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INFORMATION FOR PSYCHOLOGICAL TECHNICIAN APPLICANTS

Revised October, 2026

Application procedures, application fees, examination procedures, and general Board procedures are described below. ***Please read carefully.***

I. REQUIREMENTS FOR LICENSURE

Ala. Code, 1975 §34-26-1 et seq. specifies the following requirements for licensure:

A. Good moral character.
B. At least nineteen (19) years of age.
C. A master's degree in psychology from a regionally accredited institution or has completed the equivalent of a master's degree from an American Psychological Association (APA) accredited doctoral program in psychology, as determined by the Board. Educational requirements are provided in *Ala.* Code, 1975 Section 34-26-65.
D. Competency as a psychological technician, as shown by passing such examinations, written or oral, or both, as the Board deems necessary.
E. Is not engaged in unethical practice as defined in the Ethical Principles of Psychologists and Code of Conduct of the APA.
F. Has not within the preceding six (6) months failed an examination given by the Board.

Ala. Code, 1975 §31-13-7 specifies the following regarding professional licensure in Alabama:
An individual applicant seeking the State or local public benefit of professional licensure must verify that he or she is a United States (US) citizen, or that he or she is legally present in the US with appropriate documentation from the federal government.

The Board will use the Systematic Alien Verification for Entitlement (SAVE) Operations (a division of the Department of Homeland Securities' U.S. Citizenship and Immigration Services Department) for the purpose of verifying the citizenship and immigration status information for all individuals - non-citizen applicants and naturalized or derived US citizen applicants (applicant) - applying for professional psychology licenses (benefit). So that the Board may establish the identity of an applicant, each applicant must present to the Board his or her citizenship, immigration, or naturalization documentation containing the information required by the SAVE Program.

The following documents may be presented:

- Alabama Driver's License or Identification issued by Department of Public Safety
- Driver's License issued from other State that required proof of lawful presence
- Birth Certificate indicating US birth
- Valid US Passport
- Military Identification showing US as place of birth
- Naturalization documents
- Certificate of citizenship
- Consular report of birth abroad of US citizen
- Bureau of Indian Affairs identification

- American Indian Card issued by Homeland Security
- Final adoption decree showing person's name and place of US birth
- A valid Uniformed Services Privileges and Identification Card
- Extract from a United States hospital record of birth created at the time of the person's birth indicating the pace of birth in the US
- Certification of birth issued by the US Department of State

The documentation presented by the applicant will be examined to determine whether the document(s) reasonably appear(s) to be genuine and to relate to the individual. Documents may be photocopied for official purposes. ***Please note:*** Some documents, such as a Nationalization Certificate, contain language stating that it is unlawful to make copies of the document without lawful authority. The Board has the lawful authority to make photocopies of documents for purposes of verification of immigration status through SAVE.

Ala. Code, 1975 §34-26-43.1 specifies the following regarding professional licensure in Alabama:
Applicants for licensure shall submit to a criminal history background check (CHRI) through the Alabama State Law Enforcement Agency (ALEA) and the Federal Bureau of Investigation (FBI) using forms provided to the applicant by the Board. Applicants are responsible for having fingerprints made and for submitting to the Board two (2) completed fingerprint cards, an executed criminal history information release, and a fee.

Applicants shall provide the following to the Board Office for submission to ALEA:

1. **Two (2) completed fingerprint cards**;
2. **A Cashier's Check or Money Order in the amount of forty dollars ($40.00) made payable to the Alabama State Law Enforcement Agency, or "ALEA".** This amount is sufficient to cover the actual cost of the background check. The fee for an Alabama background check is twenty-five dollars ($25.00) and the fee for a Federal background check is fifteen dollars ($15.00) - for a combined cost of forty dollars ($40.00) made payable to ALEA, not the Board.

ALEA is responsible for forwarding fingerprint cards to the FBI for a national criminal history record check. ALEA performs the Alabama criminal history record check. Information received by the Board pursuant to criminal history background checks shall be confidential and shall not be a public record, except when information received by and relied upon by the Board is used in denying the issuance of a certificate of qualification. If licensure is denied pursuant to the results of the background check, such information may be disclosed as may be necessary to support the denial.

