation of Educator Preparation.

"Candidate for licensure" means a person who has satisfactorily completed the appropriate educational and experience requirements for licensure ~~and has been deemed eligible by the board to sit for the required examinations.~~

"Client" refers to the child, adolescent, adult, older adult, family, group, organization, community, or other population receiving psychological services. Although it is recognized that the client and the recipient of services may not necessarily be the same entity, for economy the term *client* is used in place of *service recipient*.

"Demonstrable areas of competence" means those therapeutic and assessment methods and techniques, and populations served, for which one can document adequate graduate training, workshops, or appropriate supervised experience.

"Face-to-face" means in person.

"Intern" means an individual who is enrolled in a clinical or counseling psychology doctoral internship or a school psychology master's level or higher internship.

"Internship" means an ongoing, supervised and organized practical experience obtained in an integrated training program identified as a psychology internship. Other supervised experience or on-the-job training does not constitute an internship.

"NASP" means the National Association of School Psychologists.

"NCATE" means the National Council for the Accreditation of Teacher Education.

"Practicum" means the pre-internship clinical experience that is part of a graduate educational program.

"Practicum Student" means an individual who is enrolled in a clinical/counseling psychology doctoral program (Ph.D. or Psy.D.).

"Professional psychology program" means an integrated program of doctoral study designed to train professional psychologists to deliver services in psychology.

"Regional accrediting agency" means one of the six regional accrediting agencies recognized by the United States Secretary of Education established to accredit senior institutions of higher education.

"Residency" means a post-internship, post-terminal degree, supervised experience approved by the board.

"Resident" means an individual who has received her or his doctoral degree and is completing a Board-approved residency.

"School psychologist-limited" means a person licensed pursuant to § 54.1-3606 of the Code of Virginia to provide school psychology services solely in public school divisions.

"Supervision" means the ongoing process performed by a supervisor who monitors the performance of the person supervised and provides regular, documented individual consultation, guidance and instruction with respect to the skills and competencies of the person supervised.

"Supervisor" means an individual who assumes full responsibility for the education and training activities of a person and provides the supervision required by such a person.

18VAC125-20-30. Fees required by the board.

A. The board has established fees for the following:

	Applied psychologists, Clinical psychologists, School psychologists	School psychologists-limited
1. Registration of residency (per residency request)	\$50	- -
2. Add or change supervisor	\$25	- -
3. Application processing and initial licensure	\$200	\$85
4. Annual renewal of active license	\$140	\$70
5. Annual renewal of inactive license	\$70	\$35
6. Late renewal	\$50	\$25
7. Verification of license to another jurisdiction	\$25	\$25
8. Duplicate license	\$5	\$5
9. Additional or replacement wall certificate	\$15	\$15
10. Returned check	\$35	\$35

11. Reinstatement of an <u>expired</u> lapsed license	\$270	\$125
12. Reinstatement following revocation or suspension	\$500	\$500

B. Fees shall be made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

~~C. Between April 30, 2016, and June 30, 2016, the following renewal fees shall be in effect:~~

- ~~1. For an active license as a clinical, applied, or school psychologist, it shall be \$84. For an inactive license as a clinical, applied, or school psychologist, it shall be \$42.~~
- ~~2. For an active license as a school psychologist-limited, it shall be \$42. For an inactive license as a school psychologist-limited, it shall be \$21.~~

18VAC125-20-41. Requirements for licensure by examination.

A. Every applicant for examination for licensure by the board shall:

1. Meet the education requirements prescribed in 18VAC125-20-54, 18VAC125-20-55, or 18VAC125-20-56 and the experience requirement prescribed in 18VAC125-20-65 as applicable for the particular license sought; and
2. Submit the following:
 - a. A completed application on forms provided by the board;
 - b. A completed residency agreement or documentation of having fulfilled the experience requirements of 18VAC125-20-65;
 - c. The application processing fee prescribed by the board;
 - d. Official transcripts documenting the graduate work completed and the degree awarded; transcripts previously submitted for registration of supervision do not have to be resubmitted unless additional coursework was subsequently obtained.

Applicants who are graduates of institutions that are not regionally accredited shall submit documentation from an accrediting agency acceptable to the board that their education meets the requirements set forth in 18VAC125-20-54, 18VAC125-20-55, or 18VAC125-20-56;

e. A current report from the National Practitioner Data Bank; and

ef. Verification of any other health or mental health professional license or certificate ever held in another jurisdiction. The applicant shall not have surrendered a license or certificate while under investigation and shall have no unresolved action against a license or certificate.

B. In addition to fulfillment of the education and experience requirements, each applicant for licensure by examination must achieve a passing score on all parts of the Examination for Professional Practice of Psychology.

C. Every applicant shall attest to having read and agreed to comply with the current standards of practice and laws governing the practice of psychology in Virginia.

18VAC125-20-42. Prerequisites for licensure by endorsement.

Every applicant for licensure by endorsement shall submit:

1. A completed application;
2. The application processing fee prescribed by the board;
3. An attestation of having read and agreed to comply with the current Standards of Practice and laws governing the practice of psychology in Virginia;
4. Verification of all other health and mental health professional licenses or certificates ever held in any jurisdiction. In order to qualify for endorsement, the applicant shall not

have surrendered a license or certificate while under investigation and shall have no unresolved action against a license or certificate;

5. A current report from the National Practitioner Data Bank; and

6. Further documentation of one of the following:

a. ~~A current listing in the~~ A National Register of Health Service Psychologists Credential;

b. Current diplomate status in good standing with the American Board of Professional Psychology in a category comparable to the one in which licensure is sought;

c. A Certificate of Professional Qualification in Psychology (CPQ) issued by the Association of State and Provincial Psychology Boards;

d. ~~Ten years of active~~ Active licensure in a category comparable to the one in which licensure is sought, ~~with an appropriate degree as required in this chapter documented by an official transcript~~ for at least 24 of the last 60 months immediately preceding licensure application; or

e. If less than ~~10 years~~ 24 months of active licensure, documentation of current psychologist licensure in good standing obtained by standards substantially equivalent to the education, experience, and examination requirements set forth in this chapter for the category in which licensure is sought as verified by a certified copy of the original application submitted directly from the out-of-state licensing agency or a copy of the regulations in effect at the time of initial licensure and the following:

(1) ~~Documentation of post-licensure active practice for at least 24 of the last 60 months immediately preceding licensure application~~;

~~(2)~~ Verification of a passing score on all parts of the Examination for Professional Practice of Psychology as established in Virginia for the year of that administration; and

~~(3)~~(2) Official transcripts documenting the graduate work completed and the degree awarded in the category in which licensure is sought.

18VAC125-20-43. Requirements for licensure as a school psychologist-limited.

A. Every applicant for licensure as a school psychologist-limited shall submit to the board:

1. A copy of a current license issued by the Board of Education showing an endorsement in psychology.
2. An official transcript showing completion of a master's degree in psychology.
3. A completed Employment Verification Form of current employment by a school system under the Virginia Department of Education.
4. The application fee.

B. At the time of licensure renewal, school psychologists-limited shall be required to submit an updated Employment Verification Form if there has been a change in school district in which the licensee is currently employed.

18VAC125-20-54. Education requirements for clinical psychologists.

A. ~~The~~ ~~a~~ Applicants graduating after January 1, 2019 shall hold a doctorate from a professional psychology program in a regionally accredited university, ~~which~~ that was accredited by the APA or the Canadian Psychological Association in clinical or counseling psychology ~~within four years after the applicant graduated from the program,~~ or shall meet the requirements of subsection B~~C~~ of this section.

B. Applicants graduating on or before December 31, 2018 shall hold a doctorate from a professional psychology program in a regionally accredited university that was accredited by the APA or the Canadian Psychological Association in clinical or counseling psychology. If ~~the~~ an applicant who graduated on or before December 31, 2018 does not hold a doctorate from an APA accredited program, the applicant shall hold a doctorate from a professional psychology program which documents that it offers education and training which prepares individuals for the practice of clinical psychology as defined in § 54.1-3600 of the Code of Virginia and which meets the following criteria:

1. The program is within an institution of higher education accredited by an accrediting agency recognized by the United States Department of Education or publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing. Graduates of programs that are not within the United States or Canada must provide documentation from an acceptable credential evaluation service that provides information that allows the board to determine if the program meets the requirements set forth in this chapter verifying that the program is substantially equivalent to an APA-accredited or Canadian Psychological Association-accredited program.
2. The program shall be recognizable as an organized entity within the institution.
3. The program shall be an integrated, organized sequence of study with an identifiable psychology faculty and a psychologist directly responsible for the program, and shall have an identifiable body of students who are matriculated in that program for a degree. The faculty shall be accessible to students and provide them with guidance and supervision. The faculty shall provide appropriate professional role models and engage in actions that promote the student's acquisition of knowledge, skills and competencies consistent with the program's training goals.

4. The program shall encompass a minimum of three academic years of full-time graduate study or the equivalent thereof.

5. The program shall include a general core curriculum containing a minimum of three or more graduate semester hours or five or more graduate quarter hours in each of the following substantive content areas.

a. Biological bases of behavior (e.g., physiological psychology, comparative psychology, neuropsychology, sensation and perception, health psychology, pharmacology, neuroanatomy).

b. Cognitive-affective bases of behavior (e.g., learning theory, cognition, motivation, emotion).

c. Social bases of behavior (e.g., social psychology, group processes, organizational and systems theory, community and preventive psychology, multicultural issues).

d. Psychological measurement.

e. Research methodology.

f. Techniques of data analysis.

g. Professional standards and ethics.

6. The program shall include a minimum of at least three or more graduate semester credit hours or five or more graduate quarter hours in each of the following clinical psychology content areas:

a. Individual differences in behavior (e.g., personality theory, cultural difference and diversity).

b. Human development (e.g., child, adolescent, geriatric psychology).

c. Dysfunctional behavior, abnormal behavior or psychopathology.

- d. Theories and methods of intellectual assessment and diagnosis.
- e. Theories and methods of personality assessment and diagnosis including its practical application.
- f. Effective interventions and evaluating the efficacy of interventions.

C. Graduates of programs that are not within the United States or Canada must provide documentation from an acceptable credential evaluation service that provides information verifying that the program is substantially equivalent to an APA-accredited or Canadian Psychological Association-accredited program.

~~CD.~~ Applicants shall ~~submit documentation of having successfully completed~~ complete practicum experiences involving assessment, ~~and~~ diagnosis, and psychotherapy, ~~consultation and supervision.~~ The practicum shall include a minimum of nine graduate semester hours or 15 or more graduate quarter hours or equivalent in appropriate settings to ensure a wide range of supervised training and educational experiences.

E. An applicant shall graduate from an educational program in clinical or counseling psychology that includes appropriate emphasis and experience in the diagnosis and treatment of persons with moderate to severe mental disorders.

~~D.F.~~ An applicant for a clinical license may fulfill the residency requirement of 1,500 hours, or some part thereof, as required for licensure in 18VAC125-20-65 B, in the ~~pre~~-doctoral practicum supervised experience that meets the following standards:

1. The supervised ~~professional~~ experience shall be part of an organized sequence of training within the applicant's doctoral program, which meets the criteria listed in subsection A, B, or C of this section, and the practicum component must~~which~~ meets the criteria specified in subsection ~~A or BD~~ of this section.

2. The supervised experience shall include face-to-face direct client services, service-related activities, and supporting activities.

a. "Face-to-face direct client services" means treatment/intervention, assessment, and interviewing of clients.

b. "Service-related activities" means scoring, reporting, or treatment note writing, and consultation related to face-to-face direct services.

c. "Supporting activities" means time spent under supervision of face-to-face direct services and service-related activities provided on-site or in the trainee's academic department, as well as didactic experiences, such as laboratories or seminars, directly related to such services or activities.

3. In order for pre-doctoral practicum hours to fulfill all or part of the residency requirement, the following shall apply:

a. Not less than one-quarter of the hours shall be spent in providing face-to-face direct client services;

b. Not less than one-half of the hours shall be in a combination of face-to-face direct service hours and hours spent in service-related activities; and

c. The remainder of the hours may be spent in a combination of face-to-face direct services, service-related activities, and supporting activities.

4. A minimum of one hour of individual face-to-face supervision shall be provided for every eight hours of supervised professional experience spent in direct client contact and service-related activities.

5. Two hours of group supervision with up to five practicum students may be substituted for one hour of individual supervision. In no case shall the hours of individual supervision be less than one-half of the total hours of supervision.

6. The hours of pre-doctoral supervised experience reported by an applicant shall be certified by the program's director of clinical training on a form provided by the board.

18VAC125-20-55. Education requirements for applied psychologists.

A. The applicant shall hold a doctorate from professional psychology program from a regionally accredited university which meets the following criteria:

1. The program is within an institution of higher education accredited by an accrediting agency recognized by the United States Department of Education, or publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing. Graduates of programs that are not within the United States or Canada must provide documentation from a credential evaluation service acceptable to the board which demonstrates that the program meets the requirements set forth in this chapter.

2. The program shall be recognizable as an organized entity within the institution.

3. The program shall be an integrated, organized sequence of study with an identifiable psychology faculty and a psychologist directly responsible for the program, and shall have an identifiable body of students who are matriculated in that program for a degree. The faculty shall be accessible to students and provide them with guidance and supervision. The faculty shall provide appropriate professional role models and engage in actions that promote the student's acquisition of knowledge, skills and competencies consistent with the program's training goals.

4. The program shall encompass a minimum of three academic years of full-time graduate study or the equivalent thereof.

5. The program shall include a general core curriculum containing a minimum of three or more graduate semester hours or five or more graduate quarter hours in each of the following substantive content areas.

- a. Biological bases of behavior (e.g., physiological psychology, comparative psychology, neuropsychology, sensation and perception, health psychology, pharmacology, neuroanatomy).
- b. Cognitive-affective bases of behavior (e.g., learning theory, cognition, motivation, emotion).
- c. Social bases of behavior (e.g., social psychology, group processes, organizational and systems theory, community and preventive psychology, multicultural issues).
- d. Psychological measurement.
- e. Research methodology.
- f. Techniques of data analysis.
- g. Professional standards and ethics.

B. Demonstration of competence in applied psychology shall be met by including a minimum of at least 18 semester hours or 30 quarter hours in a concentrated program of study in an identified area of psychology, e.g., developmental, social, cognitive, motivation, applied behavioral analysis, industrial/organizational, human factors, personnel selection and evaluation, program planning and evaluation, teaching, research or consultation.

18VAC125-20-56. Education requirements for school psychologists.

A. The applicant shall hold at least a master's degree in school psychology, with a minimum of at least 60 semester credit hours or 90 quarter hours, from a college or university accredited

by a regional accrediting agency, which was accredited by the APA or the NCATE / CAEP, or was approved by the NASP, or shall meet the requirements of subsection B of this section.

B. If the applicant does not hold at least a master's degree in school psychology from a program accredited by the APA or the NCATE / CAEP, or was approved by the NASP, the applicant shall have a master's degree from a psychology program which offers education and training to prepare individuals for the practice of school psychology as defined in § 54.1-3600 of the Code of Virginia and which meets the following criteria:

1. The program is within an institution of higher education accredited by an accrediting agency recognized by the United States Department of Education, or publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing. Graduates of programs that are not within the United States or Canada must provide documentation from a credential evaluation service acceptable to the board which demonstrates that the program meets the requirements set forth in this chapter.
2. The program shall be recognizable as an organized entity within the institution.
3. The program shall be an integrated, organized sequence of study with an identifiable psychology faculty and a psychologist directly responsible for the program, and shall have an identifiable body of students who are matriculated in that program for a degree. The faculty shall be accessible to students and provide them with guidance and supervision. The faculty shall provide appropriate professional role models and engage in actions that promote the student's acquisition of knowledge, skills and competencies consistent with the program's training goals.
4. The program shall encompass a minimum of two academic years of full-time graduate study or the equivalent thereof.

5. The program shall include a general core curriculum containing a minimum of three or more graduate semester hours or five or more graduate quarter hours in each of the following substantive content areas.

- a. Psychological foundations (e.g., biological bases of behavior, human learning, social and cultural bases of behavior, child and adolescent development, individual differences).
 - b. Educational foundations (e.g., instructional design, organization and operation of schools).
 - c. Interventions/problem-solving (e.g., assessment, direct interventions, both individual and group, indirect interventions).
 - d. Statistics and research methodologies (e.g., research and evaluation methods, statistics, measurement).
 - e. Professional school psychology (e.g., history and foundations of school psychology, legal and ethical issues, professional issues and standards, alternative models for the delivery of school psychological services, emergent technologies, roles and functions of the school psychologist).
6. The program shall be committed to practicum experiences which shall include:
- a. Orientation to the educational process;
 - b. Assessment for intervention;
 - c. Direct intervention, including counseling and behavior management; and
 - d. Indirect intervention, including consultation.

18VAC125-20-65. Supervised experience.

A. Practicum Requirement (see 18VAC125-20-54C)

1. For Virginia-based programs, the doctoral program Director of Training (DOT) or Practicum Training Director shall provide to the Board by September 15 of each year a list of all program practicum students on a form available from the Board for that academic year (including summer).

2. The number of hours of individual and group supervision must meet the requirements specified in 18VAC125-20-54D(4) and (5). In no case shall a practicum student be scheduled to receive less than 1 hour of individual face-to-face supervision each week from the on-site supervisor.

3. The training program must maintain training agreements signed by the student, on-site supervisor, and departmental supervisor/consultant/coordinator or Training Director that specify expectations of the student, the on-site supervisor, and the program supervisor/consultant, including weekly hours of individual and group supervision that will be provided onsite and by program faculty. The agreement must include a statement indicating that each of the signatories will adhere to the Regulations Governing the Practice of Psychology. These agreements are to be made available to the Board upon request. A draft document that includes the minimum required information is available from the Board.

4. Practicum students may not refer to or identify themselves as clinical psychologists or school psychologists, or interns or residents in psychology; independently solicit clients; bill for services; or in any way represent themselves as licensed psychologists. Notwithstanding the above, this does not preclude supervisors or employing institutions for billing for the services of an appropriately identified practicum student who is registered with the Board consistent with these regulations. During the practicum period they shall use their names, the initials of their degree, and the title, "Practicum Student" or similar term.

5. The on-site supervising psychologist shall keep records of supervision performed and shall review and co-sign every case note written by the supervised practicum student.

AB. Internship requirement.

1. Candidates for clinical psychologist licensure shall have successfully completed an internship in a program that is either accredited by APA or the Canadian Psychological Association, or is a member of APPIC, ~~or the Association of State and Provincial Psychology Boards/National Register of Health Service Psychologists,~~ or one that meets equivalent standards. If the internship was obtained in an educational program outside of the U. S. or Canada, a credentialing service approved by the board shall verify equivalency to an internship in an APA-accredited or Canadian Psychological Association-accredited program.

a. For Virginia-based programs, the internship Training Director shall provide to the Board by September 15 of each year a list of interns on a form available from the Board.

b. The number of hours of individual and group supervision must meet the minimum requirements for internships specified by the American Psychological Association (APA or the Association of Psychology Postdoctoral and Internship Centers (APPIC), whichever is less. In no case shall an intern be scheduled to receive less than 2 hours of individual face-to-face supervision each week and 2 additional hours of face-to-face individual or group supervision each week.

c. The internship program must have a program handbook that specifies the expectations of the intern and internship staff, including weekly hours of individual and group supervision that will be provided. The internship should have a form signed by the intern, all supervisors, and the internship Training Director

that includes a statement indicating that the intern will adhere to the Regulations Governing the Practice of Psychology. The handbook and signed agreement are to be made available to the Board upon request. A draft document that includes the minimum required information is available from the Board.

