

PSYCHOLOGIST

INSTRUCTIONS FOR ORAL EXAMINATION MATERIALS - 2022

1. Submit a brief resume.
2. Complete the Oral Examination Form.
3. Along with your supervisor (if applicable), complete the Demonstrable Competency Form.
4. Submit at least three (3) work samples to be reviewed by the Board. The subject matter of the work samples need to reflect your identified competency areas. Please make certain to **redact patient names and other potential identifying information** from all submitted work samples.
5. **All materials are required to be typed and consecutively numbered**, with the exception of initials on the Demonstrable Competency Form.
6. **Once you have completed your oral materials, submit eight (8) stapled or bound sets to the board office. Do NOT use 3 ring binders.** If you need help stapling your materials due to size, ship them to the Board office clipped together in sets and they will be stapled here. Also, please make one set of these materials for yourself to use during your oral exam. All requested materials **must be received at least two weeks prior to oral meetings. Candidates who have submitted all requested materials will be placed on the oral exam list and will be scheduled for the next available oral exam.** The materials are to be in the following order:
 - a) **Brief Resume**
 - b) **Oral Examination Form**
 - c) **Demonstrable Competency Form**
 - d) **Work Samples – Must** be signed by yourself and your supervisor (if applicable).
7. **There is a \$405 oral examination fee. This fee covers your first 2 years of licensure. The fee can be paid on the Board's website listed above. Go to credit card fees on the main page - blue box on right, Supervision Fees, use the pull down and choose oral exam fee \$405. Send a copy of your receipt with your oral materials. If this is a continued oral use the Continued Oral Option of \$180. Checks to WVBEF are also accepted.**
8. The oral examination will focus on your intended areas of independent practice as indicated on your Demonstrable Competency Form, any ethical issues, and a review of your work samples.
9. Please arrive at least 15 minutes ahead of your scheduled examination time. Orals usually last between 15 and 30 minutes. *Please notify your supervisor that he or she must be available for telephone consultation during your oral exam if needed.
10. Candidates will receive a wallet-size license upon successful completion of their examination. Oral materials will be returned to you, minus one copy to be placed in your file. A letter and an 8 ½" X 11" certificate, to be hung in your office, will be issued 1 to 2 weeks following the oral date.
11. If you have questions call Kathy Lynch at the Board office 304-558-3040.