II. REQUIREMENTS FOR APPLICATION

A. **GENERAL REQUIREMENTS.** Applicants are required to submit the following items to the Board:

1. A completed and notarized licensure application form.
2. A personal check, or Cashier's Check, or Money Order made payable to the Alabama Board of Examiners in Psychology in the amount of **Two Hundred and Sixty Dollars ($260.00)** as a fee for processing the application.
3. A recent passport-quality photograph.
4. Official transcripts from the applicant's entire education and training (beginning with Bachelor's degree). Official transcripts must be sent directly to the Board from the

Registrars of the respective institutions. Isolated courses not contributing substantially to degrees need not be included.

5. Appropriate references. The application requires four (4) positive references. One (1) must be from the applicant's graduate program, and one (1) must be from a licensed or certified psychologist or licensed psychological technician who was licensed or certified at the time of their interaction with the applicant. One (1) must be from the applicant's practicum supervisor. Reference providers should have sufficient familiarity with the applicant's education, ability, and professional conduct to make the required assessment. The Board reserves the right to ask for additional references or to seek information from sources other than those supplied. When it is impossible to obtain a required reference, the Board may consider alternatives on a case-by-case basis. Current members of the Board are ineligible to act as references for applicants.
6. Applicants are required to have the Degree Validation Form (enclosed) completed by the Registrar, or graduate school director, or other approved official of the institution that granted the doctoral degree. The completed form should be sent directly to the Board from the institution.
7. Applicants are required to have the Master's Program Documentation Form (enclosed) completed by the Department Chair, Director, or their agent, of the institution that granted your master's degree. The completed form should be sent directly to the Board from the institution.
8. Applicants that currently hold or have, in the past, held a license to practice psychology at the master's level in another state/jurisdiction should send the Verification of Licensure Form (enclosed) to each licensing jurisdiction. Please note that a fee may be required by the jurisdiction(s) for completion of this form. The completed form should be sent directly to the Board from the other jurisdiction.

B. **PREVIOUS LICENSURE.** If an applicant is licensed in another state/jurisdiction, indicate such on the first page of the application form. Alabama law provides that all applicants must meet Alabama's standards for licensure. These standards include the educational, ethical/moral, and competency requirements noted on the first page of this brochure. If an applicant's EPPP score falls below the cut-off score required in Alabama, the applicant will be required to take the EPPP again. All admitted candidates are required to also take the PSE, described in item IV, A. below.

Applicants who currently hold or have, in the past, held a license to practice psychology at the master's level in another state/jurisdiction should send the Verification of Licensure Form (enclosed) to each licensing jurisdiction. Please note that a fee may be required by the jurisdiction(s) for completion of this form. The completed form should be forwarded directly to the Board Office from the jurisdiction that granted the license.

C. **LAPSED APPLICATION.** If for any reason an application remains incomplete for a period of one (1) year from the date of receipt, re-application is required. Re-application includes completion of a new application form, new and updated references, a new application fee, completed fingerprint cards, release forms, and the fee for processing a criminal history background check.

III. EVALUATION OF APPLICATIONS

A. **APPLICATION DEADLINE.** The cut-off dates for completion of application files will be the first day of odd-numbered months. In order for the application to be considered complete, the applicant's file must contain **all** required documentation (i.e. transcripts, degree validation form, completed reference forms, etc.). The Board **will not** review the application file until it is complete.

B. **REVIEW OF COMPLETED APPLICATIONS.** The Board reviews and evaluates completed applications at its regular meetings, which are generally scheduled on the second Friday of odd-numbered months. Applications will be reviewed under the Law and rules & regulations in effect the date the application is received. An applicant's credentials will be reviewed at the next regular meeting of the Board following completion of the application file, i.e., all transcripts and reference forms and any other pertinent information received. Following the Board's review and evaluation of the completed application, the applicant will be notified of the Board's decision by letter.

C. **APA/aPA MEMBERSHIP.** Membership in the APA or in the Alabama Psychological Association (aPA) is not a determinant or qualification for licensure. However, adherence to the APA Ethical Principles of Psychologists and Code of Conduct is required of applicants and licensees.

D. **CAUTION.** Since licensure is required in order to practice in Alabama, applicants are encouraged to apply well in advance of employment or professional placement. **Temporary licensure for practice is <u>NOT</u> granted by the Board, and there is no provision for practicing as a psychological technician prior to licensure.** Individuals, in anticipation of licensure, occasionally present themselves as being Psychological Technicians (e.g. placing this title on an office door or stationery, or advertising in the Yellow Pages under "Psychologists"). Since practice or such promotion prior to licensure is a violation of the licensing act and professional ethics, and constitutes a Class B misdemeanor, the Board will consider appropriate legal action and will suspend review of an application pending resolution of the violation. There is an exemption for persons who are employed by state agencies.