2. Candidates for school psychologist licensure shall have successfully completed an internship in a program accredited by the APA or NCATE / CAEP, APPIC, or approved by NASP, or is a member of APPIC~~or one that meets equivalent standards.~~

3. Interns may not refer to or identify themselves as clinical psychologists or school psychologists or residents in psychology; independently solicit clients; bill for services; or in any way represent themselves as licensed psychologists. Notwithstanding the above, this does not preclude supervisors or employing institutions for billing for the services of an appropriately identified intern who is registered with the Board consistent with these regulations. During the internship period they shall use their names, the initials of their degree, and the title, "Psychological Intern" or similar term.

4. The on-site supervising psychologist shall keep records of supervision performed and shall review and co-sign every case note written by the supervised intern.

BC. Residency requirement.

1. Candidates for clinical or school psychologist licensure shall have successfully completed a residency consisting of a minimum of 1,500 hours in a period of not less than 12 months and not to exceed three years of supervised experience in the delivery of clinical or school psychology services acceptable to the board, or the applicant may request approval to begin a residency.

2. Supervised experience obtained in Virginia without prior written board approval will not be accepted toward licensure. Candidates shall not begin the residency until after

completion of the required degree as set forth in 18VAC125-20-54 or 18VAC125-20-56. An individual who proposes to obtain supervised post-degree experience in Virginia shall, prior to the onset of such supervision, submit a supervisory contract along with the application package and pay the registration of supervision fee set forth in 18VAC125-20-30.

3. If board approval was required for supervised experience obtained in another U.S. jurisdiction or Canada in which residency hours were obtained, a candidate shall provide evidence of board approval from such jurisdiction.

~~3.4.~~ There shall be a minimum of two hours of individual supervision per ~~week~~ 40 hours of supervised experience. Group supervision of up to five residents may be substituted for one of the two hours ~~per week~~ on the basis that two hours of group supervision equals one hour of individual supervision, but in no case shall the resident receive less than one hour of individual supervision per ~~week~~ 40 hours.

5. The on-site supervising psychologist shall keep records of supervision performed and shall review and co-sign every case note written by the supervised resident.

~~4.6.~~ Residents may not refer to or identify themselves as applied psychologists, clinical psychologists, or school psychologists; independently solicit clients; bill for services; or in any way represent themselves as licensed psychologists. Notwithstanding the above, this does not preclude supervisors or employing institutions for billing for the services of an appropriately identified resident who is registered with the Board consistent with these regulations. During the residency period they shall use their names, the initials of their degree, and the title, "Resident in Psychology," in the licensure category in which licensure is sought.

~~5.7.~~ Supervision shall be provided by a psychologist licensed to practice in the licensure category in which the resident is seeking licensure.

~~6.8.~~ The supervisor shall not provide supervision for activities beyond the supervisor's demonstrable areas of competence, nor for activities for which the applicant has not had appropriate education and training.

~~7.9.~~ At the end of the residency training period, the supervisor or supervisors shall submit to the board a written evaluation of the applicant's performance.

~~8.10.~~ The board may consider special requests in the event that the regulations create an undue burden in regard to geography or disability that limits the resident's access to qualified supervisors.

C. For a clinical psychologist license, a candidate may submit evidence of having met the supervised experience requirements in a ~~pre~~-doctoral practicum as specified in 18VAC125-20-54 D in substitution for all or part of the 1,500 residency hours specified in this section. If the supervised experience hours completed in a practicum do not total 1,500 hours or if a candidate is deficient in any of the categories of hours, a ~~person~~ candidate may fulfill the remainder of the hours by meeting requirements specified in subsection B of this section.

D. Candidates for clinical psychologist licensure shall provide documentation that the internship and residency ~~included appropriate emphasis and experience in the diagnosis and treatment of persons with moderate to severe mental disorders~~ hours were completed no more than three years prior to submission of an application for licensure.

Part III

Examinations

18VAC125-20-80. General examination requirements.

A. An applicant for clinical or school psychologist licensure enrolled in an approved residency training program required in 18VAC125-20-65 who has met all requirements for licensure except completion of that program or a clinical psychologist applicant who has met the residency hours requirement through practicum training as specified in 18VAC125-20-65C shall be eligible to take the final part of the national ~~written~~ examination.

B. A candidate ~~approved by the board to sit for an examination~~ shall ~~take that~~ achieve a passing score on the final part of the national examination within two years ~~of the date of the initial board approval~~ immediately preceding licensure. A candidate may request an extension of the two year limitation for extenuating circumstances. If the candidate has not taken the final part of the examination by the end of the two-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time.

C. The board shall establish passing scores on all parts of the examination.

Part V

Licensure Renewal; Reinstatement

18VAC125-20-120. Annual renewal of licensure.

Every license issued by the board shall expire each year on June 30.

1. Every licensee who intends to continue to practice shall, on or before the expiration date of the license, submit to the board a license renewal form supplied by the board and the renewal fee prescribed in 18VAC125-20-30.

2. Licensees who wish to maintain an active license shall pay the appropriate fee and verify on the renewal form compliance with the continuing education requirements prescribed in 18VAC125-20-121. First-time licensees by examination are not required to verify continuing education on the first renewal date following initial licensure.

3. A licensee who wishes to place his or her license in inactive status may do so upon payment of the fee prescribed in 18VAC125-20-30. A person with an inactive license is not authorized to practice; ~~No~~ no person shall practice psychology in Virginia ~~unless he holds~~ without a current active license. An inactive licensee may activate his or her license by fulfilling the reactivation requirements set forth in 18VAC125-20-130.

4. Licensees shall notify the board office in writing within 60 days of any change of address of record or of the public address, if different from the address of record.

5. Failure of a licensee to receive a renewal notice and application forms from the board shall not excuse the licensee from the renewal requirement.

18VAC125-20-121. Continuing education course requirements for renewal of an active license.

A. Licensees shall be required to have completed a minimum of 14 hours of board-approved continuing education courses each year for annual licensure renewal. A minimum of 1.5 of these hours shall be in courses that emphasize the ethics, laws, and regulations governing the profession of psychology, including the standards of practice set out in 18VAC125-20-150. A licensee who completes continuing education hours in excess of the 14 hours may carry up to seven hours of continuing education credit forward to meet the requirements for the next annual renewal cycle.

B. For the purpose of this section, "course" means an organized program of study, classroom experience, or similar educational experience that is directly related to the practice of psychology

and is provided by a board-approved provider that meets the criteria specified in 18VAC125-20-122.

1. At least six of the required hours shall be earned in face-to-face or real-time interactive educational experiences. Real-time interactive shall include a course in which the learner has the opportunity to interact with the presenter ~~and participants~~ during the time of the presentation.

2. The board may approve up to four hours per renewal cycle for specific educational experiences to include:

a. Preparation for and presentation of a continuing education program, seminar, or workshop ~~or course~~ offered by an approved provider and directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the presentation is given, and may not be credited toward the face-to-face requirement.

b. Publication of an article or book in a recognized publication directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the writing is published, and may not be credited toward the face-to-face requirement.

c. Work for at least six months during the licensure renewal year as Editor or Associate Editor of a national or international journal in the field of psychology, involving the annual review of 20 or more submitted manuscripts.

3. A maximum of 14 hours will be accepted for each academic course taught or taken that is directly related to the practice of psychology.

4. The board may approve up to two hours per renewal cycle for membership on a state licensing board in psychology.

C. Courses must be directly related to the scope of practice in the category of licensure held. Continuing education courses for clinical psychologists shall emphasize, but not be limited to, the diagnosis, treatment and care of persons with moderate and severe mental disorders.

D. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

E. The board may grant an exemption for all or part of the continuing education requirements for one renewal cycle due to circumstances determined by the board to be beyond the control of the licensee.

F. Up to two of the 14 continuing education hours required for renewal may be satisfied through delivery of psychological services, without compensation, to low-income individuals receiving mental health services through a local health department or a free clinic organized in whole or primarily for the delivery of those health services as verified by the department or clinic. Three hours of volunteer service is required for one hour of continuing education credit.

18VAC125-20-122. Continuing education providers.

A. The following organizations, associations or institutions are approved by the board to provide continuing education:

1. Any psychological association recognized by the profession or providers approved by such an association.
2. Any association or organization of mental health, health, or psychoeducational providers recognized by the profession or providers approved by such an association or organization.

~~3. Any association or organization providing courses related to forensic psychology recognized by the profession or providers approved by such an association or organization.~~

~~4. Any regionally accredited institution of higher learning. A maximum of 14 hours will be accepted for each academic course directly related to the practice of psychology.~~

~~5.4.~~ Any governmental agency or facility that offers mental health, health, or psychoeducational services.

~~6.5.~~ Any licensed hospital or facility that offers mental health, health, or psychoeducational services.

~~7.6.~~ Any association or organization that has been approved as a continuing ~~competency~~ education provider by a psychology board in another state or jurisdiction.

7. Any other agency or organization approved by the Board following an application for approval by that agency or organization.

B. Continuing education providers approved under subsection A of this section shall:

1. Maintain documentation of the course titles and objectives and of licensee attendance and completion of courses for a period of four years.

2. Monitor attendance at classroom or similar face-to-face educational experiences.

3. Provide a certificate of completion for licensees who successfully complete a course.

The certificate shall indicate the number of continuing education hours for the course and shall indicate the number of hours that may be designated as ethics, if any.

18VAC125-20-123. Documenting compliance with continuing education requirements.

A. All licensees in active status are required to maintain original documentation for a period of four years.

B. After the end of each renewal period, the board may conduct a random audit of licensees to verify compliance with the requirement for that renewal period.

C. Upon request, a licensee shall provide documentation as follows:

1. Official transcripts showing credit hours earned from an accredited institution; or
2. Certificates of completion from approved providers.

D. Compliance with continuing education requirements, including the maintenance of records and the relevance of the courses to the category of licensure, is the responsibility of the licensee. The board may request additional information if such compliance is not clear from the transcripts or certificates.

E. Continuing education hours required by disciplinary order shall not be used to satisfy renewal requirements.

18VAC125-20-130. Late renewal; reinstatement; reactivation.

A. A person whose license has expired may renew it within one year after its expiration date by paying the ~~penalty~~ late fee prescribed in 18VAC125-20-30 and the license renewal fee for the year the license was not renewed and by completing the continuing education requirements specified in 18VAC125-20-121 for the year that the license was not renewed.

B. A person whose license has not been renewed for one to four years ~~or more~~ and who wishes to resume practice shall:

1. Present evidence to the board of having met all applicable continuing education requirements equal to the number needed for each of the years the license has ~~lapsed~~ been expired, not to exceed four years;
2. Pay the reinstatement fee as prescribed in 18VAC125-20-30; and

3. Submit verification of any professional certification or licensure obtained in any other jurisdiction subsequent to the initial application for licensure.

C. A psychologist wishing to reactivate an inactive license shall submit the renewal fee for active licensure minus any fee already paid for inactive licensure renewal, and document completion of the continuing competency education hours needed for each equal to the number of the years the license has been inactive, not to exceed four years.

Part VI

Standards of Practice; Unprofessional Conduct; Disciplinary Actions; Reinstatement

18VAC125-20-150. Standards of practice.

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board. Psychologists respect the rights, dignity and worth of all people, and are mindful of individual differences. Regardless of the delivery method, these standards shall apply to the practice of psychology.

B. Persons licensed by the board shall:

1. Provide and supervise only those services and use only those techniques for which they are qualified by appropriate education, training, and appropriate experience;

2. Delegate to their employees, supervisees, residents and research assistants persons under their supervision only those responsibilities such persons can be expected to perform competently by education, training, and experience. ~~Take ongoing steps to maintain competence in the skills they use;~~

3. Maintain current competency in the areas of practices, through continuing education, consultation, and/or other procedures, in conformance with current standards of scientific and professional knowledge;

~~2.4.~~ When making public statements regarding Accurately represent their areas of competence, education, training, experience, professional affiliations, credentials, published findings, directory listings, curriculum vitae, etc., to ensure that such statements are neither fraudulent nor misleading;

~~3.5.~~ Neither accept nor give commissions, rebates, or other forms of remuneration for referral of clients for professional services. Make appropriate consultations and referrals consistent with the law and based on the interest of ~~patients or~~ clients;

~~4.6.~~ Refrain from undertaking any activity in which their personal problems are likely to lead to inadequate or harmful services;

~~5.7.~~ Avoid harming, exploiting, or misleading ~~patients or~~ clients, research participants, students, and others for whom they provide professional services and minimize harm when it is foreseeable and unavoidable. ~~Not exploit or mislead people for whom they provide professional services.~~ Be alert to and guard against misuse of influence;

~~6.~~ Avoid dual relationships with patients, clients, residents or supervisees that could impair professional judgment or compromise their well-being (to include but not limited to treatment of close friends, relatives, employees);

~~7.8.~~ Withdraw from, adjust or clarify conflicting roles with due regard for the best interest of the affected party or parties and maximal compliance with these standards;

~~8.~~ Not engage in sexual intimacies or a romantic relationship with a student, supervisee, resident, therapy patient, client, or those included in collateral therapeutic services (such as a parent, spouse, or significant other) while providing professional services. For at least five years after cessation or termination of professional services, not engage in sexual intimacies or a romantic relationship with a therapy patient, client, or those included in collateral therapeutic services. Consent to, initiation of, or participation in sexual behavior

~~or romantic involvement with a psychologist does not change the exploitative nature of the conduct nor lift the prohibition. Since sexual or romantic relationships are potentially exploitative, psychologists shall bear the burden of demonstrating that there has been no exploitation;~~

~~9. Keep confidential their professional relationships with patients or clients and disclose client records to others only with written consent except: (i) when a patient or client is a danger to self or others, (ii) as required under § 32.1-127.1:03 of the Code of Virginia, or (iii) as permitted by law for a valid purpose;~~

~~10.9. Make reasonable efforts arrangements for another professional to deal with emergency needs of clients during periods of foreseeable absences from professional availability and to provide for continuity of care when services must be interrupted or terminated;~~

~~11.10. Conduct financial responsibilities to clients in an ethical and honest manner by:~~

~~a. Inform Informing clients of professional services, fees, billing arrangements, and limits of confidentiality before rendering services.~~

~~b. Inform Informing the consumer clients prior to the use of collection agencies or legal measures to collect fees and provide opportunity for prompt payment.~~

~~c. Requiring a signed consent for fees that deviate from the practitioner's usual and customary fees for services.~~

~~Avoid bartering goods and services.~~

~~d. Participate Participating in bartering only if it is not clinically contraindicated and is not exploitative.~~

- e. Not obtaining, attempting to obtain, or cooperating with others in obtaining payment for services by misrepresenting services provided, dates of service, or status of treatment;
11. Be able to justify all services rendered to clients as necessary for diagnostic or therapeutic purposes;
12. Construct, maintain, administer, interpret and report testing and diagnostic services in a manner and for purposes which are most current and appropriate;
- ~~13. Keep pertinent, confidential records for at least five years after termination of services to any consumer;~~
- ~~14. Design, conduct, and report research in accordance with recognized standards of scientific competence and research ethics. Practitioners shall adhere to requirements of § 32.1-162.18 of the Code of Virginia for obtaining informed consent from clients prior to involving them as participants in human research, with the exception of retrospective chart reviews; and~~
- ~~15.14.~~ Report to the board known or suspected violations of the laws and regulations governing the practice of psychology;
15. Disclose to clients all methods of treatment and inform clients of the risks and benefits of any such treatment;
16. Determine whether a client is receiving services from another mental health service provider, and if so, refrain from providing services to the client without having an informed consent discussion with the client and having been granted communication privileges with the other professional; and
17. Document the need, and steps taken, to terminate a therapeutic relationship when it becomes clear that the client is not benefiting from the relationship. Document the

assistance provided in making arrangements for the continuation of treatment for clients, when necessary, following termination of a therapeutic relationship.

C. In regard to confidentiality, persons licensed by the board shall:

1. Keep confidential their professional relationships with clients and disclose client information to others only with written consent except as permitted or required by law, including, but not limited to, situations involving: (a) taking precautions to protect third parties in accordance with § 54.1-2400.1 of the Code of Virginia; (b) assisting clients who the psychologist believes to be a danger to self or unable to care for self, (c) reporting child abuse as required under § 63.2-1509 of the Code of Virginia; (d) reporting abuse of aged or incapacitated adults as required under § 63.2-1606 of the Code of Virginia; (e) adhering to requirements under §32.1-127.1:03 of the Code of Virginia;

2. Protect the confidentiality of client information and clinical materials by obtaining informed consent from the client or the client's legally authorized representative before (a) videotaping, (b) audio recording, (c) permitting third party observation, or (d) using identifiable client records and clinical materials in teaching, writing, or public presentations;

3. Not willfully or negligently breach the confidentiality between a practitioner and a client. A breach of confidentiality that is required or permitted by applicable law or beyond the control of the practitioner shall not be considered negligent or willful.

D. In regard to client records, persons licensed by the board shall:

1. Maintain timely, accurate, legible, and complete written or electronic records for each client that includes:

a. the name of the client and other identifying information;

b. the presenting problem(s), purpose, or diagnosis;

c. documentation of the fee arrangement;

d. the date and clinical summary of each service provided;

e. any test results or other evaluative results obtained and any basic test data from which they were derived;

f. a copy of all test or other evaluative reports prepared as part of the professional relationship;

g. notation and results of formal consults with other providers; and

h. any releases by the client.

2. Maintain client records securely; inform all employees of the requirements of confidentiality; and dispose of written, electronic, and other records in such a manner as to ensure their confidentiality.

3. Maintain client records for a minimum of five years, or as otherwise required by law, from the last date of service, with the following exceptions:

a. At minimum, records of a minor child shall be maintained for five years after attaining the age of majority (18 years); or

b. Records that are required by contractual obligation or federal law to be maintained for a longer period of time.

E. In regard to multiple relationships, persons licensed by the board shall:

1. Not engage in a multiple relationship while providing professional services with a person under supervision, client, or those included in collateral therapeutic services (such as a parent, spouse, or significant other) that could impair professional judgment or increase the risk of exploitation or harm Psychologists shall take appropriate professional precautions when a multiple relationship cannot be avoided, such as informed consent,

consultation, supervision, and documentation to minimize the possibility that judgment is impaired or exploitation or harm occurs;

2. Not engage in sexual intimacies or a romantic relationship with a person under supervision, client, or those included in collateral therapeutic services (such as a parent, spouse, or significant other) while providing professional services. For at least five years after cessation or termination of professional services, not engage in sexual intimacies or a romantic relationship with a client or those included in collateral therapeutic services. Consent to, initiation of, or participation in sexual behavior or romantic involvement with a psychologist does not change the exploitative nature of the conduct nor lift the prohibition. Because sexual or romantic relationships are potentially exploitative, psychologists shall bear the burden of demonstrating that there has been no exploitation, based on factors such as duration of therapy, amount of time since therapy, termination circumstances, client's personal history and mental status, and adverse impact on the client;

3. Not engage in a personal relationship with a former client in which there is a risk of exploitation or potential harm or if the former client continues to relate to the psychologist in his or her professional capacity; and

4. Recognize conflicts of interest and inform all parties of the nature and directions of loyalties and responsibilities involved.

