

☞ **THE COMPUTERIZED EPPP EXAMINATION** ☞

Specific to Missouri Candidates

THE APPLICATION AND SCHEDULING PROCESS

- ***What are the steps for examination via computer?***

1. You may obtain application materials by accessing them via the State Committee of Psychologists' website at <http://pr.mo.gov/psychologists> and going to the forms page. Once your application for licensure and supporting documentation are reviewed a document will be sent to you that will direct you to the internet address where you will register yourself for the examination via an online process.
2. Our office will be notified once a candidate has registered to take the examination. Our office will approve the candidate and once approved, the candidate is sent an authorization-to-test (ATT) from PES via e-mail.
3. After receipt of the ATT letter you should call Prometric's, (the testing center), national call center to schedule an examination at your chosen location. Candidates can also schedule an appointment on line at www.2test.com. **You must sit for the examination within 60 days of the date on the authorization-to-test letter provided by PES.** Candidates, who do not sit for the examination within the 60 days, will be removed from the eligibility list and will be required to begin the application process again.
4. PES will send scores to the State Committee of Psychologists' office twice a month. **No information regarding pass/fail status will be available to candidates at the Prometric Testing Center. Test results will not be given over the phone.**
5. Upon notification that scores are available, Missouri will release that candidate scores from that particular testing period. Each candidate will be notified by email of their score. A passing score is 500 or above. The Missouri State Committee of Psychologists office staff will mail an official examination result letter to you as soon as possible.
6. If a candidate fails an examination and a retake is necessary, the candidate must reapply, following the steps outlined above.

7. **Must I test in the jurisdiction in which I am seeking licensure?** Candidates may sit for the examination at *any* of the approximately 300 testing centers in the United States, United States territories, and Canada. Candidates are *not* required to sit for the examination within the jurisdiction in which they are seeking licensure. The examination is available only in the United States, United States territories, and Canada. To locate the testing center closest to you, please visit www.prometric.com.
- **May I apply to more than one jurisdiction to take the examination?** No. Candidates may apply to only one jurisdiction to take the examination. While candidates may apply for licensure in more than one jurisdiction, candidates may not apply to take the examination from more than one jurisdiction at the same time. A candidate who does not pass the examination may reapply to the same jurisdiction or to a different one. Candidates who pass the examination may then transfer their scores to additional jurisdictions. Score transfers may be arranged through the score transfer service maintained by the Association of State and Provincial Psychology Boards (ASPPB).
 - **Can I reconfirm my appointment before my testing date?** Yes. To reconfirm an appointment, you may call the Prometric toll-free number (866-634-3777) or confirm online at www.prometric.com. Using the confirmation number provided when the appointment was scheduled, a candidate can reconfirm the date, time, and location of the appointment using Prometric's automated system.
 - **How will I find the local Prometric Testing Center?** Candidates will receive a listing of Prometric Testing Centers along with their authorization-to-test letter. Candidates may locate nearby testing centers or obtain directions to a testing center via the Internet at www.2test.com or www.prometric.com. After finding the Test Center Locator, search under testing program for Association of State and Provincial Psychology Boards. Candidates may also access directions through Prometric's automated phone system when calling the toll-free number. Candidates may call the local Prometric Testing Center and ask for directions.
 - **What is the cost to candidates?** The ASPPB per-candidate fee for the EPPP examination is \$600.00 and is paid by credit card (VISA or Mastercard) . The Computer Based Testing (CBT) administration fee, to be collected by Prometric, will be \$65.00 U.S. dollars per candidate.
 - **What information must be provided when I call to schedule my examination?**
Candidates must provide:
 1. The name of the examination (Examination for Professional Practice in Psychology)
 2. Where and when the candidate would like to test (location of Prometric Testing Center and desired date)
 3. Registration number/ID number (from ATT letter)