IV. EXAMINATION

A. **FORM AND FEES.** The Board utilizes the Examination for Professional Practice in Psychology (EPPP) to certify competency. This test is designed and approved by the Association of State and Provincial Psychology Boards (ASPPB); it is distributed and scored by Pearson VUE. The cost of the examination is determined by and is payable to ASPPB (See VII. FEE SCHEDULE, below). This fee is independent and in addition to the Board's application fee; **it should not be sent with the application for licensure.** Payment of an additional test administration fee must be made at the time you, the candidate, schedule your examination with the Pearson Professional Centers.

All candidates are also required to pass the Professional Standards Examination (PSE), which is a multiple-choice exam covering material from the Alabama License Law and the APA's Ethical Principles of Psychologists and Code of Conduct (2002 Edition, as amended February

20, 2010). After being admitted to the PSE by the Board, candidates may contact the Board Office to schedule an appointment to sit for the PSE in Montgomery, Alabama. The Board Office offers the PSE between the hours of 8:30 a.m. & 10:30 a.m., Monday through Friday. The PSE fee is fifty dollars ($50.00). **Please do not send this fee with your application for licensure; it is due and payable when you sit for the exam at the Board Office.** The APA Ethical Principles of Psychologists and Code of Ethics may be obtained free of charge from the APA. A copy of the Alabama Law is enclosed.

B. **CRITERION FOR PASSING.** After the assembled Board reviews a candidate's examination score(s), the Executive Director notifies the candidate of the Board's decision concerning licensure. Criterion for successful completion of the EPPP is determined by the Board as a score of 400. Criterion for successful passage of the PSE is 80% of the items correct.

C. **TIME ALLOWED FOR TEST.** Candidates are allowed four (4) hours and fifteen (15) minutes to complete the EPPP. The examination contains two-hundred and twenty-five (225) items/questions. There are forty-two (42) multiple choice questions on the PSE, which is not timed and generally takes less than an hour to complete.

D. **EPPP SCORE TRANSFER SERVICE.** As a component of the ASPPB's mobility objectives, the EPPP Score Transfer Service has been established. Although the Board does not insist upon the use of the service, candidates are strongly urged to register their examination scores with the EPPP Score Transfer Service in order to facilitate accurate and prompt reporting of scores between states/jurisdictions.

V. RE-EXAMINATION

Any applicant who fails the EPPP and/or the PSE has the option of taking the exam for a second time after waiting a mandatory six (6) months from the date of the first attempt. If re-examination is successfully completed within one (1) year after the mandatory six (6) month waiting period, no new licensure application or licensure application fee is required. However, a second test administration fee for the EPPP and/or a second PSE examination fee is required. A candidate taking either examination for the second time will receive a different form of the exam. A candidate may sit twice for an exam under a current application. If the second attempt is unsuccessful, a new application for licensure must be submitted to the Board once again.

VI. GENERAL INFORMATION

A. **LICENSE RENEWAL.** Once granted, a license is current through the end of the current fiscal year. Annual renewal is required of all licensees. The Board sends Renewal Notices to licensees on August 15 each year, and requires payment of renewal fees by October 15 each year. Failure to comply with all requirements for renewal by October 15th each year shall result in a lapsed license which prohibits the licensee from continuing to practice unless working in an exempt setting.

B. **CONTINUING EDUCATION.** Licensed psychological technicians are required to complete ten (10) hours of continuing education per year in general compliance with Category I of the APA. Psychological technicians must demonstrate compliance with the continuing education requirements at the time of application for license renewal and must

pay a fifty dollar ($50.00) continuing education fee. Specific continuing education requirements, which may be pro-rated as necessary, will be provided to each new licensee upon initial licensure.

C. **FURTHER INFORMATION ABOUT BOARD PROCEDURES.** Any individual wishing to obtain information about the policies and procedures of the Board not herein described may inquire in writing.