E. Upon learning of evidence that indicates a reasonable probability that another mental health provider is or may be guilty of a violation of standards of conduct as defined in statute or regulation, persons licensed by the board shall advise their clients of their right to report such misconduct to the Department of Health Professions in accordance with § 54.1-2400.4 of the Code of Virginia.

18VAC125-20-160. Grounds for disciplinary action or denial of licensure.

The board may take disciplinary action, including but not limited to taking action against a license and/or imposing a monetary penalty, or deny a license for any of the following causes:

1. Conviction of a felony, or conviction of a misdemeanor involving moral turpitude related to lying, cheating, or stealing;
2. Procuring ~~of~~ or maintaining a license by fraud or misrepresentation;
3. ~~Misuse of drugs or alcohol to the extent that it interferes with professional functioning~~ Conducting one's practice in such a manner so as to make it a danger to the health and welfare of one's clients or to the public;
4. ~~Negligence in professional conduct~~ Intentional or negligent conduct that causes or is likely to cause injury to a client or clients including but not limited to this chapter;
5. Performing functions outside areas of competency;
6. ~~Mental, emotional, or physical incompetence to practice the profession~~ Inability to practice psychology with reasonable skill and safety to clients by reason of substance misuse, or as a result of any mental, emotional, or physical illness or condition;
7. Failure to comply with the ~~continued competency~~ education requirements set forth in this chapter; or
8. Violating or aiding and abetting another to violate any statute applicable to the practice of the profession regulated or any provision of this chapter.
9. Knowingly allowing persons under supervision to jeopardize client safety or provide care to clients outside of such person's scope of practice or area of responsibility;
10. Performance of an act likely to deceive, defraud, or harm the public;

11. Action taken against a health or mental health license, certification, registration, or application in Virginia or other jurisdiction;

12. Failure to cooperate with an employee of the Department of Health Professions in the conduct of an investigation;

13. Failure to report evidence of child abuse or neglect as required in § 63.2-1509 of the Code of Virginia, or abuse of aged and incapacitated adults as required in § 63.2-1606 of the Code of Virginia; or

14. Any violation of practice standards set forth in 18VAC125-20-150.

18VAC125-20-170. Reinstatement following disciplinary action.

A. Any person whose license has been revoked by the board under the provisions of 18VAC125-20-160 may, three years subsequent to such board action, submit a new application to the board for reinstatement of licensure. The board in its discretion may, after a hearing, grant the reinstatement.

B. The applicant for such reinstatement, if approved, shall be licensed upon payment of the appropriate fee applicable at the time of reinstatement.

Expert admissibility standards to consider:

Traditional Virginia Standard:

To qualify to serve as an expert witness, an individual:

must possess sufficient knowledge, skill, or experience regarding the subject matter of the testimony to assist the trier of fact in the search for the truth. Generally, a witness possesses sufficient expertise when, through experience, study or observation the witness acquires knowledge of a subject beyond that of persons of common intelligence and ordinary experience.

Virginia Medical Malpractice Standard:

To qualify to serve as an expert witness, an individual:

[a]ny health care provider who is licensed to practice in Virginia shall be presumed to know the statewide standard of care in the specialty or field of practice in which he is qualified and certified....A witness shall be qualified to testify as an expert on the standard of care if he demonstrates expert knowledge of the standards of the defendant's specialty and of what conduct conforms or fails to conform to those standards and if he has had active clinical practice in either the defendant's specialty or a related field of medicine within one year of the date of the alleged act or omission forming the basis of the action.

Virginia Department of Health Professions
Cash Balance
As of June 30, 2017

	<u>108- Psychology</u>
Board Cash Balance as of June 30, 2016	\$ 883,936
YTD FY17 Revenue	610,222
Less: YTD FY17 Direct and In-Direct Expenditures	<u>457,075</u>
Board Cash Balance as June 30, 2017	<u><u>1,037,083</u></u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description			Amount	% of Budget
		Amount	Budget	Under/(Over) Budget	
4002400	Fee Revenue				
4002401	Application Fee	74,040.00	41,350.00	(32,690.00)	179.06%
4002406	License & Renewal Fee	526,962.00	503,250.00	(23,712.00)	104.71%
4002407	Dup. License Certificate Fee	260.00	115.00	(145.00)	226.09%
4002408	Board Endorsement - In	210.00	-	(210.00)	0.00%
4002409	Board Endorsement - Out	3,450.00	2,050.00	(1,400.00)	168.29%
4002421	Monetary Penalty & Late Fees	5,300.00	1,130.00	(4,170.00)	469.03%
4002432	Misc. Fee (Bad Check Fee)	-	70.00	70.00	0.00%
	Total Fee Revenue	<u>610,222.00</u>	<u>547,965.00</u>	<u>(62,257.00)</u>	<u>111.36%</u>
	Total Revenue	610,222.00	547,965.00	(62,257.00)	111.36%
5011110	Employer Retirement Contrib.	6,723.85	6,709.00	(14.85)	100.22%
5011120	Fed Old-Age Ins- Sal St Emp	3,794.13	4,279.00	484.87	88.67%
5011130	Fed Old-Age Ins- Wage Earners	212.37	-	(212.37)	0.00%
5011140	Group Insurance	648.88	652.00	3.12	99.52%
5011150	Medical/Hospitalization Ins.	7,114.00	7,140.00	26.00	99.64%
5011160	Retiree Medical/Hospitalizatn	584.11	587.00	2.89	99.51%
5011170	Long term Disability Ins	328.32	329.00	0.68	99.79%
	Total Employee Benefits	<u>19,405.66</u>	<u>19,696.00</u>	<u>290.34</u>	<u>98.53%</u>
5011200	Salaries				
5011230	Salaries, Classified	49,561.58	49,731.00	169.42	99.66%
5011250	Salaries, Overtime	788.97	6,200.00	5,411.03	12.73%
	Total Salaries	<u>50,350.55</u>	<u>55,931.00</u>	<u>5,580.45</u>	<u>90.02%</u>
5011300	Special Payments				
5011380	Deferred Compnstrn Match Pmts	480.00	480.00	-	100.00%
	Total Special Payments	<u>480.00</u>	<u>480.00</u>	<u>-</u>	<u>100.00%</u>
5011400	Wages				
5011410	Wages, General	2,776.20	-	(2,776.20)	0.00%
	Total Wages	<u>2,776.20</u>	<u>-</u>	<u>(2,776.20)</u>	<u>0.00%</u>
5011530	Short-trm Disability Benefits	169.54	-	(169.54)	0.00%
	Total Disability Benefits	<u>169.54</u>	<u>-</u>	<u>(169.54)</u>	<u>0.00%</u>
5011930	Turnover/Vacancy Benefits	-	-	-	0.00%
	Total Personal Services	<u>73,181.95</u>	<u>76,107.00</u>	<u>2,925.05</u>	<u>96.16%</u>
5012000	Contractual Svs				
5012100	Communication Services				
5012110	Express Services	24.68	172.00	147.32	14.35%
5012140	Postal Services	5,502.55	4,560.00	(942.55)	120.67%
5012150	Printing Services	50.69	82.00	31.31	61.82%
5012160	Telecommunications Svcs (VITA)	242.42	425.00	182.58	57.04%
5012190	Inbound Freight Services	16.97	-	(16.97)	0.00%
	Total Communication Services	<u>5,837.31</u>	<u>5,239.00</u>	<u>(598.31)</u>	<u>111.42%</u>
5012200	Employee Development Services				
5012210	Organization Memberships	2,750.00	5,500.00	2,750.00	50.00%
5012240	Employee Trainng/Workshop/Conf	1,210.00	-	(1,210.00)	0.00%
	Total Employee Development Services	<u>3,960.00</u>	<u>5,500.00</u>	<u>1,540.00</u>	<u>72.00%</u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	Amount	Budget	Amount Under/(Over)		% of Budget
				Budget		
5012400	Mgmnt and Informational Svcs	-				
5012420	Fiscal Services	5,535.03	8,270.00	2,734.97		66.93%
5012440	Management Services	109.94	330.00	220.06		33.32%
5012460	Public Infrmntl & Relatn Svcs	792.00	-	(792.00)		0.00%
5012470	Legal Services	175.00	250.00	75.00		70.00%
	Total Mgmnt and Informational Svcs	6,611.97	8,850.00	2,238.03		74.71%
5012600	Support Services					
5012640	Food & Dietary Services	1,188.47	432.00	(756.47)		275.11%
5012660	Manual Labor Services	374.83	427.00	52.17		87.78%
5012670	Production Services	3,203.62	935.00	(2,268.62)		342.63%
5012680	Skilled Services	7,680.36	13,815.00	6,134.64		55.59%
	Total Support Services	12,447.28	15,609.00	3,161.72		79.74%
5012800	Transportation Services					
5012820	Travel, Personal Vehicle	6,449.96	2,822.00	(3,627.96)		228.56%
5012830	Travel, Public Carriers	2,954.73	-	(2,954.73)		0.00%
5012850	Travel, Subsistence & Lodging	4,672.33	101.00	(4,571.33)		4626.07%
5012880	Trvl, Meal Reimb- Not Rprtbl	1,954.75	139.00	(1,815.75)		1406.29%
	Total Transportation Services	16,031.77	3,062.00	(12,969.77)		523.57%
	Total Contractual Svcs	44,888.33	38,260.00	(6,628.33)		117.32%
5013000	Supplies And Materials					
5013100	Administrative Supplies					
5013120	Office Supplies	578.18	348.00	(230.18)		166.14%
5013130	Stationery and Forms	16.92	1,554.00	1,537.08		1.09%
	Total Administrative Supplies	595.10	1,902.00	1,306.90		31.29%
5013500	Repair and Maint. Supplies					
5013520	Custodial Repair & Maint Matrl	2.37	2.00	(0.37)		118.50%
	Total Repair and Maint. Supplies	2.37	2.00	(0.37)		118.50%
5013600	Residential Supplies					
5013620	Food and Dietary Supplies	-	26.00	26.00		0.00%
5013630	Food Service Supplies	-	100.00	100.00		0.00%
	Total Residential Supplies	-	126.00	126.00		0.00%
5013700	Specific Use Supplies					
5013730	Computer Operating Supplies	-	10.00	10.00		0.00%
	Total Specific Use Supplies	-	10.00	10.00		0.00%
	Total Supplies And Materials	597.47	2,040.00	1,442.53		29.29%
5014000	Transfer Payments					
5014100	Awards, Contrib., and Claims					
5014130	Premiums	325.00	-	(325.00)		0.00%
	Total Awards, Contrib., and Claims	325.00	-	(325.00)		0.00%
	Total Transfer Payments	325.00	-	(325.00)		0.00%
5015000	Continuous Charges					
5015100	Insurance-Fixed Assets					
5015160	Property Insurance	27.67	32.00	4.33		86.47%
	Total Insurance-Fixed Assets	27.67	32.00	4.33		86.47%

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	Amount	Budget	Amount Under/(Over)	
				Budget	% of Budget
5015300	Operating Lease Payments				
5015340	Equipment Rentals	579.29	540.00	(39.29)	107.28%
5015350	Building Rentals	9.72	-	(9.72)	0.00%
5015390	Building Rentals - Non State	3,230.66	3,129.00	(101.66)	103.25%
	Total Operating Lease Payments	<u>3,819.67</u>	<u>3,669.00</u>	<u>(150.67)</u>	<u>104.11%</u>
5015500	Insurance-Operations				
5015510	General Liability Insurance	99.30	120.00	20.70	82.75%
5015540	Surety Bonds	5.86	8.00	2.14	73.25%
	Total Insurance-Operations	<u>105.16</u>	<u>128.00</u>	<u>22.84</u>	<u>82.16%</u>
	Total Continuous Charges	<u>3,952.50</u>	<u>3,829.00</u>	<u>(123.50)</u>	<u>103.23%</u>
5022000	Equipment				
5022100	Computer Hrdware & Sftware				
5022180	Computer Software Purchases	255.30	-	(255.30)	0.00%
	Total Computer Hrdware & Sftware	<u>255.30</u>	<u>-</u>	<u>(255.30)</u>	<u>0.00%</u>
5022200	Educational & Cultural Equip				
5022240	Reference Equipment	-	52.00	52.00	0.00%
	Total Educational & Cultural Equip	<u>-</u>	<u>52.00</u>	<u>52.00</u>	<u>0.00%</u>
5022600	Office Equipment				
5022610	Office Appurtenances	-	70.00	70.00	0.00%
5022620	Office Furniture	52.59	-	(52.59)	0.00%
	Total Office Equipment	<u>52.59</u>	<u>70.00</u>	<u>17.41</u>	<u>75.13%</u>
	Total Equipment	<u>307.89</u>	<u>122.00</u>	<u>(185.89)</u>	<u>252.37%</u>
	Total Expenditures	<u>123,253.14</u>	<u>120,358.00</u>	<u>(2,895.14)</u>	<u>102.41%</u>
	Allocated Expenditures				
20100	Behavioral Science Exec	110,503.28	119,396.40	8,893.12	92.55%
30100	Data Center	50,782.23	61,928.73	11,146.49	82.00%
30200	Human Resources	11,307.27	18,965.25	7,657.98	59.62%
30300	Finance	27,089.22	25,548.76	(1,540.46)	106.03%
30400	Director's Office	14,296.29	15,026.96	730.67	95.14%
30500	Enforcement	81,537.33	79,471.14	(2,066.19)	102.60%
30600	Administrative Proceedings	13,345.11	13,008.70	(336.40)	102.59%
30700	Impaired Practitioners	506.19	883.93	377.74	57.27%
30800	Attorney General	8,710.75	8,597.29	(113.46)	101.32%
30900	Board of Health Professions	7,019.53	9,908.57	2,889.04	70.84%
31100	Maintenance and Repairs	-	315.52	315.52	0.00%
31300	Emp. Recognition Program	609.09	242.71	(366.39)	250.96%
31400	Conference Center	182.24	165.90	(16.34)	109.85%
31500	Pgm Devlpmnt & Implmntn	7,933.37	7,684.32	(249.04)	103.24%
	Total Allocated Expenditures	<u>333,821.90</u>	<u>361,144.19</u>	<u>27,322.29</u>	<u>92.43%</u>
	Net Revenue in Excess (Shortfall) of Expenditures	<u>\$ 153,146.96</u>	<u>\$ 66,462.81</u>	<u>\$ (86,684.15)</u>	<u>230.43%</u>

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	July	August	September	October	November	December	January	February	March
	Total Disability Benefits	169.54	-	-	-	-	-	-	-	-
	Total Personal Services	10,699.44	6,722.60	5,779.93	5,779.93	5,779.93	5,779.93	5,779.93	5,779.93	5,779.92
5012000	Contractual Svcs									
5012100	Communication Services									
5012110	Express Services	-	-	-	-	-	24.68	-	-	-
5012140	Postal Services	2,477.60	986.98	377.89	434.08	37.68	220.37	3,200.81	222.23	(2,777.88)
5012150	Printing Services	-	-	-	-	-	-	-	-	-
5012160	Telecommunications Svcs (VITA)	26.58	27.53	28.20	-	28.40	28.21	56.35	25.80	24.82
5012190	Inbound Freight Services	-	-	-	-	-	16.66	-	0.31	-
	Total Communication Services	2,504.18	1,014.51	406.09	434.08	66.08	289.92	3,257.16	248.34	(2,753.06)
5012200	Employee Development Services									
5012210	Organization Memberships	-	-	-	2,750.00	-	-	-	-	-
5012240	Employee Training/Workshop/Conf	290.00	-	-	315.00	-	315.00	-	-	-
	Total Employee Development Services	290.00	-	-	3,065.00	-	315.00	-	-	-
5012400	Mgmnt and Informational Svcs									
5012420	Fiscal Services	2,395.34	2,757.55	202.27	79.93	20.74	15.20	22.14	-	5.94
5012440	Management Services	-	33.94	-	19.19	-	6.65	-	3.89	-
5012460	Public Infrmtnl & Relatn Svcs	81.00	141.00	42.00	-	-	194.00	-	162.00	28.00
5012470	Legal Services	-	-	-	-	-	-	-	-	-
	Total Mgmnt and Informational Svcs	2,476.34	2,932.49	244.27	99.12	20.74	215.85	22.14	165.89	33.94
5012600	Support Services									
5012640	Food & Dietary Services	123.20	-	56.75	-	-	129.00	-	202.75	247.40
5012660	Manual Labor Services	284.85	10.48	4.61	-	-	12.00	19.23	43.66	-
5012670	Production Services	2,506.85	49.35	28.72	-	8.10	96.55	117.60	338.52	57.93
5012680	Skilled Services	740.64	585.43	604.18	1,000.02	697.93	604.18	491.68	491.68	690.84
	Total Support Services	3,655.54	645.26	694.26	1,000.02	706.03	841.73	628.51	1,076.61	996.17
5012800	Transportation Services									
5012820	Travel, Personal Vehicle	145.80	103.68	383.52	515.16	1,399.68	564.92	213.84	1,248.17	608.83
5012830	Travel, Public Carriers	-	-	-	815.00	-	-	-	-	-
5012850	Travel, Subsistence & Lodging	498.96	-	201.68	641.48	410.14	476.50	103.10	412.40	198.27
5012880	Trvl, Meal Reimb- Not Rprtble	234.00	-	99.25	293.25	237.00	149.25	59.25	255.00	118.50