4. Name of candidate
5. Daytime telephone number
6. Type of payment: credit card or direct debit from a checking account

- ***What are the acceptable forms of payment for the Prometric test administration fee?*** Payment for Prometric test administration fee may be made by credit card (Visa or MasterCard) or by direct debit from a checking account. Payment of the test administration fee must be made at the time the candidate schedules the examination. It is not possible to pay the test administration fee at the testing center.
- ***What are the requirements for admission to the computer based test (CBT) testing center?*** Candidates must arrive *30 minutes* prior to their scheduled appointment. Candidates must have a **currently valid, government-issued photo ID** (passport, driver's license, etc.), as well as another piece of identification imprinted with the candidate's name and containing a signature (credit card, CPR card, etc.) A Social Security / Social Insurance card is *not* an acceptable form of identification. On both forms of ID, the signature must match the pre-printed name. All testing sessions will be videotaped and audio-monitored. A digitized image of all candidates taking the examination will be retained.
- ***What is Prometric's rescheduling policy?*** Candidates wishing to reschedule their appointments should contact their scheduled Prometric Testing Center by noon local time at least 2 business days prior to their scheduled appointment date. Note that since Prometric testing centers are open, Saturday is considered a business day. The new appointment date must be within your eligibility period (60 days) in order for the appointment to be rescheduled.

Is there a fee for rescheduling? Because of frequent candidate rescheduling behavior that has inconvenienced other candidates, Prometric (the test site vendor) will be instituting the following testing appointment change fees effective April 1, 2013:

- Rescheduling/Cancellation up to and including 31 calendar days before appointment: no charge
- Rescheduling/Cancellation 1 to 30 days before appointment: \$62.50
- Rescheduling/Cancellation within 24 hours of the scheduled appointment will result in forfeiture of the CBT fee

- **Are refunds of the CBT administration fees available for no-shows?** No. Since Prometric's rescheduling policy is liberal, no refunds are available. Candidates who fail to show up to take the examination on their scheduled appointment date will not receive a refund of their CBT administration fees.
- **If I apply for the examination, but do not take it, will I receive a refund of my examination fee?** Candidates who withdraw an application, or fail to schedule an appointment during the eligibility period, or who fails to sit for the examination will be assessed a \$75.00 processing fee.
- **What if I submit an application in multiple jurisdictions?** Candidates who submit applications to multiple jurisdictions during the same testing window will be allowed to take the examination only for the jurisdiction indicated in the first application received by PES. All other applications will be returned to the respective jurisdictions. A \$30.00 processing fee will be assessed for an application returned due to multiple submissions.
- **How do I withdraw my application?** Candidates who wish to withdraw their application should notify the Missouri State Committee of Psychologists' office immediately. Our office will in turn notify PES.

TIME FRAMES

- **How much time is given to take the examination?** Candidates are allowed 4 hours and 15 minutes for the Examination for Professional Practice in Psychology. There are 225 items (questions) on the examination.
- **How soon will I get my scores?** Scores are reported to our office by PES twice a month. **Staff at the Missouri State Committee of Psychologists' office will make every effort to get the results out to the candidates the same day they are received. Scores will not be available at the Prometric Testing Center.** Upon notification that scores are available, Missouri will release candidate scores from that particular testing period. Each candidate will be notified by email of their score. A passing score is 500 or above.
- **How often can I take the examination?** A candidate may take the examination no more than four times in any 12-month period or if not passes within 24 months the applicant must reapply for licensure.
- **In the event of failure, do I need to wait a specified period of time before I can test again?** No, as stated above a candidate may take the examination no more than four times in any 12-month period or if not passes within 24 months the applicant must reapply for licensure.

- ***Where will the examination be available?*** The examination will be available at any authorized Prometric Testing Center. These sites are open from 9:00 A.M. to 5:00 P.M., Six (6) days per week. Centers can schedule evening hours during periods of peak demand.
- ***When may examinations be taken?*** Candidates must sit for the examination within 60 days of the date on the authorization-to-test letter provided by PES. Candidates are strongly encouraged to call Prometric to make an appointment as soon as the letter is received from PES.