VII. FEE SCHEDULE

Application Fee	
Psychologists	$400.00
Psychological Technicians	$260.00
EPPP Fee (Refer to IV. A. Form and Fees)	$600.00
Professional Standards Examination (Refer to IV. A. Form and Fees)	$50.00
License Renewal	
Psychologists	$230.00
Psychological Technicians	$150.00
Late Penalty Fee *(Accumulative each month or fraction thereof that the payment is late)*	$20.00
Inactive Status Fee	
Psychologists	$50.00
Psychological Technicians	$35.00
Continuing Education Fee	$50.00
Bad Check Charge *(Dishonor of a negotiable instrument)*	$30.00

VIII. AVAILABLE INFORMATION

Current Roster of Licensed Psychologists *(Available as a printed copy or via electronic means)*	$25.00
Current Roster of Licensed Psychological Technicians *(Available as a printed copy or via electronic means)*	$25.00
Replacement Certificate	$50.00
Replacement Renewal Card	$25.00
Rules and Regulations *(Printed copy only)*	$10.00

ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY
ADMINISTRATIVE CODE

CHAPTER 750-X-2
THE APPLICATION PROCESS FOR PSYCHOLOGICAL TECHNICIANS

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750-X-2A-.01 Candidates For Licensure.

A candidate for licensure as a psychological technician shall furnish the board with satisfactory evidence of all of the following:

a. He or she is of good moral character.

b. He or she is at least 19 years of age.

c. He or she has a master's degree in psychology from a regionally accredited institution of higher learning, or has completed the equivalent of a master's degree from an American Psychological Association accredited doctoral program in psychology, as determined by the board. Educational requirements are provided in Section 750-X-2A-.04.

d. Is competent as a psychological technician, as shown by passing examinations, written or oral, or both, as prescribed by the board.

e. Is not engaged in unethical practice as defined in the most recent version of the Code of Ethics of the American Psychological Association.

f. Has not within the preceding six months failed an examination given by the board.

Author: Alabama Board of Examiners in Psychology
Statutory Authority: *Ala. Code, 1975*, § 34-26-1, *et seq.*; § 34-26-41
History: New rule
Filed: November 25, 1997. **Amended:** Filed May 14, 1998.

750-X-2A-.02 Application Deadlines.

Upon request, all persons intending to apply for licensure will be supplied with a licensure application form, a copy of the Alabama law, and an "Information for Applicants" brochure. The application process must be completed by the first day of odd numbered months to be reviewed at the Board's next regularly scheduled meeting.
Author: Alabama Board of Examiners in Psychology
Statutory Authority: *Ala. Code, 1975*, § 34-26-1, *et seq.*
History: New rule.
Filed: November 25, 1977. **Amended:** November 15, 2000, July 11, 2016 (effective August 25, 2016 pursuant to Act 2016-416).

750-X-2A-.03 Application Form.

Applications will be reviewed under the laws and rules and regulations in effect the date the application is received. All applications shall be submitted on a form prescribed and provided by the Board of Examiners in Psychology and accompanied by such evidence, statements, and documents as are therein required. The licensure application form must be filled out legibly and in detail, giving requested information and dates. It shall include a complete list of job positions in chronological sequence. A certified copy of each transcript shall be sent by the registrars of each institution directly to the Board. The applicant shall have the registrar, the graduate school dean, or other approved official of the degree granting institution to certify (1) the degree granting school or college, (2) the exact name of the department which granted the degree, and (3) the exact title of the degree. The entire licensure application form shall be notarized. The Board must be informed if a previous application for licensure has been submitted in this state. Four references are required (see Rule 750-X-2A-.05 below). The licensure application fee must accompany the application form and is non-refundable.

All applicants for licensure shall submit to a criminal history background check by providing fingerprints and executing a criminal history information release using forms provided to the applicant by the Board. The applicant is responsible for having his or her fingerprints made. The applicant shall provide his or her completed fingerprint cards, along with a Cashier's Check or Money Order made payable to the Alabama State Law Enforcement Agency (ALEA) in the amount sufficient to cover the actual cost of the background check, to the Board office to be submitted to the ALEA. ALEA is responsible for forwarding the fingerprints to the Federal Bureau of Investigation for a national criminal history record check. Information received by the Board pursuant to a criminal history background check shall be confidential and shall not be a public record, except that such information received by and relied upon by the Board in denying the issuance of a certificate of qualification may be disclosed as may be necessary to support the denial.
Author: Alabama Board of Examiners in Psychology
Statutory Authority: *Ala. Code, 1975*, § 34-26-1, *et seq.*, §34-26-43.1
History: New rule.
Filed: November 25, 1997. **Amended:** Filed November 15, 2000, November 27, 2013, March 21, 2014, July 11, 2016 (effective August 25, 2016 pursuant to Act 2016-416).