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	July	August	September	October	November	December	January	February	March
	Total Insurance-Operations	-	-	-	-	-	-	-	-	-
	Total Continuous Charges	303.97	345.14	302.97	258.89	296.21	348.91	258.89	428.76	302.98
5022000	Equipment									
5022180	Computer Software Purchases	-	-	255.30	-	-	-	-	-	-
	Total Computer Hrdware & Sftware	-	-	255.30	-	-	-	-	-	-
5022620	Office Furniture	-	-	-	-	-	52.59	-	-	-
	Total Office Equipment	-	-	-	-	-	52.59	-	-	-
	Total Equipment	-	-	255.30	-	-	52.59	-	-	-
	Total Expenditures	20,822.94	11,782.78	8,422.95	12,901.93	8,915.81	9,510.99	10,322.82	9,752.52	5,298.34
	Allocated Expenditures									
20100	Behavioral Science Exec	10,298.55	6,795.02	6,593.56	6,356.64	6,585.15	7,051.67	6,368.33	7,013.99	7,803.26
30100	Data Center	3,753.91	5,945.85	2,383.09	6,233.57	2,117.20	5,113.43	5,869.25	4,901.26	3,932.00
30200	Human Resources	43.07	725.89	38.05	35.47	37.50	4,414.90	34.23	54.98	36.19
30300	Finance	4,486.51	2,640.01	1,488.87	4,013.24	4,167.52	(318.97)	3,453.34	(1,797.31)	1,651.10
30400	Director's Office	1,601.22	1,119.68	1,074.30	1,029.04	1,167.50	1,074.20	1,085.70	1,183.24	1,091.80
30500	Enforcement	6,197.81	5,062.57	5,145.66	7,243.45	9,190.68	9,672.71	8,239.62	7,967.03	7,968.88
30600	Administrative Proceedings	-	965.28	-	228.58	2,646.29	6,137.23	441.65	1,216.12	1,620.46
30700	Impaired Practitioners	62.54	39.16	57.71	38.46	38.68	41.00	38.00	41.89	39.16
30800	Attorney General	-	-	2,177.69	2,177.69	-	-	2,177.69	-	-
30900	Board of Health Professions	683.87	557.61	456.58	438.51	569.07	602.00	437.36	491.82	577.86
31300	Emp. Recognition Program	40.27	130.19	-	-	-	19.56	-	6.20	3.30
31400	Conference Center	15.21	14.09	82.97	(8.68)	6.50	13.42	6.45	25.03	10.02
31500	Pgm Devlpmnt & Implmentn	786.54	528.47	527.91	476.67	475.12	905.32	554.57	770.20	529.82
	Total Allocated Expenditures	27,969.49	24,523.83	20,026.38	28,262.63	27,001.20	34,726.46	28,706.19	21,874.44	25,263.85
	Net Revenue in Excess (Shortfall) of Expenditures	\$ (29,961.43)	\$ (22,980.61)	\$ (17,949.33)	\$ (32,004.56)	\$ (28,102.01)	\$ (38,797.45)	\$ (32,904.01)	\$ (24,386.96)	\$ (25,197.19)

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	April	May	June	Total
4002400	Fee Revenue				
4002401	Application Fee	5,135.00	5,965.00	5,865.00	74,040.00
4002406	License & Renewal Fee	1,800.00	227,990.00	278,120.00	526,962.00
4002407	Dup. License Certificate Fee	5.00	40.00	25.00	260.00
4002408	Board Endorsement - In	-	-	-	210.00
4002409	Board Endorsement - Out	300.00	175.00	475.00	3,450.00
4002421	Monetary Penalty & Late Fees	50.00	200.00	275.00	5,300.00
	Total Fee Revenue	<u>7,290.00</u>	<u>234,370.00</u>	<u>284,760.00</u>	610,222.00
	Total Revenue	7,290.00	234,370.00	284,760.00	610,222.00
5011000	Personal Services				
5011100	Employee Benefits				
5011110	Employer Retirement Contrib.	559.06	559.06	279.53	6,723.85
5011120	Fed Old-Age Ins- Sal St Emp	311.07	371.43	156.79	3,794.13
5011130	Fed Old-Age Ins- Wage Earners	-	-	-	212.37
5011140	Group Insurance	54.28	54.28	27.14	648.88
5011150	Medical/Hospitalization Ins.	595.00	595.00	297.50	7,114.00
5011160	Retiree Medical/Hospitalizatn	48.90	48.90	24.45	584.11
5011170	Long term Disability Ins	27.36	27.36	13.68	328.32
	Total Employee Benefits	<u>1,595.67</u>	<u>1,656.03</u>	<u>799.09</u>	19,405.66
5011200	Salaries				
5011230	Salaries, Classified	4,144.26	4,144.26	2,072.13	49,561.58
5011250	Salaries, Overtime	-	788.97	-	788.97
	Total Salaries	<u>4,144.26</u>	<u>4,933.23</u>	<u>2,072.13</u>	50,350.55
5011380	Deferred Compnstrn Match Pmts	40.00	40.00	20.00	480.00
	Total Special Payments	<u>40.00</u>	<u>40.00</u>	<u>20.00</u>	480.00
5011400	Wages				-
5011410	Wages, General	-	-	-	2,776.20
	Total Wages	<u>-</u>	<u>-</u>	<u>-</u>	2,776.20
5011500	Disability Benefits				
5011530	Short-trm Disability Benefits	-	-	-	169.54

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	April	May	June	Total
	Total Disability Benefits	-	-	-	169.54
	Total Personal Services	5,779.93	6,629.26	2,891.22	73,181.95
5012000	Contractual Svcs				-
5012100	Communication Services				-
5012110	Express Services	-	-	-	24.68
5012140	Postal Services	135.72	160.86	26.21	5,502.55
5012150	Printing Services	-	24.19	26.50	50.69
5012160	Telecommunications Svcs (VITA)	24.58	17.28	(45.33)	242.42
5012190	Inbound Freight Services	-	-	-	16.97
	Total Communication Services	160.30	202.33	7.38	5,837.31
5012200	Employee Development Services				
5012210	Organization Memberships	-	-	-	2,750.00
5012240	Employee Training/Workshop/Conf	-	290.00	-	1,210.00
	Total Employee Development Services	-	290.00	-	3,960.00
5012400	Mgmnt and Informational Svcs				
5012420	Fiscal Services	-	35.92	-	5,535.03
5012440	Management Services	34.90	11.37	-	109.94
5012460	Public Infrmtnl & Relatn Svcs	44.00	28.00	72.00	792.00
5012470	Legal Services	175.00	-	-	175.00
	Total Mgmnt and Informational Svcs	253.90	75.29	72.00	6,611.97
5012600	Support Services				
5012640	Food & Dietary Services	112.00	-	317.37	1,188.47
5012660	Manual Labor Services	-	-	-	374.83
5012670	Production Services	-	-	-	3,203.62
5012680	Skilled Services	628.76	516.26	628.76	7,680.36
	Total Support Services	740.76	516.26	946.13	12,447.28
5012800	Transportation Services				
5012820	Travel, Personal Vehicle	-	1,011.70	254.66	6,449.96
5012830	Travel, Public Carriers	2,044.30	67.43	28.00	2,954.73
5012850	Travel, Subsistence & Lodging	-	1,023.70	706.10	4,672.33
5012880	Trvl, Meal Reimb- Not Rprtble	-	352.25	157.00	1,954.75

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	April	May	June	Total
	Total Transportation Services	2,044.30	2,455.08	1,145.76	16,031.77
	Total Contractual Svcs	3,199.26	3,538.96	2,171.27	44,888.33
5013000	Supplies And Materials				
5013100	Administrative Supplies				-
5013120	Office Supplies	31.42	68.53	106.43	578.18
5013130	Stationery and Forms	-	-	-	16.92
	Total Administrative Supplies	31.42	68.53	106.43	595.10
5013500	Repair and Maint. Supplies				
5013520	Custodial Repair & Maint Matrl	-	-	-	2.37
	Total Repair and Maint. Supplies	-	-	-	2.37
	Total Supplies And Materials	31.42	68.53	106.43	597.47
5014000	Transfer Payments				
5014100	Awards, Contrib., and Claims				
5014130	Premiums	-	-	-	325.00
	Total Awards, Contrib., and Claims	-	-	-	325.00
	Total Transfer Payments	-	-	-	325.00
5015000	Continuous Charges				
5015100	Insurance-Fixed Assets				-
5015160	Property Insurance	-	-	27.67	27.67
	Total Insurance-Fixed Assets	-	-	27.67	27.67
5015300	Operating Lease Payments				
5015340	Equipment Rentals	45.39	44.08	89.47	579.29
5015350	Building Rentals	-	2.43	-	9.72
5015390	Building Rentals - Non State	291.46	263.67	236.45	3,230.66
	Total Operating Lease Payments	336.85	310.18	325.92	3,819.67
5015500	Insurance-Operations				
5015510	General Liability Insurance	-	-	99.30	99.30
5015540	Surety Bonds	-	-	5.86	5.86

Virginia Department of Health Professions
Revenue and Expenditures Summary
Department 10800 - Psychology
For the Period Beginning July 1, 2016 and Ending June 30, 2017

Account Number	Account Description	April	May	June	Total
	Total Insurance-Operations	-	-	105.16	105.16
	Total Continuous Charges	336.85	310.18	458.75	3,952.50
5022000	Equipment				
5022180	Computer Software Purchases	-	-	-	255.30
	Total Computer Hrdware & Sftware	-	-	-	255.30
5022620	Office Furniture	-	-	-	52.59
	Total Office Equipment	-	-	-	52.59
	Total Equipment	-	-	-	307.89
	Total Expenditures	9,347.46	10,546.93	5,627.67	123,253.14
	Allocated Expenditures				
20100	Behavioral Science Exec	6,740.94	33,077.11	5,819.06	110,503.28
30100	Data Center	3,411.79	3,636.72	3,484.16	50,782.23
30200	Human Resources	41.80	119.39	5,725.79	11,307.27
30300	Finance	1,788.32	6,548.75	(1,032.17)	27,089.22
30400	Director's Office	1,085.90	2,158.11	625.59	14,296.29
30500	Enforcement	5,587.02	5,639.46	3,622.45	81,537.33
30600	Administrative Proceedings	-	89.51	-	13,345.11
30700	Impaired Practitioners	39.34	46.07	24.17	506.19
30800	Attorney General	2,177.69	-	-	8,710.75
30900	Board of Health Professions	641.14	1,284.93	278.79	7,019.53
31300	Emp. Recognition Program	1.56	150.11	257.91	609.09
31400	Conference Center	22.54	(4.18)	(1.11)	182.24
31500	Pgm Devlpmnt & Implmentn	527.77	1,130.50	720.48	7,933.37
	Total Allocated Expenditures	22,065.82	53,876.49	19,525.12	333,821.90
	Net Revenue in Excess (Shortfall) of Expenditures	\$ (24,123.28)	\$ 169,946.58	\$ 259,607.21	153,146.96



CASES RECEIVED, OPEN, & CLOSED REPORT SUMMARY BY BOARD

FISCAL YEAR 2017, QUARTER ENDING 06/30/2017

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

The “Received, Open, Closed” table below shows the number of received and closed cases during the quarters specified and a “snapshot” of the cases still open at the end of the quarter.

COUNSELING	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
Number of Cases Received	29	20	19	23	24	21	32	26	27	17	40	35
Number of Cases Open	73	80	87	94	91	108	117	116	98	69	58	56
Number of Cases Closed	15	14	12	21	31	11	25	27	44	43	60	42

PSYCHOLOGY	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
Number of Cases Received	23	16	19	8	19	18	19	14	18	26	13	22
Number of Cases Open	44	61	65	64	78	84	74	68	76	87	49	34
Number of Cases Closed	15	4	16	13	8	12	32	20	9	17	52	38

SOCIAL WORK	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
Number of Cases Received	24	25	11	15	22	31	19	15	19	12	28	21
Number of Cases Open	73	80	82	96	95	126	120	127	78	70	54	39
Number of Cases Closed	23	18	13	9	27	8	27	8	62	17	46	39



AVERAGE TIME TO CLOSE A CASE (IN DAYS) PER QUARTER

FISCAL YEAR 2017, QUARTER ENDING 06/30/2017

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

*The average age of cases closed is a measurement of how long it takes, on average, for a case to be processed from entry to closure. These calculations include only cases closed within the quarter specified.

BOARD	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
Counseling	204.6	238.2	315.6	252.2	284.1	193.5	415.6	323.7	375.5	292.8	247.9	106.1
Psychology	210.0	129.0	171.1	181.1	216.0	287.0	437.0	287.3	380.0	291.7	357.7	252.7
Social Work	183.9	314.4	198.9	202.9	199.4	132.5	342.0	226.0	469.7	407.6	366.2	228.8
Agency Totals	178.3	187.6	207.2	186.7	200.1	190.8	201.6	188.5	202.7	207.7	222.8	194.1



PERCENTAGE OF CASES OF ALL TYPES CLOSED WITHIN 365 CALENDAR DAYS*

FISCAL YEAR 2017, QUARTER ENDING 06/30/2017

Quarter Breakdown	
Quarter 1	July 1 st – September 30 th
Quarter 2	October 1 st – December 31 st
Quarter 3	January 1 st – March 31 st
Quarter 4	April 1 st – June 30 th

*The percent of cases closed in fewer than 365 days shows, from the total of all cases closed during the specified period, the percent of cases that were closed in less than one year.

BOARD	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
Counseling	86.7%	78.6%	75.0%	76.2%	64.3%	72.7%	36.0%	55.6%	45.5%	78.6%	84.7%	97.5%
Psychology	93.3%	100.0%	87.5%	100.0%	75.0%	50.0%	37.5%	50.0%	44.4%	50.0%	44.2%	81.6%
Social Work	95.7%	72.2%	92.3%	77.8%	65.5%	87.5%	46.2%	75.0%	30.7%	62.5%	41.3%	92.3%
Agency Totals	90.9%	88.6%	87.9%	88.3%	84.4%	85.8%	84.8%	85.6%	82.0%	85.1%	81.7%	86.7%

COUNT OF CURRENT LICENSES*

BOARD SUMMARY

FISCAL YEAR 2017, QUARTER ENDING JUNE 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER

	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	CURRENT Q4 2017
Audiology/Speech Pathology	4,418	4,674	4,653	4,840	4,944	4,992	4,720	4,802	4,951	5,056	4,855	4,971
Counseling	7,026	7,183	7,256	7,042	7,249	7,490	7,597	7,808	13,237	13,603	13,922	15,791
Dentistry	13,390	13,507	12,782	13,753	13,999	14,186	14,319	14,184	14,382	14,522	14,657	14,338
Funeral Directing	2,521	2,543	2,313	2,506	2,540	2,573	2,618	2,497	2,526	2,561	2,609	2,513
Long Term Care	2,107	2,176	1,922	2,058	2,115	2,165	2,206	2,087	2,141	2,188	2,235	2,065
Medicine	62,714	62,617	62,816	64,137	65,337	65,922	66,177	67,447	66,941	66,773	67,320	69,206
Nurse Aide	54,250	54,491	53,695	53,834	54,568	54,402	54,374	54,477	54,044	53,681	53,434	53,066
Nursing	162,346	161,891	161,569	163,058	164,128	163,594	163,637	164,199	166,107	166,039	166,796	167,953
Optometry	1,927	1,946	1,856	1,915	1,931	1,963	1,874	1,914	1,936	1,955	1,867	1,921
Pharmacy	35,424	36,750	34,226	35,476	36,365	37,218	34,741	35,972	37,125	37,844	35,289	36,441
Physical Therapy	11,401	11,647	10,533	11,000	10,908	11,075	11,240	11,702	12,682	11,751	11,652	12,078
Psychology	3,893	4,017	4,093	3,876	4,028	4,141	4,253	4,360	4,994	5,128	5,227	5,335
Social Work	6,481	6,590	6,741	6,306	6,544	6,690	6,828	7,057	8,900	9,144	9,340	9,559
Veterinary Medicine	7,029	7,108	6,888	7,187	7,304	7,370	7,112	7,376	7,489	7,565	7,320	7,587
AGENCY TOTAL	374,927	377,140	371,343	376,988	381,960	383,781	381,696	385,882	397,455	397,810	396,523	402,824

COUNT OF CURRENT LICENSES *
FISCAL YEAR 2017, QUARTER ENDING JUNE 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER
** NEW OCCUPATION

Board	Occupation	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	CURRENT Q3 2017
Total													
	Certified Substance Abuse Counselor	1,617	1,669	1,679	1,558	1,617	1,679	1,691	1,734	1,662	1,712	1,745	1,784
	Licensed Marriage and Family Therapist	817	828	832	808	825	845	856	870	836	856	872	885
	Licensed Professional Counselor	3,950	4,036	4,123	4,072	4,188	4,333	4,435	4,567	4,512	4,653	4,803	4,932
	Marriage & Family Therapist Resident	-	-	-	-	-	-	-	-	131	131	140	148
	Registration of Supervision	-	-	-	-	-	-	-	37,125	5,491	5,632	5,747	5,831
	Rehabilitation Provider	312	313	280	285	286	288	259	266	270	273	250	252
	Substance Abuse Counseling Assistant	151	157	162	152	163	169	179	192	164	174	188	218
	Substance Abuse Trainee	-	-	-	-	-	-	-	-	-	-	-	1,563
	Substance Abuse Treatment Practitioner	179	180	180	167	170	176	177	179	170	171	176	177
	Substance Abuse Treatment Residents	-	-	-	-	-	-	-	-	1	1	1	1
Total		7,026	7,183	7,256	7,042	7,249	7,490	7,597	7,808	13,237	13,603	13,922	15,791
	C												

COUNT OF CURRENT LICENSES *

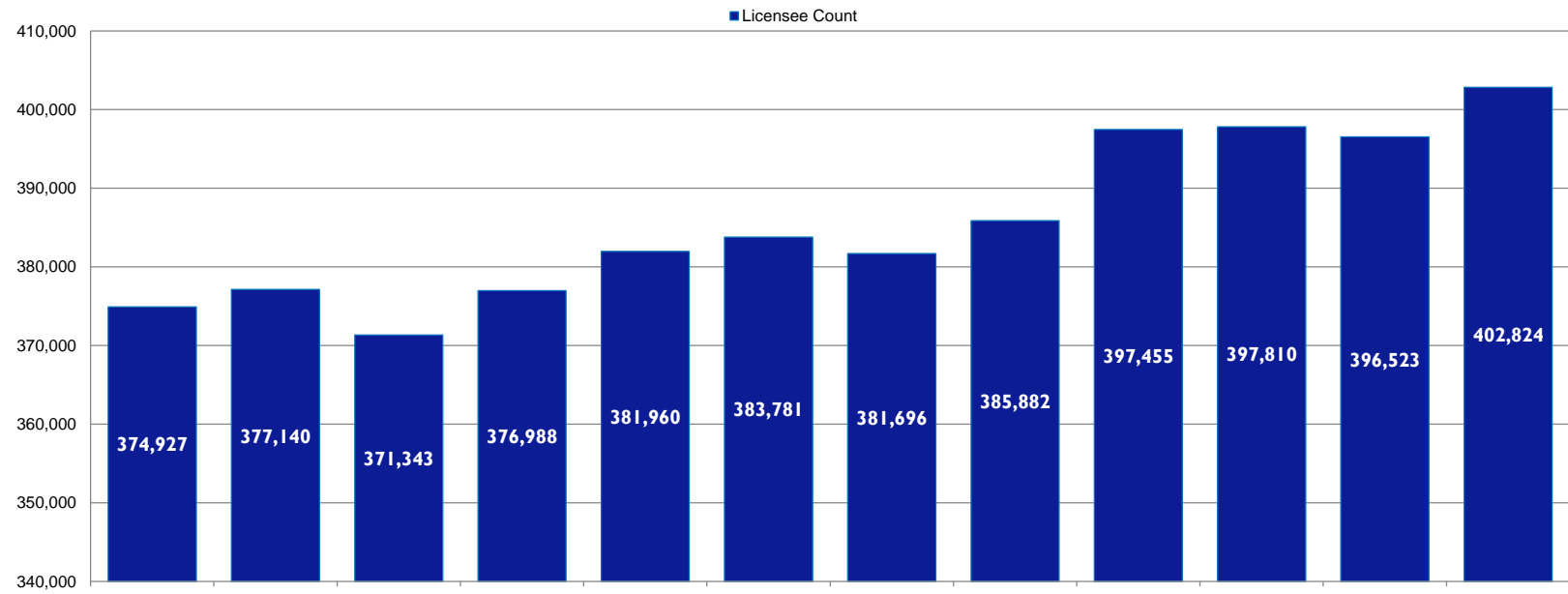
FISCAL YEAR 2017, QUARTER ENDING JUNE 30th, 2017

Quarter Breakdown	
Quarter 1	July 1st - September 30th
Quarter 2	October 1st - December 31st
Quarter 3	January 1st - March 31st
Quarter 4	April 1st - June 30th

*CURRENT LICENSES BY BOARD AND OCCUPATION AS OF THE LAST DAY OF THE QUARTER
** NEW OCCUPATION

Board	Occupation	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	CURRENT Q3 2017
Psychology	Applied Psychologist	31	31	31	29	29	30	32	32	29	31	32	33
	Clinical Psychologist	2,985	3,047	3,104	3,003	3,104	3,167	3,223	3,281	3,229	3,309	3,368	3,452
	Resident In Training	-	-	-	-	-	-	-	-	741	749	760	761
	School Psychologist	98	100	102	97	99	99	100	102	98	100	103	105
	School Psychologist-Limited	384	436	448	365	406	438	480	520	492	526	544	552
	Sex Offender Treatment Provider	395	403	408	382	390	407	418	425	405	413	420	432
Total		3,893	4,017	4,093	3,876	4,028	4,141	4,253	4,360	4,994	5,128	5,227	5,335
Social Work	Associate Social Worker	1	1	1	0	1	1	1	1	1	1	1	2
	Licensed Clinical Social Worker	5,903	5,986	6,104	5,781	5,948	6,060	6,170	6,358	6,458	6,558	6,684	6,817
	Licensed Social Worker	560	586	619	525	583	617	645	686	739	778	816	852
	Licensed Social Worker Supervision	-	-	-	-	-	-	-	-	-	-	-	7
	Registered Social Worker	17	17	17	0	12	12	12	12	12	12	12	13
	Registration of Supervision									1,690	1,795	1,827	1,868
Total		6,481	6,590	6,741	6,306	6,544	6,690	6,828	7,057	8,900	9,144	9,340	9,559

Total Current License Count



VIRGINIA BOARD OF PSYCHOLOGY

BYLAWS

ARTICLE ~~1~~: AUTHORIZATION

A. Statutory Authority

The Virginia Board of Psychology ("Board") is established and operates pursuant to Sections 54.1-2400 and 54.1-3600 et seq., of the Code of Virginia. Regulations promulgated by the Board of Psychology may be found in 18 VAC 125-20-10 et seq., "Regulations Governing the Practice of Psychology" and 18 VAC 125-30-10 et seq., "Regulations Governing the Certification of Sex Offender Treatment Providers."