Testing will be scheduled at the location and on the date and time of the candidate's choosing, if available. If not available, alternate dates, times, and/or locations will be offered. If an alternate is requested, the candidate has a right to an appointment within 30 days of the date requested, at a location within a 50-mile radius of the location requested. If a candidate wants an appointment within 30 days of the requested date and is unable to obtain one, the candidate should notify PES and the jurisdiction to which application for licensure was made. (The candidate must provide the date and time of the call to Prometric; the name of the person spoken with; and the date, time, and location of the requested appointment.)

Prometric will endeavor to accommodate the candidate's scheduling preference as closely as possible within the 60 day eligibility window. However, the only obligation is to provide a testing time within 30 days of the requested date at any center within 50 miles of the preferred center. Some candidates may find it more convenient to wait longer than 30 days if, for example, they want to test only at a certain time and/or only on a certain day of the week (e.g., Saturday at 9:00 A.M. only) or only at a specific testing center.

SCORING

- ***What are scaled scores and what is the passing score?*** The scaled score utilized by the Association of State and Provincial Psychology Board's (ASPPB) National Scaled Score is an arithmetic conversion of raw scores (the number of questions a candidate answers correctly) to a scale that ranges from 200 to 800. One reason for converting raw scores to scaled scores is that forms (versions) of the examinations may vary slightly in their level of difficulty. A given raw score on one form of the examination may not be comparable to the same raw score on another form of the examination. To ensure that scores on different forms of the examination have the same meaning, raw scores are converted to scaled scores that represent equivalent levels of achievement regardless of the test form taken.

For example, while the ASPPB recommended passing score of 500 for independent practice never changes, the number of questions that have to be answered correctly to achieve a score of 500 can change. If a form of the examination is easier than the form on which the passing score was set, more questions would have to be answered correctly to obtain a scaled score of 500. If the form of the examination is harder, fewer questions would have to be answered correctly to pass the

examination. Thus, candidates are not unfairly rewarded because their test was easier nor unfairly penalized because it was more difficult.

After equating, the ASPPB recommended passing score of 500 is equivalent to the criterion-referenced passing score of 140 that was applied to the anchor form of the examination and that was adopted by the ASPPB as a recommended passing score for independent practice as a psychologist. Beginning in April 2001, jurisdictions that adopt computerized administration will receive their scores as scaled scores. After January 2002, scores on the examination will be reported only as scaled scores.

INSIDE THE TESTING CENTERS

- ***What are the testing centers like?*** Testing centers are built to standard specifications and vary primarily on the basis of size. Private modular workstations provide ample workspace, comfortable seating, and proper lighting. Proctors monitor the testing process through an observation window and from within the testing room. Parabolic mirrors mounted on the walls also assist proctors in observing the testing process. All testing sessions are videotaped and audio-monitored. During your testing session, people taking examinations other than the EPPP may also be testing in the testing room.
- ***Is computer knowledge necessary?*** No. Computer knowledge is not required to take a computerized examination. Before the examination begins, a simple introductory lesson (tutorial) is presented that explains the process of selecting answers and moving from question to question. The time candidates spend on the practice lesson does not count against the time allotted for the examination. Most candidates take approximately 5 to 10 minutes to complete the tutorial and may repeat it, if desired. Candidates may select their answers using either the keyboard or the mouse. Candidates are strongly encouraged to use the tutorial prior to taking the examination.
- ***While taking the examination, can I move back and forth between test questions?*** Yes. While taking the computerized examinations, candidates can skip forward or backward through the examination, and review questions at any point during their testing session. Candidates should be sure they understand how to review questions when they take the tutorial.
- ***Can I mark items for later review?*** Yes. The testing software contains a feature that allows candidates to mark questions that they might wish to review later, if time permits. Any question can be marked, regardless of whether it has been left blank or answered. Questions can be reviewed whether or not they have been marked. It is not necessary to unmark a question in order for it to be scored at the end of the examination.
- ***Can I make notes when taking the examination?*** Yes. Candidates are allowed to make notes on special white boards that are supplied at the testing center. Candidates are *not* allowed to bring in their own scratch paper. The white boards will

be collected by testing center staff at the completion of the examination. White boards are given to candidates only on request. They are not automatically supplied.