750-X-2A-.04 Psychological Technician Training Requirements.

(1) All applicants for licensure as a Psychological Technician shall have a master's degree in psychology from a regionally accredited institution of higher education. The degree program of the applicant shall be publically identified and clearly labeled as a psychology program. In lieu of a master's degree, an applicant must have completed the equivalent of a master's degree from an American Psychological Association accredited doctoral program in psychology, as determined by the board.

(2) Included in the course credit, a minimum of nine (9) of the graduate semester hours must be in the basic substantive areas of psychology and at least three (3) substantive areas must be represented. The basic substantive areas of psychology include, but may not be restricted to, ethics, experimental, developmental, individual differences, psychological testing and measurements, social, cultural/ethnic, sex roles, statistics, history and systems, research and experimental design, personality theory, learning, physiological, abnormal, comparative, motivation, emotion, sensation and perception, learning, thinking and organizational.

(3) Candidates must have successfully completed a minimum of a 3 semester hour graduate course in psychological assessment and a minimum of a 3 semester hour graduate course in intervention techniques.

(4) In cases in which the successfully completed formal master's degree program does not meet the curriculum requirements to allow licensure as a Psychological Technician, the Board may, at its discretion, accept additional course work subsequently completed in a qualifying graduate training program and/or professional experience.

(5) The degree programs of the applicant shall meet all of the following requirements:

(a) The program shall be publically identified and clearly labeled as a psychology program.

(b) The program shall maintain clear authority and primary responsibility for the core and concentration areas whether or not the program crosses administrative lines.

(c) The program shall have an identifiable body of students in residence at the institution who are matriculated in the program for degree purposes.

(d) The program shall have an identifiable full-time psychology faculty in residence at the institution, sufficient in size and breadth to carry out the responsibilities of the program, and employed by and providing instruction at the main campus of the institution.

(e) There shall be a psychologist responsible for the program as the administrative head of the program, the advisor, a major professor, or the committee chair.

(f) The program shall be an integrated, organized sequence of study in psychology as demonstrated by an identifiable curriculum track or tracks wherein course sequence are outlined.

(g) The program shall encompass the equivalent of a minimum of two academic years, at least one of which shall be one academic year of full-time graduate study in student residence at the institution from which the degree is granted. Residence requires interaction with psychology faculty and other matriculated psychology students. A one year residency shall consist of 30 semester hours or 45 quarter hours taken on a full-time or part-time basis at the institution.

(h) The program shall include practical or other field experience appropriate to the area of specialty and practice as a psychological technician. This experience shall satisfy all of the following criteria:

1) The experience shall be a planned or directed program of training in psychology, in contrast to on-the-job training, and shall have provided the trainee with a planned and directed sequence of training integrated with the educational program in which the trainee is enrolled. The training shall be planned by the faculty of the program rather than by the trainee.

2) The training site shall have a clearly designated and licensed psychologist who is responsible for the integrity and quality of the training program.

3) The training shall last a minimum of six months and consist of at least 500 hours of supervised training. At least 50 percent of the training shall be spent in direct contact with patients or clients.

4) The training program shall have a written program description detailing the functioning of the program and shall be approved by the psychology program of the trainee before training occurs.

5) The training site staff shall provide a minimum of one hour per five hours of client contact of face-to-face, primarily individual, regularly scheduled supervision, overseeing the training experience.

6) Supervision may be provided in part by psychiatrists, social workers, or other related professionals qualified by the training site. At least 60 percent of the supervision shall be provided by a licensed psychologist.

7) A person enrolled in a training program shall be designated as a practicum student, or any other designation which clearly indicates training status.

(i) 1) The program shall include a minimum of 45 semester hours or 68 quarter hours of graduate study in standard psychology courses, including courses drawn from academic psychology, such as social, experimental, physiological, developmental, history and systems, and statistics and research design.

(a) Of the required semester or quarter hours, not more than six semester or nine quarter hours shall be credited for practicum and not more than six semester or nine quarter hours shall be credited to thesis.

(b) No credit shall be allowed for audited courses or courses taken at an institution which is not regionally accredited institution of higher education.

2) An applicant whose credentials have been approved by the board for examination at the licensed psychologist level may be issued a licensed as a psychological technician if the applicant fails an examination at the licensed psychologist level but passes the examination at the licensed psychological technician level. To receive this licensed, the applicant shall file all required application materials with the board for licensure at the psychological technician level.

Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, § 34-26-1, et seq.; § 34-26-41
History: New Rule
Filed: November 25, 1997. **Amended:** Filed May 14, 1998, July 17, 1998, November 18, 1998, July 11, 2016 (effective August 25, 2016 pursuant to Act 2016-416).

750-X-2A-.05 References.

In evaluating additional qualifications, the Board shall take into consideration the applicant's training, supervision, ethical conduct and professional competence. Four positive references are required. One must be from the applicant's graduate program and one must be from a licensed psychologist or psychological technician. After September 1, 2000 one must be from the applicant's practicum supervisor. When it is impossible to obtain a required reference the Board may consider an alternative reference on a case-by-case basis.
Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, § 34-26-1, et seq.
History: New rule
Filed: November 25, 1997. **Amended:** Filed November 18, 1998,

750-X-2A-.06 Limits Of Practice.

A person practices as a "psychological technician" within the meaning of this chapter when he or she holds himself or herself out to be a psychological technician. A psychological technician may not use the title "psychologist" or hold himself or herself out to the public or knowingly allow himself or herself to be held out to the public as a psychologist.

(1) A psychological technician with adequate training my directly provide any of the following services without supervision:

(a) Administering and interpreting tests: A psychological technician may administer and interpret tests of intelligence, achievement, aptitudes, and interests, and testing for educational or vocational selection, guidance, or placement.

(b) Interviewing and screening: A psychological technician may conduct initial screening interviews which may lead to referrals for more extensive evaluation or treatment. A psychological technician may also administer adjective checklists, behavior rating scales, and other rating devices which may be completed by a variety of professional and non-professional observers.

(c) Psychoeducational interventions: Psychological technicians may provide didactic psychoeducational service to individuals or groups. The purpose of such groups is to disseminate information and educate clients.

(2) A psychological technician who meets the education and training requirements of this chapter shall not provide any of the following services except under the qualified supervision of a licensed psychologist:

(a) Personality appraisal. Personality appraisal as performed by the psychological technician is defined as any objective assessment or evaluative technique that leads to conclusions, inferences, and hypotheses regarding personality functioning. Included are all statements relative to personality functioning. Included are all statements relative to personality attributes, features,

traits, structure, dynamics, and pathology or assets. These activities shall allow for the process of deciding the nature of the psychological disorder or condition.

(b) Clinical intervention. Includes the use of the principles, methods, and procedures of the science and profession of psychology for the treatment of individuals, groups, and families, and behavior management and behavior modification procedures with clinical populations.

(c) Consultation services. Services provided to other agencies by psychological technicians acting in the role of consultants are subject to the same rules for supervision as services provided directly by the psychological technician in her or her place of employment.

(d) Assistance with forensic assessments and neuropsychological evaluations. A psychological technician may assist a trained neuropsychologist in the administration of neuropsychological procedures or a qualified psychologist in forensic assessment. Independent forensic assessments and neuropsychological evaluations are outside of the scope of practice for psychological technicians.

Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, § 34-26-1, et seq.; § 34-26-22
History: New Rule
Filed: Filed November 25, 1997. **Amended:** Filed May 14, 1998.

750-X-2A-.07 Supervision Requirements.

(1) The scope of mandated supervision shall depend upon the specific areas of practice, experience, and training of the supervisee. Mandated supervision shall assure that an appropriate professional standard is being applied to the solution of the problem of client, and that the laws that govern the practice of psychology and the ethics that guide the practice are understood and followed. The scope mandated supervision may include enhancement and refinement of previously learned skills, but shall not include introductory training of a supervisee in additional skills, methods, or interventions. Supervision shall include consideration of all of the following areas:

(a) Ethical, legal, and professional standards.

(b) Technical skills and competency.

(c) The utilization of supervision by a supervisee.

(d) The ability of a supervisee to function independently or with reduced supervision.

(2) Specific supervision shall not be required for each person evaluated or treated, or for every treatment, evaluation technique, or professional activity undertaken. Supervisors shall be required to co-sign reports and other appropriate documents.

(3) A licensed psychologist shall be recognized by the board as an appropriate supervisor for a psychological technician supervisee. The board may disapprove of an otherwise qualified psychologist acting as a supervisor for any of the following reasons:

(a) Evidence that he or she is not competent or qualified to supervise a supervisee.

(b) Evidence that he or she has failed to adhere to ethical or legal standards of the profession.