B. Duties

The Virginia Board of Psychology is charged with promulgating and enforcing regulations governing the licensure and practice of clinical, applied, and school psychology and the certification and practice of sex offender treatment providers in the Commonwealth of Virginia. This includes, but is not limited to: setting fees; creating requirements for and issuing licenses or certificates; setting standards of practice; and implementing a system of disciplinary action.

C. Mission

To ensure the delivery of safe and competent patient care by licensing health professionals, enforcing standards of practice, and providing information to healthcare practitioners and the public.

ARTICLE II: THE BOARD

A. Membership

~~A1.~~ The ~~membership of the~~ Board shall consist of nine (9) members, appointed by the Governor as follows:

- ~~a.~~ Five (5) persons who are licensed as clinical psychologists;
- ~~b.~~ One (1) person licensed as a school psychologist;
- ~~c.~~ One (1) person licensed as an applied psychologist; and
- ~~d.~~ Two (2) citizen members.

2. At least one of the seven psychologist members of the Board shall be a member of the faculty at an accredited college or university in the Commonwealth and shall be actively engaged in teaching psychology.

~~B3.~~ The terms of the members of the Board shall be four (4) years.

4. Members of the Board shall not hold a voting office in any related professional association within the Commonwealth of Virginia or one that takes a policy position on the regulations of the Board. ~~of psychology and psychologists in the Commonwealth while serving on this Board~~ Members of the Board holding office in a national professional association shall abstain from voting on issues where there may be a conflict of interest present.

DB. Officers of the Board

1. The Chair~~man~~ or designee shall preserve order and conduct all proceedings according to parliamentary rules, the Virginia Freedom of Information Act, and the Administrative Process Act. Roberts Rules of Order will guide parliamentary procedure for the meetings. Except where specifically provided otherwise by the law or as otherwise ordered by the Board, the Chair~~man~~ shall appoint all committees, and shall sign as Chair~~man~~ to the certificates authorized to be signed by the Chair~~man~~.
2. The Vice-Chair~~man~~ shall act as Chair~~man~~ in the absence of the Chair~~man~~ and assume the duties of Chair in the event of an unexpired term.
3. In the absence of the Chair and Vice-Chair, the Chair shall appoint another board member to preside at the meeting and/or formal administrative hearing.
4. The Executive Director shall be the custodian of all Board records. He/she shall preserve a correct list of all applicants and licensees, shall manage the correspondence of the Board, and shall perform all such other duties as naturally pertain to this position.
5. The Chair of the Board may function as an ex-officio voting member of any committee.

C. Duties of Members

1. Each member shall participate in all matters before the Board.
2. Members shall attend all regular and special meetings of the Board unless prevented by illness or similar unavoidable cause. In the event of two (2) consecutive unexcused absences, as determined by the Chair, at any meeting of the Board or its committees, the Chair may notify the Director of the Department of Health Professions.
3. The Director of the Department of Health Professions may notify the Secretary of Health and Human Resources and Secretary of the Commonwealth.
4. The Governor may remove any Board member for cause, and the Governor shall be sole judge of the sufficiency of the cause for removal pursuant to § 2.2-108.

—ARTICLE III: ELECTION OF OFFICERS**D. Election of Officers**

1. All officers shall be elected for a term of two (2) years and may serve no more than two (2) consecutive terms.
2. The election of officers shall occur at the first scheduled Board meeting following July 1 of each odd year, and elected officers shall assume their duties at the end of the meeting.
 - a. A.—Officers shall be elected at a meeting of the Board with a quorum present. A simple majority shall prevail with the current Chairman casting a vote only to break a tie.—
 - b. The Chair shall ask for nominations from the floor by office.

- c. The election shall occur in the following order: Chair, Vice-Chair
- d. Voting shall be by voice unless otherwise decided by a vote of the members present. The results shall be recorded in the minutes.
- e. A simple majority shall prevail with the Current Chair casting a vote only to break a tie.
- f. Special elections to fill an unexpired term shall be held in the event of a vacancy of an officer at the subsequent Board meeting following the occurrence of an office being vacated.

~~ARTICLE IV: MEETINGS~~

E. Meetings

A. Frequency of Meetings.—

- 1. The full Board shall meet quarterly, unless a meeting is not required to conduct Board business.
- 2. ~~B.~~ Order of Business at Meetings
 - a. Adoption of Agenda
 - b. Period of Public Comment
 - c. Approval of Minutes of preceding regular Board meeting and any called meeting since the last regular meeting of the Board-
 - d. Reports of Officers and staff
 - e. Reports of Committees
 - f. Election of Officers (as needed)
 - g. Unfinished Business
 - h. New Business
- 3. The order of business may be changed at any meeting by a majority vote.

~~ARTICLE VIII: COMMITTEES~~

A. General.—Duties and Frequency of Meetings

- 1. Members appointed to a committee shall faithfully perform the duties assigned to the committee.
- 2. All standing committees shall meet as necessary to conduct the business of the Board.

B. Standing Committees

~~The s~~Standing committees of the Board shall consist of the following:

- Regulatory/Legislative Committee
- ~~Credentials Committee~~
- Special Conference Committee
- Discipline Review Committee
- Any other Standing Committees created by the Board.

~~C. Frequency of Meetings. All standing committees shall meet as necessary to conduct the business of the Board.~~

1. ~~D.~~ Regulatory/Legislative Committee

- a. The Chair of the Committee shall be appointed by the Chair of the Board.
- b. The Regulatory/Legislative Committee shall consist of at least ~~two~~ four (4) Board members appointed by the Chairman ~~with the Chairman of the Committee to be appointed by the Chairman~~ of the Board.
- c. The Committee shall consider all questions bearing upon State legislation and regulation governing the ~~practice of psychology~~ professions regulated by the Board.
- d. The Committee shall recommend to the Board changes in law and regulations as it may deem advisable and, at the discretion of the Board, shall take such steps as may further the desire of the Board in matters of legislation and regulation.
- e. The ~~Regulatory/Legislative Chair of the~~ Committee shall submit proposed changes in applicable law and regulations in writing to the Board prior to any scheduled meeting.

~~E. Credentials Committee~~

~~The Credentials Committee shall consist of at least two Board members appointed by the Chairman of the Board with the Chairman of the Committee to be appointed by the Chairman of the Board. The Committee shall review applicants' credentials for licensure or certification if they do not appear to meet the requirements of the Board or if there may be information indicating the Board has grounds for denial. The Committee may conduct an informal fact finding conference at the request of the applicant in accordance with § 2.2-4019 of the Code of Virginia.~~

2. Discipline Review Committee

- a. The Discipline Review Committee shall:
 - i. Consist of at least four (4) Board members;
 - ii. Review investigative reports resulting from complaints against licensees and determine if probable cause exists to proceed with a possible disciplinary action.

iii. Direct the disposition of disciplinary cases at the probable cause review stage.

b. The Committee members may review and decide any action to be taken regarding applications for supervision, licensure, or certification when the application includes information about criminal activity, practice history, medical conditions, or other issues contained in the application packet.

3. F. Special Conference Committee

a. The Special Conference Committee shall:

i. consist of two ~~(2)~~ Board members;

ii. conduct informal conferences pursuant to §§ 2.2-4019, 2.2-4021, and 54.1-2400 of the *Code of Virginia* as necessary to adjudicate cases in a timely manner in accordance with the agency standards for case resolution.

iii. Hold informal conferences at the request of the applicant or licensee to determine if Board requirements have been met.

b. ~~who shall review information regarding alleged violations of the laws and regulations relating to psychology and, in consultation with the Executive Director, determine if probable cause exists to proceed with possible disciplinary action. The Special Conference Committees shall meet as necessary to adjudicate cases in a timely manner in accordance with agency standards for case resolution. The Chairman of the Board shall also designate another board member as an alternate on this committee in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date or has a conflict of interest.~~

c. ~~Further,~~ Should the caseload increase to the level that additional special conference committees are needed, the ~~Chairman~~ of the Board may appoint additional committees.

ARTICLE ~~IV~~: GENERAL DELEGATION OF AUTHORITY

The Board delegates the following functions:

1. The Board delegates to Board staff the authority to issue and renew licenses or certificates and to approve supervision applications for which regulatory and statutory qualifications have been met. If there is basis upon which the Board could refuse to issue or renew the license or certification, or to deny the supervision application, the Executive Director may only issue a license, ~~or~~ certificate or registration grant approval upon consultation with a member of the Discipline Review Committee, or in accordance with delegated authority provided in a guidance document of the Board.
2. The Board delegates to ~~Board staff~~ the Executive Director the authority to develop and approve any and all forms used in the daily operations of Board business, to include, but not limited to, licensure,

- ~~and~~ certification, and registration applications, renewal forms, and documents used in the disciplinary process.
3. The Board delegates to the Executive Director the authority to grant an accommodation of additional testing time or other requests for accommodation to candidates for Board-required examinations pursuant to the Americans with Disabilities Act, provided the candidate provides documentation that supports such an accommodation.
 4. The Board delegates to the Executive Director authority to grant an extension for good cause of up to one (1) year for the completion of continuing education requirements upon written request from the licensee or certificate holder prior to the renewal date.
 5. The Board delegates to the Executive Director authority to grant an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the licensee or certificate holder, such as temporary disability, mandatory military service, or officially declared disasters.
 6. The Board delegates to the Executive Director the authority to reinstate a license or certificate when the reinstatement is due to the lapse of the license or certificate rather than a disciplinary action and there is no basis upon which the Board could refuse to reinstate.
 7. The Board delegates to the Executive Director the authority to sign as entered any Order or Consent Order resulting from the disciplinary process or other administrative proceeding.
 8. The Board delegates to the Executive Director, who may consult with a ~~special conference~~ Discipline Review eCommittee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
 9. The Board delegates authority to the Executive Director to close non-jurisdictional cases and fee dispute cases without a review by a Board member.
 10. The Board delegates to the Executive Director the authority to review information regarding alleged violations of law or regulations and, in consultation with a member of ~~a special conference~~ the Discipline Review eCommittee, make a determination as to whether probable cause exists to proceed with possible disciplinary action.
 11. In accordance with established Board guidance documents, the Board delegates to the Executive Director the determination of probable cause, for the purpose of offering a confidential consent agreement, a pre-hearing consent order, or for scheduling an informal conference.
 12. The Board delegates to the Executive Director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being convened.

13. The Board delegates to the Executive Director the convening of a quorum of the Board by telephone conference call, for the purpose of considering the summary suspension of a license or for the purpose of considering settlement proposals.
14. The Board delegates to the Chair the authority to represent the Board in instances where Board "consultation" or "review" may be requested where a vote of the Board is not required and a meeting is not feasible.
15. The Board delegates authority to the Executive Director to issue an Advisory Letter to the person who is the subject of a complaint pursuant to Virginia Code § 54.1-2400.2(F), when it is determined that a probable cause review indicates a disciplinary proceeding will not be instituted.
16. The Board authorizes the Executive Director to delegate tasks to the Deputy Executive Director.
17. Delegated tasks shall be summarized and reported to the Board at each regularly scheduled meeting.

ARTICLE VII: AMENDMENTS

Proposed amendments to these bylaws shall be presented in writing to all Board members, the Executive Director of the Board, and the Board's legal counsel prior to any scheduled Board meeting. Amendments to the bylaws shall become effective with a favorable vote of at least two-thirds of the members present at that regular meeting.

Revised May 7, 2013, November 5, 2013

Draft Joint Guidance Document on Assessment Titles and Signatures Draft

Commonwealth of Virginia

Boards of Psychology, Counseling, and Social Work

Conducting client evaluations or assessments pertaining to diagnosis and psychosocial or mental health functioning is within the scope of practice of several licensed mental health professionals. Although some jurisdictions have attempted to define by regulation or statute what types of assessments may be done by what specific mental health professionals, Virginia has not taken that approach. In Virginia, each profession is regulated by its own regulatory body, and each takes its own approach to training and standards of practice.

Just as different healthcare specialists may rely on similar but not identical assessment procedures, different behavioral health professionals may approach assessment practice with both shared and distinctive skills and tools. Historically, protection of the public has relied upon each profession's Board oversight to hold its own members to a customary discipline-wide standard of practice, with the additional expectation that each practitioner limit his or her domain of practice to professional areas of personal competence.

In the case of shared or overlapping services across professional licenses, however, a further public safeguard includes this joint agreement among behavioral health professions to encourage members within each licensure category to represent themselves and their work unambiguously by clearly documenting their professional alliances and qualifying licensure title. This unambiguous representation of each behavioral professional's basis for assessment work involves careful attention to specific labeling and self-presentation in the following ways:

- **Clear and Unambiguous Work Product Heading:** Because labels given to assessment work products may confuse healthcare service recipients, headings placed on an assessment product or report should clearly communicate the examiner's licensed profession.
 - Avoid the use of labels that suggest an assessment might have been conducted by a professional with a different license than the one(s) the examiner holds.
 - Suggested Work Product headings are included in the Table below.

- **Clear and Unambiguous Examiner Titles:** The title in a signature block or other relevant self-designation on a document summarizing an assessment work product should clearly convey the examiner's professional identity and field(s) of licensure.
 - Titles such as "psychological examiner" or "clinical examiner" have the potential to confuse service recipients by failing to convey the examiner's profession.
 - In contrast, such terms as "Clinical Psychologist" or "Licensed Clinical Psychologist," "School Psychologist" or "Licensed School Psychologist," "Applied Psychologist" or "Licensed Applied Psychologist," "Licensed Professional Counselor," or "Licensed Clinical Social Worker" point clearly to the licensee's legal title in Virginia and help service recipients identify the examiner's oversight Board.
 - Listing the Examiner's specific License number is optional.
 - Suggested Signature Titles are included in the Table below.

Virginia License	Suggested Report Heading	Suggested Signature Title
<p>Clinical Psychologists</p> <p>School Psychologists</p> <p>Applied Psychologists</p>	<p>“Psychological Assessment”</p> <p>“Psychological Evaluation”</p> <p>“Psychological Report”</p> <p>Note: Additional, more specific, terms may be added, depending on the focus of the report and the Psychologist’s area(s) of further post-doctoral training and competence (e.g., Forensic, Geriatric, Pediatric, Medical, Neuropsychological).</p>	<p>“Clinical Psychologist” or</p> <p>“Licensed Clinical Psychologist”</p> <p>“School Psychologist” or</p> <p>“Licensed School Psychologist”</p> <p>“Applied Psychologist” or</p> <p>“Licensed Applied Psychologist”</p> <p>Note: Board Certification or other credentials may be added underneath the Psychologist’s licensure category (e.g., “Board Certified in Neuropsychology”) and associated initials may be added after the Psychologist’s degree (e.g., John Smith, Ph.D., ABPP), especially if relevant given to the heading and focus of the document. However, terms such as “neuropsychologist,” “forensic psychologist,” and others hold no legal standing in Virginia. Therefore, reports still should carry the appropriate signature title listed above in order to indicate to the public the licensure category and associated state Board regulating this practice.</p>
<p>Licensed Professional Counselors</p>	<p>“Counseling Assessment”</p> <p>“Counseling Evaluation”</p> <p>“Counseling Report”</p>	<p>“Licensed Professional Counselor”</p>
<p>Licensed Clinical Social Workers</p>	<p>“Social Work Assessment”</p> <p>“Social Work Evaluation”</p> <p>“Social Work Report”</p>	<p>“Licensed Clinical Social Worker”</p>

Clarify conflict with required labels: When a mental health professional’s employer, work setting, or legal work context requires a particular label be used for assessment reports and the required label conflicts with the above suggestions and therefore might introduce confusion about the professional identity of the examiner, the licensed professional should clarify his or her professional identity to the client at the outset of the evaluation and make this explicit within the report and in the signature block (e.g., “Psychological Evaluation” by XXXXXXX, Clinical Psychologist [or Licensed Clinical Psychologist]).

UPDATED Following 5/16/17 Board Meeting

In offering this collective guidance to its licensees, Virginia's Behavioral Science Licensure Boards are adding no formal regulatory restrictions to the use of various professional terms, beyond the protected titles that already reside in their respective regulations. Rather, these Boards are jointly recommending best practice guidelines for regulated members of their respective professions to minimize public confusion and clearly communicate to clients which Board governs the practice of each licensed examiner. The Boards believe this guidance will best represent their members to the public and best direct service recipients to each examiner's specific standards of competence.

