

PSYCHOLOGIST

INSTRUCTIONS FOR ORAL EXAMINATION MATERIALS

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 and numbered 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) Resume
 - b) Oral Examination Form
 - c) Demonstrable Competency Form
 - d) **Work Samples – Must** be signed by yourself and your supervisor (if applicable).
7. **Along with your oral materials submit a check in the amount of \$350, payable to the West Virginia Board of Examiners of Psychologists (WVBEP).** This fee is the oral exam fee.
8. The oral examination will focus on your intended areas of independent practice as indicated on your Demonstrable Competency Form, ethical issues, and a review of your work samples.
9. Allow 45-60 minutes for oral examinations and please arrive 15 minutes ahead of your scheduled exam. You will be asked to show a copy of your photo ID prior to your oral exam.
*Please bring your supervision log with you to the oral examination and let your supervisor know 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 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.