(c) Evidence that there is a lack of congruence between the training, experience, and area of practice of the proposed supervisor and the proposed area of practice of the supervisee.

(d) Evidence that he or she has a license against which disciplinary or remedial action has been taken.

(4) A licensed psychologist acting as a supervisor shall perform all of the following duties:

(a) Offer and provide supervision only within the area of his or her competence and assure that his or her professional expertise and experience is congruent with the practice of the supervisee.

(b) Prior to beginning supervision, enter into a written agreement with the supervisee on a board adopted supervision contract form which details the obligations of the supervisee as well as the responsibilities of the supervisor to the supervisee. This form shall be filed with and accepted by the board.

(c) Direct the supervisee to practice only within the areas for which he or she is qualified by education, training, and supervised experience.

(d) Establish and maintain a level of supervisor contact consistent with established professional standards and remain accessible to the supervisee.

(e) Direct the supervisee to keep him or her informed of services provided by the supervisee.

(f) If he or she has reason to believe that the supervisee is practicing in a manner which indicates that ethical or legal violations have been committed, he or she shall proceed as prescribed by the most recent version of the Code of Ethics of the American Psychological Association.

(g) Maintain a clear and accurate record of supervision with a supervisee that protects the confidentiality of the clients of the supervisee.

(h) Report annually on the required form to the board that the agreed upon supervision has occurred.

(i) File a final supervision report with the board within two weeks of the termination of supervision.

(j) Insure the written notification to clients or patients of the supervisor process, including the disclosure of clinical information to the supervisor and the means by which the supervisor may be contacted.

(5) Failure to comply with any of the duties specified in number (4) above shall constitute a violation of this chapter.

(6) To maintain the professional nature of the supervision, a familial or strong personal relationship between the supervisor and his or her supervisee is prohibited, except in extraordinary circumstances such as the lack of availability of any other qualified supervisor. In such case, the board shall require documentation that no other supervisor is available and shall require references letters from colleagues commenting on the appropriateness of the supervisory relationship.

(7) A psychological technician supervisee shall perform all of the following duties:

(a) Enter into a written agreement with the supervisor, using a board adopted supervision contract form, which details the obligations of the supervisee as the responsibilities of the supervisor to the supervisee. This form shall be filed with and accepted by the board prior to practice.

(b) Attend scheduled supervision sessions.

(c) Provide the supervisor with a disclosure of psychological services being offered or rendered by him or her.

(d) Cooperate with the supervisor to assure that all conditions of the supervision are fulfilled.

(e) Provide the supervisor with information necessary for the supervisor to advise him or her on cases presenting, professional, ethical, or legal concerns.

(f) File a revised supervision contract form within 45 days of a change in the conditions specified in the supervision contact form on file with the board.

(g) Obtain a written, signed consent from each patient or client that informs them of the supervisory process.

(8) Failure to comply with any of the duties specified in section number (7) above shall constitute a Class C misdemeanor.

(9) A psychological technician who practices in a jurisdiction outside of the state shall not be required to receive supervision for services rendered in that jurisdiction so long as the services are rendered in a manner consistent with the legal requirements of the jurisdiction.

(10) The initial supervision contract form shall be filed with and accepted by the board prior to any practice.

(11) An amended written supervision contract form shall be filed with the board within 45 days of any change in the conditions specified in the supervision contract form on file with the board. Additionally, within 14 days after receiving written notification from the board that the filing of a new supervision contract form is necessary to provide for the protection of the public or the regulation of the practice of psychology, an amended written supervision contract form shall be filed with the board. A supervision contract form shall document either that supervision is required and is received, or that supervision is not required. A separate supervision contract form shall be filed for each separate work setting. If supervision from more than one supervisor to meet minimum requirements, a separate supervision contract form shall be filed for each individual supervisor.

(12) A supervisor shall report to the Board that agreed upon supervision has been provided and shall file a final report with the board upon the termination of supervision. If a psychological technician is not receiving supervision, it is his or her responsibility to report that fact to the board within 14 days. A report shall be submitted to the board within 14 days after receiving written notification from the board that a report is due, within 14 days after the termination of supervision, and within 45 days after a change in the conditions specified in the supervision contract form on file with the board.

(13) Additional supervision and reporting to the board may be required if previous evaluations or other information suggest possible problems with the competence or ethical standards of the supervisee. Additional documentation or an interview with the board or a designated representative of the board may be required if questions arise regarding the practice of the supervisee.