2018 PSYCHOLOGY BOARD MEETINGS

Meeting	Date	Room
Regulatory	02/05/2018	Board Room 4
Board	02/06/2018	Board Room 4
Regulatory	05/07/2018	Board Room 4
Board	05/08/2018	Board Room 4
Regulatory	08/13/2018	Board Room 4
Board	08/14/2018	Board Room 4
Regulatory	10/29/2018	Board Room 4
Board	10/30/2018	Board Room 4

Commonwealth of Virginia



REGULATIONS
GOVERNING THE PRACTICE OF
PSYCHOLOGY

VIRGINIA BOARD OF PSYCHOLOGY

Title of Regulations: 18 VAC 125-20-10 et seq.

**Statutory Authority: § 54.1-2400 and Chapter 36 of Title 54.1
of the *Code of Virginia***

Revised Date: March 9, 2017

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Part I. General Provisions.

18VAC125-20-10. Definitions.

The following words and terms, in addition to the words and terms defined in §54.1-3600 of the Code of Virginia, when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

"APA" means the American Psychological Association.

"APPIC" means the Association of Psychology Postdoctoral and Internship Centers.

"Board" means the Virginia Board of Psychology.

"Candidate for licensure" means a person who has satisfactorily completed the appropriate educational and experience requirements for licensure and has been deemed eligible by the board to sit for the required examinations.

"Demonstrable areas of competence" means those therapeutic and assessment methods and techniques, and populations served, for which one can document adequate graduate training, workshops, or appropriate supervised experience.

"Internship" means an ongoing, supervised and organized practical experience obtained in an integrated training program identified as a psychology internship. Other supervised experience or on-the-job training does not constitute an internship.

"NASP" means the National Association of School Psychologists.

"NCATE" means the National Council for the Accreditation of Teacher Education.

"Practicum" means the pre-internship clinical experience that is part of a graduate educational program.

"Professional psychology program" means an integrated program of doctoral study designed to train professional psychologists to deliver services in psychology.

"Regional accrediting agency" means one of the six regional accrediting agencies recognized by the United States Secretary of Education established to accredit senior institutions of higher education.

"Residency" means a post-internship, post-terminal degree, supervised experience approved by the board.

"School psychologist-limited" means a person licensed pursuant to §54.1-3606 of the Code of Virginia to provide school psychology services solely in public school divisions.

"Supervision" means the ongoing process performed by a supervisor who monitors the performance of the person supervised and provides regular, documented individual consultation, guidance and instruction with respect to the skills and competencies of the person supervised.

"Supervisor" means an individual who assumes full responsibility for the education and training activities of a person and provides the supervision required by such a person.

18VAC125-20-20. [Repealed]

18VAC125-20-30. Fees required by the board.

A. The board has established fees for the following:

	Clinical psychologists Applied psychologists School psychologists	School psychologists- limited
1. Registration of residency (per residency request)	\$50	
2. Add or change supervisor	\$25	
3. Application processing and initial licensure	\$200	\$85
4. Annual renewal of active license	\$140	\$70
5. Annual renewal of inactive license	\$70	\$35
6. Late renewal	\$50	\$25
7. Verification of license to another jurisdiction	\$25	\$25
8. Duplicate license	\$5	\$5
9. Additional or replacement wall certificate	\$15	\$15
10. Returned check	\$35	\$35
11. Reinstatement of a lapsed license	\$270	\$125
12. Reinstatement following revocation or suspension	\$500	\$500

B. Fees shall be made payable to the Treasurer of Virginia and forwarded to the board. All fees are nonrefundable.

C. Between April 30, 2016 and June 30, 2016, the following renewal fees shall be in effect:

1. For an active license as a clinical, applied or school psychologist, it shall be \$84. For an inactive license as a clinical, applied or school psychologist, it shall be \$42.
2. For an active license as a school psychologist-limited, it shall be \$42. For an inactive license as a school psychologist-limited, it shall be \$21.

Part II. Requirements for Licensure.

18VAC125-20-40. General requirements for licensure.

Individuals licensed in one licensure category who wish to practice in another licensure category shall submit an application for the additional licensure category in which the licensee seeks to practice.

18VAC125-20-41. Requirements for licensure by examination.

A. Every applicant for examination for licensure by the board shall:

1. Meet the education requirements prescribed in 18VAC125-20-54, 18VAC125-20-55, or 18VAC125-20-56 and the experience requirement prescribed in 18VAC125-20-65 as applicable for the particular license sought; and

2. Submit the following:

a. A completed application on forms provided by the board;

b. A completed residency agreement or documentation of having fulfilled the experience requirements of 18VAC125-20-65;

c. The application processing fee prescribed by the board;

d. Official transcripts documenting the graduate work completed and the degree awarded; transcripts previously submitted for registration of supervision do not have to be resubmitted unless additional coursework was subsequently obtained. Applicants who are graduates of institutions that are not regionally accredited shall submit documentation from an accrediting agency acceptable to the board that their education meets the requirements set forth in 18VAC125-20-54, 18VAC125-20-55 or 18VAC125-20-56; and

e. Verification of any other health or mental health professional license or certificate ever held in another jurisdiction.

B. In addition to fulfillment of the education and experience requirements, each applicant for licensure by examination must achieve a passing score on the Examination for Professional Practice of Psychology.

C. Every applicant shall attest to having read and agreed to comply with the current standards of practice and laws governing the practice of psychology in Virginia.

18VAC125-20-42. Prerequisites for licensure by endorsement.

Every applicant for licensure by endorsement shall submit:

1. A completed application;

2. The application processing fee prescribed by the board;

3. An attestation of having read and agreed to comply with the current Standards of Practice and laws governing the practice of psychology in Virginia;

4. Verification of all other health and mental health professional licenses or certificates ever held in any jurisdiction. In order to qualify for endorsement, the applicant shall not have surrendered a license or certificate while under investigation and shall have no unresolved action against a license or certificate;

5. A current report from the National Practitioner Data Bank; and
6. Further documentation of one of the following:
 - a. A current listing in the National Register of Health Service Psychologists;
 - b. Current diplomate status in good standing with the American Board of Professional Psychology in a category comparable to the one in which licensure is sought;
 - c. A Certificate of Professional Qualification in Psychology (CPQ) issued by the Association of State and Provincial Psychology Boards;
 - d. Ten years of active licensure in a category comparable to the one in which licensure is sought, with an appropriate degree as required in this chapter documented by an official transcript; or
 - e. If less than 10 years of active licensure, documentation of current psychologist licensure in good standing obtained by standards substantially equivalent to the education, experience and examination requirements set forth in this chapter for the category in which licensure is sought as verified by a certified copy of the original application submitted directly from the out-of-state licensing agency or a copy of the regulations in effect at the time of initial licensure and the following:
 - (1) Documentation of post-licensure active practice for at least 24 of the last sixty months immediately preceding licensure application;
 - (2) Verification of a passing score on the Examination for Professional Practice of Psychology as established in Virginia for the year of that administration; and
 - (3) Official transcripts documenting the graduate work completed and the degree awarded in the category in which licensure is sought.

18VAC125-20-43. Requirements for licensure as a school psychologist-limited.

- A. Every applicant for licensure as a school psychologist-limited shall submit to the board:
1. A copy of a current license issued by the Board of Education showing an endorsement in psychology.
 2. An official transcript showing completion of a master's degree in psychology.
 3. A completed Employment Verification Form of current employment by a school system under the Virginia Department of Education.
 4. The application fee.
- B. At the time of licensure renewal, school psychologists-limited shall be required to submit an updated Employment Verification Form if there has been a change in school district in which the licensee is currently employed.

18VAC125-20-50 to 18VAC125-20-53. [Repealed]

18VAC125-20-54. Education requirements for clinical psychologists.

A. The applicant shall hold a doctorate from a professional psychology program in a regionally accredited university, which was accredited by the APA in clinical or counseling psychology within four years after the applicant graduated from the program, or shall meet the requirements of subsection B of this section.

B. If the applicant does not hold a doctorate from an APA accredited program, the applicant shall hold a doctorate from a professional psychology program which documents that it offers education and training which prepares individuals for the practice of clinical psychology as defined in §54.1-3600 of the Code of Virginia and which meets the following criteria:

1. The program is within an institution of higher education accredited by an accrediting agency recognized by the United States Department of Education or publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing. Graduates of programs that are not within the United States or Canada must provide documentation from an acceptable credential evaluation service which provides information that allows the board to determine if the program meets the requirements set forth in this chapter.

2. The program shall be recognizable as an organized entity within the institution.

3. The program shall be an integrated, organized sequence of study with an identifiable psychology faculty and a psychologist directly responsible for the program, and shall have an identifiable body of students who are matriculated in that program for a degree. The faculty shall be accessible to students and provide them with guidance and supervision. The faculty shall provide appropriate professional role models and engage in actions that promote the student's acquisition of knowledge, skills and competencies consistent with the program's training goals.

4. The program shall encompass a minimum of three academic years of full-time graduate study or the equivalent thereof.

5. The program shall include a general core curriculum containing a minimum of three or more graduate semester hours or five or more graduate quarter hours in each of the following substantive content areas.

a. Biological bases of behavior (e.g., physiological psychology, comparative psychology, neuropsychology, sensation and perception, health psychology, pharmacology, neuroanatomy).

b. Cognitive-affective bases of behavior (e.g., learning theory, cognition, motivation, emotion).

c. Social bases of behavior (e.g., social psychology, group processes, organizational and systems theory, community and preventive psychology, multicultural issues).

d. Psychological measurement.

e. Research methodology.

f. Techniques of data analysis.

g. Professional standards and ethics.

6. The program shall include a minimum of at least three or more graduate semester credit hours or five or more graduate quarter hours in each of the following clinical psychology content areas:

a. Individual differences in behavior (e.g., personality theory, cultural difference and diversity).

b. Human development (e.g., child, adolescent, geriatric psychology).

c. Dysfunctional behavior, abnormal behavior or psychopathology.

d. Theories and methods of intellectual assessment and diagnosis.

e. Theories and methods of personality assessment and diagnosis including its practical application.

f. Effective interventions and evaluating the efficacy of interventions.

C. Applicants shall submit documentation of having successfully completed practicum experiences in assessment and diagnosis, psychotherapy, consultation and supervision. The practicum shall include a minimum of nine graduate semester hours or 15 or more graduate quarter hours or equivalent in appropriate settings to ensure a wide range of supervised training and educational experiences.

D. An applicant for a clinical license may fulfill the residency requirement of 1,500 hours, or some part thereof, as required for licensure in 18VAC125-20-65 B, in the pre-doctoral practicum supervised experience that meets the following standards:

1. The supervised professional experience shall be part of an organized sequence of training within the applicant's doctoral program, which meets the criteria specified in subsections A or B of this section.

2. The supervised experience shall include face-to-face direct client services, service-related activities, and supporting activities.

a. "Face-to-face direct client services" means treatment/intervention, assessment, and interviewing of clients.

b. "Service-related activities" means scoring, reporting or treatment note writing, and consultation related to face-to-face direct services.

c. "Supporting activities" means time spent under supervision of face-to-face direct services and service-related activities provided on-site or in the trainee's academic department, as well as didactic experiences, such as laboratories or seminars, directly related to such services or activities.

3. In order for pre-doctoral practicum hours to fulfill the all or part of the residency requirement, the following shall apply:

- a. Not less than one-quarter of the hours shall be spent in providing face-to-face direct client services;
 - b. Not less than one-half of the hours shall be in a combination of face-to-face direct service hours and hours spent in service-related activities; and
 - c. The remainder of the hours may be spent in a combination of face-to-face direct services, service-related activities, and supporting activities.
4. A minimum of one hour of individual face-to-face supervision shall be provided for every eight hours of supervised professional experience spent in direct client contact and service-related activities.
 5. Two hours of group supervision with up to five practicum students may be substituted for one hour of individual supervision. In no case shall the hours of individual supervision be less than one-half of the total hours of supervision.
 6. The hours of pre-doctoral supervised experience reported by an applicant shall be certified by the program's director of clinical training on a form provided by the board.

18VAC125-20-55. Education requirements for applied psychologists.

- A. The applicant shall hold a doctorate from a professional psychology program from a regionally accredited university which meets the following criteria:
 1. The program is within an institution of higher education accredited by an accrediting agency recognized by the United States Department of Education, or publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing. Graduates of programs that are not within the United States or Canada must provide documentation from a credential evaluation service acceptable to the board which demonstrates that the program meets the requirements set forth in this chapter.
 2. The program shall be recognizable as an organized entity within the institution.
 3. The program shall be an integrated, organized sequence of study with an identifiable psychology faculty and a psychologist directly responsible for the program, and shall have an identifiable body of students who are matriculated in that program for a degree. The faculty shall be accessible to students and provide them with guidance and supervision. The faculty shall provide appropriate professional role models and engage in actions that promote the student's acquisition of knowledge, skills and competencies consistent with the program's training goals.
 4. The program shall encompass a minimum of three academic years of full-time graduate study or the equivalent thereof.
 5. The program shall include a general core curriculum containing a minimum of three or more graduate semester hours or five or more graduate quarter hours in each of the following substantive content areas.

- a. Biological bases of behavior (e.g., physiological psychology, comparative psychology, neuropsychology, sensation and perception, health psychology, pharmacology, neuroanatomy).
- b. Cognitive-affective bases of behavior (e.g., learning theory, cognition, motivation, emotion).
- c. Social bases of behavior (e.g., social psychology, group processes, organizational and systems theory, community and preventive psychology, multicultural issues).
- d. Psychological measurement.
- e. Research methodology.
- f. Techniques of data analysis.
- g. Professional standards and ethics.

B. Demonstration of competence in applied psychology shall be met by including a minimum of at least 18 semester hours or 30 quarter hours in a concentrated program of study in an identified area of psychology, e.g., developmental, social, cognitive, motivation, applied behavioral analysis, industrial/organizational, human factors, personnel selection and evaluation, program planning and evaluation, teaching, research or consultation.

18VAC125-20-56. Education requirements for school psychologists.

A. The applicant shall hold at least a master's degree in school psychology, with a minimum of at least 60 semester credit hours or 90 quarter hours, from a college or university accredited by a regional accrediting agency, which was accredited by the APA, NCATE or NASP, or shall meet the requirements of subsection B of this section.

B. If the applicant does not hold a master's degree in school psychology from a program accredited by the APA, NCATE or NASP, the applicant shall have a master's degree from a psychology program which offers education and training to prepare individuals for the practice of school psychology as defined in §54.1-3600 of the Code of Virginia and which meets the following criteria:

1. The program is within an institution of higher education accredited by an accrediting agency recognized by the United States Department of Education, or publicly recognized by the Association of Universities and Colleges of Canada as a member in good standing. Graduates of programs that are not within the United States or Canada must provide documentation from a credential evaluation service acceptable to the board which demonstrates that the program meets the requirements set forth in this chapter.

2. The program shall be recognizable as an organized entity within the institution.

3. The program shall be an integrated, organized sequence of study with an identifiable psychology faculty and a psychologist directly responsible for the program, and shall have an identifiable body of students who are matriculated in that program for a degree. The faculty shall be accessible to students and provide them with guidance and supervision. The faculty shall provide appropriate

professional role models and engage in actions that promote the student's acquisition of knowledge, skills and competencies consistent with the program's training goals.

4. The program shall encompass a minimum of two academic years of full-time graduate study or the equivalent thereof.

5. The program shall include a general core curriculum containing a minimum of three or more graduate semester hours or five or more graduate quarter hours in each of the following substantive content areas.

a. Psychological foundations (e.g., biological bases of behavior, human learning, social and cultural bases of behavior, child and adolescent development, individual differences).

b. Educational foundations (e.g., instructional design, organization and operation of schools).

c. Interventions/problem-solving (e.g., assessment, direct interventions, both individual and group, indirect interventions).

d. Statistics and research methodologies (e.g., research and evaluation methods, statistics, measurement).

e. Professional school psychology (e.g., history and foundations of school psychology, legal and ethical issues, professional issues and standards, alternative models for the delivery of school psychological services, emergent technologies, roles and functions of the school psychologist).

6. The program shall be committed to practicum experiences which shall include:

a. Orientation to the educational process;

b. Assessment for intervention;

c. Direct intervention, including counseling and behavior management; and

d. Indirect intervention, including consultation.

18VAC125-20-60. [Repealed]

18VAC125-20-65. Supervised experience.

A. Internship requirement.

1. Candidates for clinical psychologist licensure shall have successfully completed an internship that is either accredited by APA, APPIC₂ or the Association of State and Provincial Psychology Boards/National Register of Health Service Psychologists, or one that meets equivalent standards.

2. Candidates for school psychologist licensure shall have successfully completed an internship accredited by the APA, APPIC or NASP or one that meets equivalent standards.

B. Residency requirement.

1. Candidates for clinical or school psychologist licensure shall have successfully completed a residency consisting of a minimum of 1,500 hours in a period of not less than 12 months and not to exceed three years of supervised experience in the delivery of clinical or school psychology services acceptable to the board, or the applicant may request approval to begin a residency
2. Supervised experience obtained in Virginia without prior written board approval will not be accepted toward licensure. Candidates shall not begin the residency until after completion of the required degree as set forth in 18VAC125-20-54 or 18VAC125-20-56. An individual who proposes to obtain supervised post-degree experience in Virginia shall, prior to the onset of such supervision, submit a supervisory contract along with the application package and pay the registration of supervision fee set forth in 18VAC125-20-30.
3. There shall be a minimum of two hours of individual supervision per week. Group supervision of up to five residents may be substituted for one of the two hours per week on the basis that two hours of group supervision equals one hour of individual supervision, but in no case shall the resident receive less than one hour of individual supervision per week.
4. Residents may not refer to or identify themselves as applied psychologists, clinical psychologists, or school psychologists; independently solicit clients; bill for services; or in any way represent themselves as licensed psychologists. Notwithstanding the above, this does not preclude supervisors or employing institutions for billing for the services of an appropriately identified resident. During the residency period they shall use their names, the initials of their degree, and the title, "Resident in Psychology," in the licensure category in which licensure is sought.
5. Supervision shall be provided by a psychologist licensed to practice in the licensure category in which the resident is seeking licensure.
6. The supervisor shall not provide supervision for activities beyond the supervisor's demonstrable areas of competence, nor for activities for which the applicant has not had appropriate education and training.
7. At the end of the residency training period, the supervisor or supervisors shall submit to the board a written evaluation of the applicant's performance.
8. The board may consider special requests in the event that the regulations create an undue burden in regard to geography or disability that limits the resident's access to qualified supervisors.

C. For a clinical psychologist license, a candidate may submit evidence of having met the supervised experience requirements in a pre-doctoral practicum as specified in 18VAC125-20-54 D in substitution for all or part of the 1,500 residency hours specified in this section. If the supervised experience hours completed in a practicum do not total 1,500 hours, a person may fulfill the remainder of the hours by meeting requirements specified in subsection B of this section.

D. Candidates for clinical psychologist licensure shall provide documentation that the internship and residency included appropriate emphasis and experience in the diagnosis and treatment of persons with moderate to severe mental disorders.

18VAC125-20-70. [Repealed]

Part III. Examinations.

18VAC125-20-80. General examination requirements.

A. An applicant for clinical or school psychologist licensure enrolled in an approved residency training program required in 18VAC125-20-65 who has met all requirements for licensure except completion of that program shall be eligible to take the national written examinations.

