

## SCHOOL PSYCHOLOGIST LEVEL 1 OR 2

### INSTRUCTIONS FOR ORAL EXAMINATION MATERIALS

1. Submit a brief resume.
2. Complete the Oral Examination Form.
3. Complete the Demonstrable Competency Form with your supervisor. Reciprocity candidates do not need supervisor's input.
4. Submit at least three (3) work samples to be reviewed by the Board. The subject matter of the work samples must 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. (The Board office can email these forms to you if requested.)
6. **Once you have completed your oral materials, submit eight (8) stapled or bound sets to the board office. Please don't 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 there. 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 in advance** of the exam. **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) 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 3 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 or if this is your 2<sup>nd</sup> oral due to Level 1 and now Level 2 licensing use the Continued Oral Option of \$180. Checks to WVBEF are also accepted.**
8. The oral examination will focus on your intended areas of practice as indicated on your Demonstrable Competency Form, ethical issues, and a review of your work samples.
9. Allow 30-45 minutes for oral examinations and please arrive at least 30 minutes ahead of your scheduled exam.
10. Candidates will receive a wallet-size license upon successful conclusion of their examination.
11. At the conclusion of your oral examination your submitted materials, minus one copy to be filed by the Board, will be returned to you.
12. If you have questions call Kathy Lynch at the Board office 304-558-3040.