- ***Can I use earplugs when taking the examination?*** Yes. Candidates are allowed to use earplugs that are supplied by the testing center, or they may bring their own. Earplugs are not automatically distributed to candidates. Candidates must ask Prometric staff for them. However, because Prometric does not guarantee the availability of earplugs, candidates who believe that they will need earplugs are strongly advised to bring their own. Ear brought by candidates are subject to inspection by Prometric staff.
- ***What can I do if there is glare on the computer screen?*** As a first step, the candidate should reposition the computer monitor to eliminate the glare. If the glare persists despite attempts to adjust the position of the monitor, and the candidate still has difficulty seeing the computer screen, the candidate should notify Prometric Test Center staff immediately of the problem.
- ***What can I do if I experience a delay in starting my test?*** Candidates should note that their appointment time is not necessarily their starting time. Candidates have to be checked in before taking the examination (i.e., sign in, present the appropriate identification, and get photographed). The check-in process may take time if many candidates have the same appointment time. However, if the delay is more than 30 minutes after the scheduled appointment, Prometric will allow a candidate to reschedule for another time. Candidates who cannot wait more than 30 minutes after their scheduled appointment time to take the examination may ask Prometric staff to reschedule them for another day provided it is within a 60-day eligibility period. If the candidate cannot reschedule a test date within the 60-day eligibility period because there are only a few days left before the 60-day eligibility period expires, and/or there are no available appointments, the candidate *must* immediately contact both the Missouri State Committee of Psychologists' office (573-751-0099) and PES (800-699-4975).
- ***What can I do if the computer malfunctions while I am taking the examination?*** A candidate who experiences technical difficulties while taking the examination *must* alert Prometric staff immediately. If Prometric staff cannot remedy the situation within 30 minutes, or if the problem persists despite attempts to remedy the problem, the candidate has the right to request rescheduling of the examination on another day within the 60-day eligibility period at no additional cost. The candidate should also contact the Missouri State Committee of Psychologists' (573-751-0099) office and PES (800-699-4975) to notify them of the technical difficulties.
- ***Can I make comments concerning the test administration?*** Yes. Candidates are given the opportunity to complete a survey after completing their examination. The survey is presented on the computer, and consists of questions about the test administration and a free field, where you may enter a written comment. Candidates with more urgent comments about the test or its' administration should submit them in writing directly to: EPPP Program Director, Professional Examination Service, 475 Riverside Drive, New York, NY 10115-0089. Candidates are also encouraged to

submit any written comments regarding the test administration process to the Missouri Committee of Psychologists office.

- ***Can individuals with disabilities be accommodated?*** All centers are fully accessible and compliant with the American with Disabilities Act. For information about how to request special accommodations, candidates must contact the Missouri State Committee of Psychologists' office prior to applying to take the examination. Candidates must submit appropriate documentation of their request for special accommodations to Missouri State Committee of Psychologists at the time that they submit their *initial* application materials. **Only those candidates who have been granted approval from their licensing authority will receive special accommodations during testing.**
- ***Whom can I call if I have additional questions about the Examination for Professional Practice in Psychology (EPPP)?*** Candidates may call PES's Customer Service toll-free telephone number, 1-866-364-3777 (364-EPPP) to obtain general information about the EPPP program, as well as the status of their application, authorization-to-test letter, or the score report that is mailed to the Missouri State Committee of Psychologists.

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