B. A candidate approved by the board to sit for an examination shall take that examination within two years of the date of the initial board approval. If the candidate has not taken the examination by the end of the two-year period here prescribed, the applicant shall reapply according to the requirements of the regulations in effect at that time.

C. The board shall establish passing scores on the examination.

18VAC125-20-90 to 18VAC125-20-110. [Repealed]

Part V. Licensure Renewal; Reinstatement.

18VAC125-20-120. Annual renewal of licensure.

Every license issued by the board shall expire each year on June 30.

1. Every licensee who intends to continue to practice shall, on or before the expiration date of the license, submit to the board a license form supplied by the board and the renewal fee prescribed in 18VAC125-20-30.

2. Licensees who wish to maintain an active license shall pay the appropriate fee and verify on the renewal form compliance with the continuing education requirements prescribed in 18VAC125-20-121. First-time licensees by examination are not required to verify continuing education on the first renewal date following initial licensure.

3. A licensee who wishes to place his license in inactive status may do so upon payment of the fee prescribed in 18VAC125-20-30. No person shall practice psychology in Virginia unless he holds a current active license. An inactive licensee may activate his license by fulfilling the reactivation requirements set forth in 18VAC125-20-130.

4. Licensees shall notify the board office in writing of any change of address of record or of the public address, if different from the address of record. Failure of a licensee to receive a renewal notice and application forms from the board shall not excuse the licensee from the renewal requirement.

18VAC125-20-121. Continuing education course requirements for renewal of an active license.

A. Licensees shall be required to have completed a minimum of 14 hours of board-approved continuing education courses each year for annual licensure renewal. A minimum of 1.5 of these hours shall be in courses that emphasize the ethics, laws, and regulations governing the profession of psychology, including the standards of practice set out in 18VAC125-20-150. A licensee who completes continuing education hours in excess of the 14 hours may carry up to seven hours of continuing education credit forward to meet the requirements for the next annual renewal cycle.

B. For the purpose of this section, "course" means an organized program of study, classroom experience or similar educational experience that is directly related to the practice of psychology and is provided by a board-approved provider that meets the criteria specified in 18VAC125-20-122.

1. At least six of the required hours shall be earned in face-to-face or real-time interactive educational experiences. Real-time interactive shall include a course in which the learner has the opportunity to interact with the presenter and participants during the time of the presentation.

2. The board may approve up to four hours per renewal cycle for specific educational experiences to include:

a. Preparation for or presentation of a continuing education program, seminar, workshop or course offered by an approved provider and directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the presentation is given, and may not be credited toward the face-to-face requirement.

b. Publication of an article or book in a recognized publication directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the writing is published, and may not be credited toward the face-to-face requirement.

3. The board may approve up to two hours per renewal cycle for membership on a state licensing board in psychology.

C. Courses must be directly related to the scope of practice in the category of licensure held. Continuing education courses for clinical psychologists shall emphasize, but not be limited to, the diagnosis, treatment and care of patients with moderate and severe mental disorders.

D. The board may grant an extension for good cause of up to one year for the completion of continuing education requirements upon written request from the licensee prior to the renewal date. Such extension shall not relieve the licensee of the continuing education requirement.

E. The board may grant an exemption for all or part of the continuing education requirements for one renewal cycle due to circumstances determined by the board to be beyond the control of the licensee.

F. Up to two of the 14 continuing education hours required for renewal may be satisfied through delivery of psychological services, without compensation, to low-income individuals receiving mental health services through a local health department or a free clinic organized in whole or primarily for the delivery of those health services as verified by the department or clinic. Three hours of volunteer service is required for one hour of continuing education credit.

18VAC125-20-122. Continuing education providers.

A. The following organizations, associations or institutions are approved by the board to provide continuing education:

1. Any psychological association recognized by the profession or providers approved by such an association.
2. Any association or organization of mental health, health or psychoeducational providers recognized by the profession or providers approved by such an association or organization.
3. Any association or organization providing courses related to forensic psychology recognized by the profession or providers approved by such an association or organization.
4. Any regionally accredited institution of higher learning. A maximum of 14 hours will be accepted for each academic course directly related to the practice of psychology.
5. Any governmental agency or facility that offers mental health, health or psychoeducational services.
6. Any licensed hospital or facility that offers mental health, health or psychoeducational services.
7. Any association or organization that has been approved as a continuing competency provider by a psychology board in another state or jurisdiction.

B. Continuing education providers approved under subsection A of this section shall:

1. Maintain documentation of the course titles and objectives and of licensee attendance and completion of courses for a period of four years.
2. Monitor attendance at classroom or similar face-to-face educational experiences.
3. Provide a certificate of completion for licensees who successfully complete a course.

18VAC125-20-123. Documenting compliance with continuing education requirements.

A. All licensees in active status are required to maintain original documentation for a period of four years.

B. After the end of each renewal period, the board may conduct a random audit of licensees to verify compliance with the requirement for that renewal period.

C. Upon request, a licensee shall provide documentation as follows:

1. Official transcripts showing credit hours earned from an accredited institution; or
2. Certificates of completion from approved providers.

D. Compliance with continuing education requirements, including the maintenance of records and the relevance of the courses to the category of licensure, is the responsibility of the licensee. The board may request additional information if such compliance is not clear from the transcripts or certificates.

E. Continuing education hours required by disciplinary order shall not be used to satisfy renewal requirements.

18VAC125-20-130. Late renewal; reinstatement; reactivation.

A. A person whose license has expired may renew it within one year after its expiration date by paying the penalty fee prescribed in 18VAC125-20-30 and the license renewal fee for the year the license was not renewed.

B. A person whose license has not been renewed for one year or more and who wishes to resume practice shall:

1. Present evidence to the board of having met all applicable continuing education requirements equal to the number of years the license has lapsed, not to exceed four years;
2. Pay the reinstatement fee as prescribed in 18VAC125-20-30; and
3. Submit verification of any professional certification or licensure obtained in any other jurisdiction subsequent to the initial application for licensure.

C. A psychologist wishing to reactivate an inactive license shall submit the renewal fee for active licensure minus any fee already paid for inactive licensure renewal, and document completion of continued competency hours equal to the number of years the license has been inactive, not to exceed four years.

18VAC125-20-140. [Repealed]

Part VI. Standards of Practice; Unprofessional Conduct; Disciplinary Actions; Reinstatement.

18VAC125-20-150. Standards of practice.

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all persons whose activities are regulated by the board. Psychologists respect the rights, dignity and worth of all people, and are mindful of individual differences.

B. Persons licensed by the board shall:

1. Provide and supervise only those services and use only those techniques for which they are qualified by training and appropriate experience. Delegate to their employees, supervisees, residents and research assistants only those responsibilities such persons can be expected to perform

competently by education, training and experience. Take ongoing steps to maintain competence in the skills they use;

2. When making public statements regarding credentials, published findings, directory listings, curriculum vitae, etc., ensure that such statements are neither fraudulent nor misleading;

3. Neither accept nor give commissions, rebates or other forms of remuneration for referral of clients for professional services. Make appropriate consultations and referrals consistent with the law and based on the interest of patients or clients;

4. Refrain from undertaking any activity in which their personal problems are likely to lead to inadequate or harmful services;

5. Avoid harming patients or clients, research participants, students and others for whom they provide professional services and minimize harm when it is foreseeable and unavoidable. Not exploit or mislead people for whom they provide professional services. Be alert to and guard against misuse of influence;

6. Avoid dual relationships with patients, clients, residents or supervisees that could impair professional judgment or compromise their well-being (to include but not limited to treatment of close friends, relatives, employees);

7. Withdraw from, adjust or clarify conflicting roles with due regard for the best interest of the affected party or parties and maximal compliance with these standards;

8. Not engage in sexual intimacies or a romantic relationship with a student, supervisee, resident, therapy patient, client, or those included in collateral therapeutic services (such as a parent, spouse, or significant other) while providing professional services. For at least five years after cessation or termination of professional services, not engage in sexual intimacies or a romantic relationship with a therapy patient, client, or those included in collateral therapeutic services. Consent to, initiation of, or participation in sexual behavior or romantic involvement with a psychologist does not change the exploitative nature of the conduct nor lift the prohibition. Since sexual or romantic relationships are potentially exploitative, psychologists shall bear the burden of demonstrating that there has been no exploitation;

9. Keep confidential their professional relationships with patients or clients and disclose client records to others only with written consent except: (i) when a patient or client is a danger to self or others, (ii) as required under §32.1-127.1:03 of the Code of Virginia, or (iii) as permitted by law for a valid purpose;

10. Make reasonable efforts to provide for continuity of care when services must be interrupted or terminated;

11. Inform clients of professional services, fees, billing arrangements and limits of confidentiality before rendering services. Inform the consumer prior to the use of collection agencies or legal measures to collect fees and provide opportunity for prompt payment. Avoid bartering goods and services. Participate in bartering only if it is not clinically contraindicated and is not exploitative;

12. Construct, maintain, administer, interpret and report testing and diagnostic services in a manner and for purposes which are appropriate;

13. Keep pertinent, confidential records for at least five years after termination of services to any consumer;

14. Design, conduct and report research in accordance with recognized standards of scientific competence and research ethics; and

15. Report to the board known or suspected violations of the laws and regulations governing the practice of psychology.

18VAC125-20-160. Grounds for disciplinary action or denial of licensure.

The board may take disciplinary action or deny a license for any of the following causes:

1. Conviction of a felony, or a misdemeanor involving moral turpitude;

2. Procuring of a license by fraud or misrepresentation;

3. Misuse of drugs or alcohol to the extent that it interferes with professional functioning;

4. Negligence in professional conduct or violation of practice standards including but not limited to this chapter;

5. Performing functions outside areas of competency;

6. Mental, emotional, or physical incompetence to practice the profession;

7. Failure to comply with the continued competency requirements set forth in this chapter; or

8. Violating or aiding and abetting another to violate any statute applicable to the practice of the profession regulated or any provision of this chapter.

18VAC125-20-170. Reinstatement following disciplinary action.

A. Any person whose license has been revoked by the board under the provisions of 18VAC125-20-160 may, three years subsequent to such board action, submit a new application to the board for reinstatement of licensure. The board in its discretion may, after a hearing, grant the reinstatement.

B. The applicant for such reinstatement, if approved, shall be licensed upon payment of the appropriate fee applicable at the time of reinstatement.

Commonwealth of Virginia



REGULATIONS
GOVERNING THE CERTIFICATION OF
SEX OFFENDER TREATMENT PROVIDERS

VIRGINIA BOARD OF PSYCHOLOGY

Title of Regulations: 18 VAC 125-30-10 et seq.

**Statutory Authority: §§ 54.1-2400 and Chapter 36 of Title 54.1
of the *Code of Virginia***

Revised Date: January 27, 2016

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Part I. General Provisions.

18VAC125-30-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Ancillary services" means training in anger management, stress management, assertiveness, social skills, substance abuse avoidance and sex education as part of an identified sex offender treatment provider program.

"Applicant" means an individual who has submitted a completed application with documentation and the appropriate fees to be examined for certification as a sex offender treatment provider.

"Assessment" means using specific techniques of evaluation and measurement to collect facts related to sexually abusive thoughts and behaviors contributing to sexual offense.

"Board" means the Virginia Board of Psychology.

"Certified sex offender treatment provider" means a person who is certified to provide treatment to sex offenders and who provides such services in accordance with the provisions of §§ 54.1-2924.1, 54.1-3005, 54.1-3505, 54.1-3609, 54.1-3610, 54.1-3611, and 54.1-3705 of the Code of Virginia and the regulations promulgated pursuant to these provisions.

"Competency area" means an area in which a person possesses knowledge and skills and the ability to apply them in the clinical setting.

"Sex offender" means (i) any person who has been adjudicated or convicted of a sex offense or has a founded child sexual abuse status by the Department of Social Services; (ii) any person for whom any court has found sufficient evidence without specific finding of guilt of committing a felony or misdemeanor which may be reasonably inferred to be sexually motivated; or (iii) any person who admits to or acknowledges behavior which would result in adjudication, conviction, or a founded child sexual abuse status.

"Sex offense" means behavior in violation of any of the following statutes in the Code of Virginia: § 18.2-48 in part (abduction of any person with intent to defile such person), § 18.2-60.3 in part (includes only those instances in which sexual motivation can be reasonably inferred), § 18.2-61, § 18.2-63, § 18.2-64.1, § 18.2-67.1, § 18.2-67.2, § 18.2-67.2:1, § 18.2-67.3, § 18.2-67.4, § 18.2-67.5, § 18.2-130 in part (includes only those instances in which sexual motivation can be reasonable inferred), subsection A of § 18.2-361 in part "If any person carnally knows in any manner any brute animal" and subsection B § 18.2-361 in its entirety, § 18.2-366, § 18.2-370, § 18.2-370.1, § 18.2-374.1 (not to include plethysmographic testing materials in the possession of qualified mental health professionals or technicians), § 18.2-387.

"Supervision" means the ongoing process performed by a supervisor who monitors the performance of the person supervised and provides regular documented individual consultation, guidance and instruction with respect to the skills and competencies of the person providing sex offender treatment services.

"Supervisor" means an individual who assumes full responsibility for the education and training activities of a person as it relates to sex offender treatment and provides the supervision required by such a person. The supervisor shall be a certified sex offender treatment provider and licensed by the Board of Medicine, Nursing, Counseling, Psychology or Social Work.

"Treatment" means therapeutic intervention to change sexually abusive thoughts and behaviors which specifically addresses the occurrence and dynamics of sexual behavior and utilizes specific strategies to promote change.

18VAC125-30-20. Fees required by the board.

A. The board has established the following fees applicable to the certification of sex offender treatment providers:

Registration of supervision	\$50
Add or change supervisor	\$25
Application processing and initial certification fee	\$90
Certification renewal	\$75
Duplicate certificate	\$5
Late renewal	\$25
Reinstatement of an expired certificate	\$125
Replacement of or additional wall certificate	\$15
Returned check	\$35
Reinstatement following revocation or suspension	\$500
One-time reduction in fee for renewal on June 30, 2016	\$45

B. Fees shall be made payable to the Treasurer of Virginia. All fees are nonrefundable.
Statutory Authority

Part II. Requirements for Certification.

18VAC125-30-30. Prerequisites to certification.

A. Every applicant for certification by the board shall:

1. Meet the educational requirements prescribed in 18VAC125-30-40;
2. Meet the experience requirements prescribed in 18VAC125-30-50;
3. Submit to the board:
 - a. A completed application form;
 - b. Documented evidence of having fulfilled the education, experience, and supervision set forth in 18VAC125-30-40 and 18VAC125-30-50; and
 - c. Reference letters from three licensed health care professionals familiar with and attesting to the applicant's skills and experience.

B. The board may certify by endorsement an individual who can document current certification as a sex offender treatment provider in good standing obtained by standards substantially equivalent to those outlined in this chapter as verified by an out-of-state certifying agency on a board-approved form.

18VAC125-30-40. Educational requirements.

An applicant for certification as a sex offender treatment provider shall:

1. Document completion of one of the following degrees:
 - a. A master's or doctoral degree in social work, psychology, counseling, or nursing from a regionally accredited university; or
 - b. The degree of Doctor of Medicine or Doctor of Osteopathic Medicine from an institution that is approved by an accrediting agency recognized by the Virginia Board of Medicine. Graduates of institutions that are not accredited by an acceptable accrediting agency shall establish the equivalency of their education to the educational requirements of the Virginia Board of Social Work, Psychology, Counseling, Nursing or Medicine.

2. Provide documentation of 50 clock hours of training acceptable to the board in the following areas, with 15 clock hours in each area identified in subdivisions 2 a and b of this section, 10 clock hours in each area identified in subdivision 2 c of this section, and five clock hours in each area identified in subdivisions 2 d and e of this section:
 - a. Sex offender assessment;
 - b. Sex offender treatment interventions;
 - c. Etiology/developmental issues of sex offense behavior;
 - d. Criminal justice and legal issues related to sexual offending; and
 - e. Program evaluation, treatment efficacy, and issues related to recidivism of sex offenders.

18VAC125-30-50. Experience requirements; supervision.

A. Registration of supervision.

1. In order to register supervision with the board, individuals shall submit:

- a. A completed supervisory contract;
- b. The registration fee prescribed in 18VAC125-30-20; and
- c. Official graduate transcript.

2. The board may waive the registration requirement for individuals who have obtained at least five years documented work experience in sex offender treatment in another jurisdiction.

B. An applicant for certification as a sex offender treatment provider shall provide documentation of having 2,000 hours of postdegree clinical experience in the delivery of clinical assessment/treatment services. At least 200 hours of this experience must be face-to-face treatment and assessment with sex offender clients.

1. The experience shall include a minimum of 100 hours of face-to-face supervision within the 2,000 hours experience with a minimum of six hours per month. A minimum of 50 hours shall be in individual face-to-face supervision. Face-to-face supervision obtained in a group setting shall include no more than six trainees in a group.

2. If the applicant has obtained the required postdegree clinical experience for a mental health license within the past 10 years, he can receive credit for those hours that were in the delivery of clinical assessment/treatment services with sex offender clients provided:

- a. The applicant can document that the hours were in the treatment and assessment with sex offender clients; and
- b. The supervisor for those hours can attest that he was licensed and qualified to render services to sex offender clients at the time of the supervision.

C. Supervised experience obtained in Virginia without prior written board approval shall not be accepted toward certification. Candidates shall not begin the experience until after completion of the required degree as set forth in 18VAC125-30-40. An individual who proposes to obtain supervised postdegree experience in Virginia shall, prior to the onset of such supervision, submit a supervisory contract along with the application package and pay the registration of supervision fee set forth in 18VAC125-30-20.

D. The supervisor.

1. The supervisor shall assume responsibility for the professional activities of the applicant.
2. The supervisor shall not provide supervision for activities for which the prospective applicant has not had appropriate education.
3. The supervisor shall hold a current and unrestricted license as a clinical nurse specialist, doctor of medicine or osteopathic medicine, professional counselor, clinical social worker, or clinical psychologist and shall provide supervision only for those sex offender treatment services which he is qualified to render.

4. At the time of formal application for certification, the board approved supervisor shall document for the board the applicant's total hours of supervision, length of work experience, competence in sex offender treatment, and needs for additional supervision or training.

18VAC125-30-60. [Repealed]

18VAC125-30-70. Supervision of unlicensed persons.

Those persons providing ancillary services as part of an identified sex offender treatment program in an exempt practice situation and not meeting the educational and experience requirements to become an applicant shall provide such services under the supervision of a certified sex offender treatment provider.

Part III. Renewal and Reinstatement.

18VAC125-30-80. Annual renewal of certificate.

- A. Every certificate issued by the board shall expire on June 30 of each year.
- B. Along with the renewal application, the certified sex offender treatment provider shall:
 - 1. Submit the renewal fee prescribed in 18VAC125-30-20; and
 - 2. Attest to having obtained six hours of continuing education in topics related to the provision of sex offender treatment within the renewal period. Continuing education shall be offered by a sponsor or provider approved by the Virginia Board of Social Work, Psychology, Counseling, Nursing, or Medicine or by the Association for the Treatment of Sexual Abusers or one of its state chapters. Hours of continuing education used to satisfy the renewal requirements for another license may be used to satisfy the six-hour requirement for sex offender treatment provider certification, provided it was related to the provision of sex offender treatment.
- C. Certificate holders shall notify the board in writing of a change of address of record or of the public address, if different from the address of record, within 60 days. Failure to receive a renewal notice and application form or forms shall not excuse the certified sex offender treatment provider from the renewal requirement.

