

## **SCHOOL PSYCHOLOGIST LEVEL 1 OR 2**

### **INSTRUCTIONS FOR ORAL EXAMINATION MATERIALS - 2024**

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 on your Demonstrable Competency Form. Please make certain to **redact patient/student names and other potential identifying information** from all submitted work samples.
5. **All materials are required to be typed or printed legibly**, with the exception of initials on the Demonstrable Competency Form.
6. A. Beginning with the page after page\* of the DCF, work samples will be **consecutively numbered**.  
B. Each specific work sample should have a cover sheet identifying the type of work sample. Some examples are a) Individual Psychotherapy – Posttraumatic Stress Disorder, b) Group Therapy – Substance Abuse, or c) Assessment – Autism Child, d) Intellectual and Achievement Test – Adult.  
C. Initially, you will submit one bound or stapled set of the DCF and your work samples. They will be reviewed and you probably will be asked to make some alterations.
7. **Once this initial review is completed, submit eight (8) stapled or bound sets to the Board office. Please do NOT use 3 ring binders or heavy weight paper.** We're happy with a staple in the corner of each set. 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 a set of these materials for yourself to use during your oral exam. All 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) Resume
  - b) Oral Examination Form
  - c) Demonstrable Competency Form
  - d) Work Samples – Must be consecutively numbered and signed by yourself and your supervisor (if applicable).
8. 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 <https://psychbd.wv.gov> . 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.
9. 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.

10. Orals are currently being conducted via Zoom meeting. Login and other information will be provided a few days prior to your oral exam.
11. When an oral exam is passed candidates will be emailed their new license information after their oral exam. A letter, license card, and 8 ½" X 11" certificate will be mailed to candidate's home address sometime during the week following the exam. Those whose exams are continued will receive a letter that outlines additional needs to be completed for their continued oral.
12. If you have questions call the Board office at 304-558-3040.