

Dear Applicant:

PLEASE READ THIS ENTIRE LETTER BEFORE BEGINNING TO COMPLETE ANY OF THE FORMS.
PLEASE NOTE THAT ALL APPLICANTS FOR LICENSURE IN MISSOURI MUST PASS 3 EXAMINATIONS; EPPP, MISSOURI JURISPRUDENCE AND ORAL. THE APPLICATIONS FOR THE EXAMINATIONS WILL BE SENT TO YOU AS YOU BECOME ELIGIBLE FOR THE EXAMINATIONS.

PROVISIONAL LICENSE

If you are applying for a provisional license you must do the following:

1. Complete the Application for Licensure/Temporary Licensure/Provisional Licensure and return the application to our office with the required fee of \$150.00.
2. Complete the Social Security Number Disclosure Notice and submit with the completed application.
3. Submit an official final transcript forwarded directly to this office from the respective university. The transcript must have the official school seal or stamp.
4. Submit the completed Post-Degree Supervision Plan form. NOTE: If you will have more than one supervisor the primary supervisor completes the Post-Degree Supervision Plan with input from secondary supervisor/s. All supervisors must sign the form.
5. Submit three (3) mental health professional references from individuals that have known you for a minimum of two years. (Reference of Applicant for Licensure as a Psychologist form). Refer to Section V of the application for licensure.
6. Provide proof of submission of fingerprints for the criminal background check. Please follow the instructions located below.
7. Upon completion of the post doctoral experience refer to the **LICENSURE BY EXAMINATION** section of this letter and submit number 4.

TEMPORARY LICENSE

If you are applying for a temporary license you must do the following:

1. Complete the Application for Licensure/Temporary Licensure/Provisional Licensure and return the application to our office with the required fee of \$150.00.
2. Complete the Social Security Number Disclosure Notice and submit with the completed application.
3. Submit evidence of current licensure in another jurisdiction. The enclosed Verification of Licensure Form must be received directly from the jurisdiction completing the form.
4. Provide proof of submission of fingerprints for the criminal background check. Please follow the instructions located below.
5. If you will be following through with full licensure in Missouri you will need to refer to the **LICENSURE BY RECIPROCITY** section of this letter for all other requirements for licensure.

LICENSURE BY EXAMINATION

If you are applying for licensure in Missouri by examination and you have not submitted an Application for Provisional Licensure or Temporary Licensure previously you must do the following:

1. Complete the Application for Licensure/Temporary Licensure/Provisional Licensure and return the application to our office with the required fee of \$150.00.
2. Complete the Social Security Number Disclosure Notice.
3. Submit an official final transcript forwarded directly to this office from the respective university. The transcript must have the official school seal or stamp.
4. Submit the Post-Degree Supervision Plan form.
5. Submit the Attestation of Post Doctoral Supervised Experience completed by supervisor.
6. Submit three (3) mental health professional references from individuals that have known you for a minimum of two years. (Reference of Applicant for Licensure as a Psychologist form). Refer to Section V of the application for licensure.

7. Provide proof of submission of fingerprints for the criminal background check. Please follow the instructions located below.

LICENSURE BY RECIPROCITY

If you are applying for licensure in Missouri by reciprocity from another jurisdiction and you have not submitted an Application for Provisional Licensure or Temporary Licensure previously you must do the following:

1. Complete the Application for Licensure/Temporary Licensure/Provisional Licensure and return the application to our office with the required fee of \$150.00.
2. Complete the Social Security Number Disclosure Notice and submit with the completed application.
3. Submit three (3) mental health professional references from individuals that have known you for a minimum of two years. (Reference of Applicant for Licensure as a Psychologist form). Refer to Section V of the application for licensure.
4. Request the Verification of Licensure Form to be completed and submitted to this office by the jurisdiction/s of licensure. (If your jurisdiction/s of licensure do not release EPPP scores you must request the EPPP score to be submitted by the ASPPB reporting service.)
5. Submit an official final transcript forwarded directly to this office from the respective university. The transcript must have the official school seal or stamp.
6. Submit the Post-Degree Supervision Plan form.
7. Submit the Attestation of Post Doctoral Supervised Experience completed by supervisor.
8. Provide proof of submission of fingerprints for the criminal background check. Please follow the instructions located below.

NOTE: Please read the following carefully. If you are licensed in another jurisdiction and have had no violations and no suspension, no revocation and meet one or more of the following, follow the directions below.