18VAC125-30-90. Reinstatement.

- A. A person whose certificate has expired may renew it within one year after its expiration date by paying the renewal fee and the late renewal fee prescribed in 18VAC125-30-20.
- B. A person whose certificate has expired beyond one year and who wishes to resume practice shall:
 - 1. Submit a reinstatement application along with the reinstatement fee.
 - 2. Provide evidence satisfactory to the board of current ability to practice.
 - 3. Submit verification of any professional certification or licensure obtained in any other jurisdiction subsequent to the initial application for certification.

Part IV. Standards of Practice; Disciplinary Action; Reinstatement.

18VAC125-30-100. Standards of practice.

A. The protection of the public health, safety, and welfare and the best interest of the public shall be the primary guide in determining the appropriate professional conduct of all certified practitioners who provide services to sex offenders.

B. Persons certified by the board and applicants under supervision shall:

1. Practice in a manner that ensures community protection and safety.
2. Treat all sex offender clients with dignity and respect, regardless of the nature of their crimes or offenses.
3. Provide only services and use only techniques for which they are qualified by training and experience.
4. Inform sex offender clients of (i) the purposes of an interview, testing, or evaluation session; (ii) the ways in which information obtained in such sessions will be used before asking the sex offender client to reveal personal information or allowing such information to be divulged; (iii) the methods of interventions, including any experimental methods of treatment; and (iv) the risks and benefits of any treatment.
5. Inform sex offender clients of the limits of confidentiality and any circumstances which may allow an exception to the agreed upon confidentiality, including (i) as obligated under dual-client situations, especially in criminal justice or related settings; (ii) when the client is a danger to self or others; (iii) when under court order to disclose information; (iv) in cases of suspected child abuse; and (v) as otherwise required by law.
6. Not require or seek waivers of privacy or confidentiality beyond the requirements of treatment, training, or community safety.
7. Explain to juvenile sex offender clients the rights of their parents or legal guardians, or both, to obtain information relating to the sex offender client.
8. Maintain sex offender client records securely, inform all employees of the rules applicable to the appropriate level of confidentiality, and provide for the destruction of records which are no longer useful.
9. Retain sex offender client records for a minimum of five years from the date of termination of services.
10. Stay abreast of new developments, concepts, and practices which are important to providing appropriate professional services.
11. Never engage in dual relationships with sex offender clients or former clients, or current trainees that could impair professional judgment or compromise the sex offender client's or trainee's well-being, impair the trainee's judgment, or increase the risk of sex offender client or trainee exploitation. Engaging in sexual intimacies or romantic relationships with sex offender clients or former clients, or with current trainees is strictly prohibited.
12. Report to the board known or suspected violations of the laws and regulations governing the practice of sex offender treatment providers, as well as any information that a sex offender treatment provider is unable to practice with reasonable skill and safety because of illness or substance abuse or otherwise poses a danger to himself, the public, or clients.
13. Provide clients with accurate information concerning tests, reports, billing, payment responsibilities, therapeutic regime, and schedules before rendering services.
14. Maintain cooperative and collaborative relationships with corrections/probation/parole officers or any responsible agency for purposes of the effective supervision and monitoring of a sex offender client's behavior in order to assure public safety.
15. Consider the validity, reliability, and appropriateness of assessments selected for use with sex offender clients. Where questions exist about the appropriateness of utilizing a particular assessment with a sex offender client, expert guidance from a knowledgeable, certified sex offender treatment provider shall be sought.

16. Recognize the sensitivity of sexual arousal assessment testing and treatment materials, safeguard the use of such materials in compliance with § 18.2-374.1:1 of the Code of Virginia, and use them only for the purpose for which they are intended in a controlled penile plethysmographic laboratory assessment.

17. Be aware of the limitations of plethysmograph and that plethysmographic data is only meaningful within the context of a comprehensive evaluation or treatment process or both.

18. Be knowledgeable of the limitations of the polygraph and take into account its appropriateness with each individual client and special client population.

19. Comply with all laws of the Code of Virginia applicable to the practice of sex offender treatment providers.

18VAC125-30-110. Grounds for disciplinary action.

The board may revoke, suspend, restrict or refuse to issue a certificate, or reprimand or fine a practitioner in accord with the following:

1. Violation of the standards of practice.
2. Conviction of a felony or a misdemeanor involving moral turpitude.
3. Misuse of drugs or alcohol which interferes with professional functioning.
4. Mental or physical illness which interferes with professional functioning.
5. The denial, revocation, suspension, or restriction of a registration, license or certificate to practice in another state, or a United States possession or territory or the surrender of any such registration, license or certificate while an active investigation is pending.

18VAC125-30-120. Reinstatement following disciplinary action.

A. Any person whose certificate has been revoked by the board under the provisions of 18VAC125-30-110 may, three years subsequent to such board action, submit a new application to the board for certification to the board. Any person whose certificate has been denied renewal by the board under the provisions of 18VAC125-30-110 may, two years subsequent to such board action, submit a new application to the board for certification to the board.

B. The board in its discretion may, after a hearing, grant reinstatement.

C. The applicant for reinstatement, if approved, shall be certified upon payment of the appropriate fees applicable at the time of reinstatement.

Chapter 36 of Title 54.1 of the Code of Virginia

Psychology

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§ 54.1-3600. Definitions.

As used in this chapter, unless the context requires a different meaning:

"Applied psychologist" means an individual licensed to practice applied psychology.

"Board" means the Board of Psychology.

"Certified sex offender treatment provider" means a person who is certified to provide treatment to sex offenders and who provides such services in accordance with the provisions of §§ 54.1-2924.1, 54.1-3005, 54.1-3505, 54.1-3611, and 54.1-3705 and the regulations promulgated pursuant to these provisions.

"Clinical psychologist" means an individual licensed to practice clinical psychology.

"Practice of applied psychology" means application of the principles and methods of psychology to improvement of organizational function, personnel selection and evaluation, program planning and implementation, individual motivation, development and behavioral adjustment, as well as consultation on teaching and research.

"Practice of clinical psychology" includes, but is not limited to:

1. "Testing and measuring" which consists of the psychological evaluation or assessment of personal characteristics such as intelligence, abilities, interests, aptitudes, achievements, motives, personality dynamics, psychoeducational processes, neuropsychological functioning, or other psychological attributes of individuals or groups.
2. "Diagnosis and treatment of mental and emotional disorders" which consists of the appropriate diagnosis of mental disorders according to standards of the profession and the ordering or providing of treatments according to need. Treatment includes providing counseling, psychotherapy, marital/family therapy, group therapy, behavior therapy, psychoanalysis, hypnosis, biofeedback, and other psychological interventions with the objective of modification of perception, adjustment, attitudes, feelings, values, self-concept, personality or personal goals, the treatment of alcoholism and substance abuse, disorders of habit or conduct, as well as of the psychological aspects of physical illness, pain, injury or disability.
3. "Psychological consulting" which consists of interpreting or reporting on scientific theory or research in psychology, rendering expert psychological or clinical psychological opinion, evaluation, or engaging in applied psychological research, program or organizational development, administration, supervision or evaluation of psychological services.

"Practice of psychology" means the practice of applied psychology, clinical psychology or school psychology.

The "practice of school psychology" means:

1. "Testing and measuring" which consists of psychological assessment, evaluation and diagnosis relative to the assessment of intellectual ability, aptitudes, achievement, adjustment, motivation, personality or any other psychological attribute of persons as individuals or in groups that directly relates to learning or behavioral problems that impact education.

2. "Counseling" which consists of professional advisement and interpretive services with children or adults for amelioration or prevention of problems that impact education.

Counseling services relative to the practice of school psychology include but are not limited to the procedures of verbal interaction, interviewing, behavior modification, environmental manipulation and group processes.

3. "Consultation" which consists of educational or vocational consultation or direct educational services to schools, agencies, organizations or individuals. Psychological consulting as herein defined is directly related to learning problems and related adjustments.

4. Development of programs such as designing more efficient and psychologically sound classroom situations and acting as a catalyst for teacher involvement in adaptations and innovations.

"Psychologist" means a person licensed to practice school, applied or clinical psychology.

"School psychologist" means a person licensed by the Board of Psychology to practice school psychology.

(1976, c. 608, § 54-936; 1987, cc. 522, 543; 1988, c. 765; 1994, c. 778; 1996, cc. 937, 980; 2004, c. 11.)

§ 54.1-3601. Exemption from requirements of licensure.

The requirements for licensure provided for in this chapter shall not be applicable to:

1. Persons who render services that are like or similar to those falling within the scope of the classifications or categories in this chapter, so long as the recipients or beneficiaries of such services are not subject to any charge or fee, or any financial requirement, actual or implied, and the person rendering such service is not held out, by himself or otherwise, as a licensed practitioner or a provider of clinical or school psychology services.

2. The activities or services of a student pursuing a course of study in psychology in an institution accredited by an accrediting agency recognized by the Board or under the supervision of a practitioner licensed or certified under this chapter, if such activities or services constitute a part of his course of study and are adequately supervised.

3. The activities of rabbis, priests, ministers or clergymen of any religious denomination or sect when such activities are within the scope of the performance of their regular or specialized ministerial duties, and no separate charge is made or when such activities are performed, whether

with or without charge, for or under the auspices or sponsorship, individually or in conjunction with others, of an established and legally cognizable church, denomination or sect, and the person rendering service remains accountable to its established authority.

4. Persons employed as salaried employees or volunteers of the federal government, the Commonwealth, a locality, or any agency established or funded, in whole or part, by any such governmental entity or of a private, nonprofit organization or agency sponsored or funded, in whole or part, by a community-based citizen group or organization, except that any such person who renders psychological services, as defined in this chapter, shall be (i) supervised by a licensed psychologist or clinical psychologist; (ii) licensed by the Department of Education as a school psychologist; or (iii) employed by a school for students with disabilities which is certified by the Board of Education. Any person who, in addition to the above enumerated employment, engages in an independent private practice shall not be exempt from the licensure requirements.

5. Persons regularly employed by private business firms as personnel managers, deputies or assistants so long as their counseling activities relate only to employees of their employer and in respect to their employment.

6. Any psychologist holding a license or certificate in another state, the District of Columbia, or a United States territory or foreign jurisdiction consulting with licensed psychologists in this Commonwealth.

7. Any psychologist holding a license or certificate in another state, the District of Columbia, or a United States territory or foreign jurisdiction when in Virginia temporarily and such psychologist has been issued a temporary license by the Board to participate in continuing education programs or rendering psychological services without compensation to any patient of any clinic which is organized in whole or in part for the delivery of health care services without charge as provided in § 54.1-106.

8. The performance of the duties of any commissioned or contract clinical psychologist in active service in the army, navy, coast guard, marine corps, air force, or public health service of the United States while such individual is so commissioned or serving.

9. Any person performing services in the lawful conduct of his particular profession or business under state law.

10. Any person duly licensed as a psychologist in another state or the District of Columbia who testifies as a treating psychologist or who is employed as an expert for the purpose of possibly testifying as an expert witness.

(1976, c. 608, § 54-944; 1986, c. 581; 1988, c. 765; 1996, cc. 937, 980; 2000, c. 462.)

§ 54.1-3602. Administration or prescription of drugs not permitted.

This chapter shall not be construed as permitting the administration or prescribing of drugs or in any way infringing upon the practice of medicine as defined in Chapter 29 (§ 54.1-2900 et seq.) of this title.

(1976, c. 608, § 54-945; 1988, c. 765.)

§ 54.1-3603. Board of Psychology; membership.

The Board of Psychology shall regulate the practice of psychology. The membership of the Board shall be representative of the practices of psychology and shall consist of nine members as follows: five persons who are licensed as clinical psychologists, one person licensed as a school psychologist, one person licensed as an applied psychologist and two citizen members. At least one of the seven psychologist members of the Board shall be a member of the faculty at an accredited college or university in this Commonwealth actively engaged in teaching psychology. The terms of the members of the Board shall be four years.

(1976, c. 608, § 54-937; 1981, c. 447; 1982, c. 165; 1985, c. 159; 1986, cc. 464, 510; 1988, cc. 42, 765; 1996, cc. 937, 980.)

§ 54.1-3604. Nominations.

Nominations for professional members may be made from a list of at least three names for each vacancy submitted to the Governor by the Virginia Psychological Association, the Virginia Academy of Clinical Psychologists, the Virginia Applied Psychology Academy and the Virginia Academy of School Psychologists. The Governor may notify such organizations of any professional vacancy other than by expiration. In no case shall the Governor be bound to make any appointment from among the nominees.

(1986, c. 464, § 54-937.1; 1988, c. 765; 1996, cc. 937, 980.)

§ 54.1-3605. Powers and duties of the Board.

In addition to the powers granted in other provisions of this title, the Board shall have the following specific powers and duties:

1. To cooperate with and maintain a close liaison with other professional boards and the community to ensure that regulatory systems stay abreast of community and professional needs.
2. To conduct inspections to ensure that licensees conduct their practices in a competent manner and in conformance with the relevant regulations.
3. To designate specialties within the profession.
4. To issue a temporary license for such periods as the Board may prescribe to practice psychology to persons who are engaged in a residency or pursuant to subdivision 7 of § 54.1-3601.

5. To promulgate regulations for the voluntary certification of licensees as sex offender treatment providers.

6. To administer the mandatory certification of sex offender treatment providers for those professionals who are otherwise exempt from licensure under subdivision 4 of §§ 54.1-3501, 54.1-3601 or § 54.1-3701 and to promulgate regulations governing such mandatory certification. The regulations shall include provisions for fees for application processing, certification qualifications, certification issuance and renewal and disciplinary action.

7. To promulgate regulations establishing the requirements for licensure of clinical psychologists that shall include appropriate emphasis in the diagnosis and treatment of persons with moderate and severe mental disorders.

(1976, c. 608, §§ 54-929, 54-931; 1983, c. 115; 1986, cc. 64, 100, 464; 1988, c. 765; 1993, c. 767; 1994, c. 778; 1996, cc. 937, 980; 1997, c. 556; 1999, c. 630; 2001, cc. 186, 198; 2004, c. 11.)

§ 54.1-3606. License required.

A. In order to engage in the practice of applied psychology, school psychology, or clinical psychology, it shall be necessary to hold a license.

B. Notwithstanding the provisions of subdivision 4 of § 54.1-3601 or any Board regulation, the Board of Psychology shall license, as school psychologists-limited, persons licensed by the Board of Education with an endorsement in psychology and a master's degree in psychology. The Board of Psychology shall issue licenses to such persons without examination, upon review of credentials and payment of an application fee in accordance with regulations of the Board for school psychologists-limited.

Persons holding such licenses as school psychologists-limited shall practice solely in public school divisions; holding a license as a school psychologist-limited pursuant to this subsection shall not authorize such persons to practice outside the school setting or in any setting other than the public schools of the Commonwealth, unless such individuals are licensed by the Board of Psychology to offer to the public the services defined in § 54.1-3600.

The Board shall issue persons, holding licenses from the Board of Education with an endorsement in psychology and a license as a school psychologist-limited from the Board of Psychology, a license which notes the limitations on practice set forth in this section.

Persons who hold licenses as psychologists issued by the Board of Psychology without these limitations shall be exempt from the requirements of this section.

(1979, c. 408, § 54-939.1; 1988, c. 765; 1996, cc. 937, 980; 1999, cc. 967, 1005.)

§ 54.1-3606.1. Continuing education.

A. The Board shall promulgate regulations governing continuing education requirements for psychologists licensed by the Board. Such regulations shall require the completion of the equivalent of 14 hours annually in Board-approved continuing education courses for any license renewal or reinstatement after the effective date.

B. The Board shall include in its regulations governing continuing education requirements for licensees a provision allowing a licensee who completes continuing education hours in excess of the hours required by subsection A to carry up to seven hours of continuing education credit forward to meet the requirements of subsection A for the next annual renewal cycle.

C. The Board shall approve criteria for continuing education courses that are directly related to the respective license and scope of practice of school psychology, applied psychology and clinical psychology. Approved continuing education courses for clinical psychologists shall emphasize, but not be limited to, the diagnosis, treatment and care of patients with moderate and severe mental disorders. Any licensed hospital, accredited institution of higher education, or national, state or local health, medical, psychological or mental health association or organization may submit applications to the Board for approval as a provider of continuing education courses satisfying the requirements of the Board's regulations. Approved course providers may be required to register continuing education courses with the Board pursuant to Board regulations. Only courses meeting criteria approved by the Board and offered by a Board-approved provider of continuing education courses may be designated by the Board as qualifying for continuing education course credit.

D. All course providers shall furnish written certification to licensed psychologists attending and completing respective courses, indicating the satisfactory completion of an approved continuing education course. Each course provider shall retain records of all persons attending and those persons satisfactorily completing such continuing education courses for a period of four years following each course. Applicants for renewal or reinstatement of licenses issued pursuant to this article shall retain for a period of four years the written certification issued by any course provider. The Board may require course providers or licensees to submit copies of such records or certification, as it deems necessary to ensure compliance with continuing education requirements.

E. The Board shall have the authority to grant exemptions or waivers or to reduce the number of continuing education hours required in cases of certified illness or undue hardship.
2000, c. [83](#); 2015, c. [359](#).

§ 54.1-3607. .

Repealed by Acts 1996, cc. 937 and 980.

§ 54.1-3608. .

Repealed by Acts 2001, cc. 186 and 198.

§§ 54.1-3609. , 54.1-3610.

Repealed by Acts 2004, c. 11.

§ 54.1-3611. Restriction of practice; use of titles.

No person, including licensees of the Boards of Counseling; Medicine; Nursing; Psychology; or Social Work, shall claim to be a certified sex offender treatment provider unless he has been so certified. No person who is exempt from licensure under subdivision 4 of §§ 54.1-3501, 54.1-3601 or § 54.1-3701 shall hold himself out as a provider of sex offender treatment services unless he is certified as a sex offender treatment provider by the Board of Psychology.

(1994, c. 778; 1999, c. 630; 2000, c. 473.)

§ 54.1-3612. .

Repealed by Acts 1997, c. 698.

§ 54.1-3613. .

Repealed by Acts 2004, cc. 40 and 68.

§ 54.1-3614. Delegation to unlicensed persons.

Any licensed psychologist may delegate to unlicensed personnel supervised by him such activities or functions as are nondiscretionary and do not require the exercise of professional judgment for their performance and which are usually or customarily delegated to such persons by psychologists, if such activities or functions are authorized by and performed for such psychologist and responsibility for such activities or functions is assumed by such psychologist.

(1996, cc. 937, 980.)

§ 54.1-3615. .

Repealed by Acts 2004, c. 64.

§ 54.1-3616. Use of title "Doctor."

No person regulated under this chapter shall use the title "Doctor" or the abbreviation "Dr." in writing or in advertising in connection with his practice unless he simultaneously uses a clarifying title, initials, abbreviation or designation or language that identifies the type of practice for which he is licensed.

(1996, cc. 937, 980.)