(14) Supervision shall be provided in face-to-face and primarily one-on-one sessions but the supervisor of record. The rate of supervision specified in this section shall be provided for each separate work setting in which the psychological technician supervisee engages in an activity requiring supervision.

(15) Minimum supervision requirements are as follows:

(a) Level I.

(1) For a psychological technician with less than two calendar years of supervised practice as a licensed psychological technician, consisting of at least 3,000 hours of supervised practice, minimum supervision shall be provided as follows:

(a) If the number of hours per month spent engaging in activities requiring supervision is one to 20, inclusive, the number of required hours of supervision per month shall be two.

(b) If the number of hours per month spent engaging in activities requiring supervision is 21 to 40, inclusive, the number of required hours of supervision per month shall be four.

(c) If the number of hours per month spent engaging in activities requiring supervision is 31 to 40, inclusive, the number of required hours of supervision per month shall be four.

(d) If the number of hours per month spent engaging in activities requiring supervision is 41 to 60, inclusive, the number of required hours of supervision per month shall be five.

(e) If the number of hours per month spent engaging in activities requiring supervision is 61 or greater, the number of required hours of supervision per month shall be six.

(b) Level II.

(1) For a psychological technician with a minimum of two calendar years of supervised practice as a licensed psychological technician, consisting of at least 3,000 hours of supervised practice, minimum supervision shall be provided as follows:

(a) If the number of hours per month spent engaging in activities requiring supervision is one to 20, inclusive, the number of required hours of supervision per month shall be one.

(b) If the number of hours per month spent engaging in activities requiring supervision is one to 21 to 60, inclusive, the number of required hours of supervision per month shall be two.

(c) If the number of hours per month spent engaging in activities requiring supervision is 61 to 100, inclusive, the number of required hours of supervision per month shall be three.

(d) If the number of hours per month spent engaging in activities requiring supervision is 101 or greater, the number of required hours of supervision per month shall be three.

(2) To be approved by the board for Level II supervision, a psychological technician shall do all of the following:

(a) Make application to the board on an application form provided by the board.

(b) Have received at least one calendar year of supervision from his or her most recent supervisor.

(c) Provide a written recommendation from his or her most recent supervisor for this level of supervision and letters from all available previous supervisors.

(c) Level III.

(1) For a psychological technician with a minimum of seven calendar years of supervised practice as a licensed psychological technician, consisting of at least 10,500 hours of supervised practice, minimum supervision shall be provided as follows:

(a) If the number of hours per month spent engaging in activities requiring supervision is one to 50, inclusive, the number of required hours of supervision per month shall be one.

(b) If the number of hours per month spent engaging in activities requiring supervision is one to 51 or greater, the number of required hours of supervision per month shall be two.

(2) To be approved by the board for Level III supervision, a psychological technician shall do all of the following:

(a) Make application to the board on an application form provided by the board.

(b) Have received at least one calendar year of supervision from his or her most recent supervisor.

(c) Provide a written recommendation from his or her most recent supervisor for this level of supervision and letters from all available previous supervisors.

(16) Prior to September 1, 2000, a licensed psychological technician with a minimum of two calendar years of supervised practice, consisting of at least 3,000 hours of supervised practice by a licensed psychologist, may apply for Level II supervision status.

(a) To be approved by the board for this Level II supervision status, a psychological technician shall do all of the following:

(1) Make application to the board on an application form provided by the board.

(2) Have received at least one calendar year of supervision from his or her most recent supervisor.

(3) Provide a written recommendation from his or her most recent supervisor for this level of supervision and letters from all available previous supervisors.

(17) Contract and report forms shall be provided by the board. **Author:** Alabama Board of Examiners in Psychology **Statutory Authority:** Code of Ala. 1975, § 34-26-1, et seq.
History: New Rule
Filed: Filed November 25, 1997. **Amended:** Filed May 14, 1998, March 21, 2014.

750-X-2A-.08 Disposition of Applicants.

(1) Board Action. The affirmative votes of a majority of Board members voting shall be required to grant admission to the examination and licensure. The applicant will be notified by letter of the Board's decision.

(2) Restrictions on Member Voting.

(a) A Board member cannot serve as a reference for an applicant.

(b) Board members must abstain from voting in the licensing process if the applicant is in their employ or under their supervision, or if there is a legal, ethical, or moral question vis-à-vis the Board member and the applicant.

Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, § 34-26-1, et seq.
History: New Rule
Filed: Filed November 25, 1997.