- A. *If you are licensed in a state that is a member of the ASPPB Reciprocity Agreement and have been practicing continuously for 5 years in that jurisdiction and have no pending complaints nor current or past discipline you are not required to submit numbers 5, 6, or 7. If you are unsure if you qualify in this category please contact our office.*
- B. *If you are listed in the National Register of Health Service Providers in Psychology you are not required to submit numbers 5, 6, or 7.*
- C. *If you are a diplomate of the American Board of Professional Psychology (ABPP) you are not required to submit numbers 5, 6, or 7.*
- D. *If you are licensed in another jurisdiction and hold a current certificate of professional qualification (CPQ) issued by the Association of State and Provincial Psychology Boards you are not required to submit numbers 5, 6, or 7.*
- E. *If you are licensed in another jurisdiction, completed a doctoral program that is APA or NR/ASPPB accredited, been licensed more than five (5) years, and have had no disciplinary action taken against your license for the preceding five (5) years you are not required to submit numbers 5, 6, or 7.*

CRIMINAL BACKGROUND CHECK AND FINGERPRINTING:

There are two options for submitting fingerprints to the board office. Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI).

Option 1: If you choose this method for collection of fingerprints, results are typically received in the board office within 7-10 days after the fingerprints are collected. Option 2: if you choose this method for collection of fingerprints, results can take up to 8 weeks to receive.

Applicants within or close to Missouri may have their fingerprints electronically collected (See option #2 for manual collection of fingerprints)

FOR FINGERPRINTS ELECTRONICALLY COLLECTED (OPTION #1):

Please follow the steps outlined below.

- **STEP 1:** You must register with the Missouri Automated Criminal History Site prior to Cogent 3M collecting your fingerprints. You may schedule your appointment with Cogent 3M by visiting the following website:

www.machs.mo.gov and go through the following steps:

Choose "Click Here to Access MACHS Fingerprint Search Portal to schedule a background check by Fingerprints." (NOTE: If you do not have internet access, please contact Cogent 3M at 877-862-2425 and a Fingerprint Services Representative will register you.)

- **STEP 2:** Choose "I have a 4 digit Registration Number that was provided by my employer or licensing agency" (Note: the Registration Number for the State Committee of Psychologists is 5420.)
- **STEP 3:** Enter the Registration Number 5420 and press "Populate."
- **STEP 4:** Complete the form. Note: Any fields with a red asterisk (*) must be filled in.
- **STEP 5:** Answer no that your fingerprints are being collected because you are a volunteer.
- **STEP 6:** You are not required to have notarized clearance letters.
- **STEP 7:** You should be viewing your confirmation page. This confirmation page will provide you with your Transaction Control Number (TCN). This is a unique number and you will be able to use this number to inquire about the status of your background check. Click "Schedule Fingerprinting" and this will transfer you to Cogent's website to begin the scheduling and/or walk in fingerprint process.
- **STEP 8:** Applicants will have the option to pay for their background check via credit or debit card online OR pay on-site by check, money order or cash.
- **STEP 9:** Making the appointment - there are at least 52 fingerprint services sites throughout Missouri. All sites will have night and/or weekend hours. You are encouraged to visit www.cogentid.com, Missouri, "Print Locations and Hours" **PRIOR** to visiting the fingerprinting site in case additional sites have opened or unforeseen changes have been made to availability or hours.
- **STEP 10:** You should see a confirmation screen once your appointment has been made. It is recommended that you print this page and take it with you to your appointment

FOR FINGERPRINTS MANUALLY COLLECTED (OPTION #2):

If you choose to submit manually collected fingerprints, please allow up to 8 weeks for results to be received in the board office. Follow the steps below:

- **STEP 1 --** Obtain two inked fingerprint cards captured on a standard FBI-258 applicant fingerprint card. Most police departments offer this service.

The board office has blank fingerprint cards that we can mail to you at your request or you can provide the office that is collecting your fingerprints with our ORI Number – **MO920685Z**

STEP 2 -- You must register with the Missouri Automated Criminal History Site prior to Cogent 3M collecting your fingerprints. You may schedule your appointment with Cogent 3M by visiting the following website: www.machs.mo.gov and go through the following steps:

Choose "Click Here to Access MACHS Fingerprint Search Portal to schedule a background check by Fingerprints." (NOTE: If you do not have internet access, please contact Cogent 3M at 877-862-2425 and a Fingerprint Services Representative will register you.)

- **STEP 3 –** Choose "I have a 4 digit Registration Number that was provided by my employer or licensing agency" (Note: the Registration Number for the State Committee of Psychologists is 5420.)
- **STEP 4 --** Enter the Registration Number 5420 and press "Populate."
- **STEP 5 --** Complete the form. Note: Any fields with a red asterisk (*) must be filled in.
- **STEP 6:** Answer no that your fingerprints are being collected because you are a volunteer.

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| | <ul style="list-style-type: none">• STEP 7: You are not required to have notarized clearance letters.• STEP 8: You should be viewing your confirmation page. This confirmation page will provide you with your Transaction Control Number (TCN). This is a unique number and you will be able to use this number to inquire about the status of your background check.• STEP 9: -- Write the TCN number on the back of the fingerprint cards.• STEP 10: Complete payment (online or send a money order with the fingerprint cards). Checks or money orders MUST be made out to 3M Cogent for the exact amount of the transaction.• STEP 11: -- Mail the fingerprint cards (and if applicable, payment) to:
3M Cogent
Missouri CardScan
639 N Rosemead Blvd
Pasadena CA 91107 |
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