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Registration

Q: I have already sent information in to the state board, why do I have to complete the PLUS?

A: The information you sent to the licensing board was the minimum information required by the board to initiate the application process. This typically consists only of demographic information, and any specific questions or special forms unique to the licensing board to which you are applying. An actual application for licensure is much more comprehensive, and requires you to submit detailed information about you, your educational history, supervised experience, conduct, etc. The PLUS application electronically collects this information, verifies it, organizes it, and sends it to the licensing board for review once the application is complete. The PLUS also has the added advantage of being a “universal” licensure application which means that once you have completed it for one licensing board, the information you submitted can be forwarded to other licensing boards.

Q: Do I register before or after I send my application for licensure to the board?

A: You do not register with the PLUS until you have been notified by ASPPB. Your first step is to begin the licensure application process by completing the licensure application request directly with the board to which you are applying for licensure. Once the board has received your application request and you have paid the state application fee, they will let ASPPB know that you are approved to begin the application process. ASPPB will notify you by email when you have been approved. You will not be able to open a PLUS application until you have received the email notification from ASPPB.

Q: How long does it usually take to receive notification from ASPPB?

A: The time can vary, depending on the licensing board and their specific requirements to open a new licensing application. Some boards may have to review your information prior to notifying ASPPB to open a new application. Once ASPPB receives approval from the licensing board to open your application, then it typically takes less than a week for ASPPB to notify you.

PLUS FAQs

Q: On the registration page in PLUS, which program do I need to register for?

A: If you are applying for licensure, you should only choose the "(PLUS) Psychology Board Licensure" from the list of choices. **You do not need to select "Score Transfer" or "Credentials Bank."** They are already included with your PLUS application.

Log-In

Q: I cannot log in and it seems to not recognize any of the possible email addresses I provided. Could you help me with a user name and password?

A: Please contact your PLUS Application Specialist for assistance.

Credentials

Q: I have been banking my credentials with the National Register and I am wondering if this will aid my application process with ASPPB. Can you use any of the banked credentials if they send those directly to you?

A: Licensing boards can only accept information from ASPPB if the information was received directly by ASPPB from the primary source. Therefore, credentials or any other information that have been banked or stored by a third party cannot be used to support your PLUS application for licensure. You will need to request that credentials and other supporting documents be sent directly to ASPPB by the primary source.

Courses

Q: Do I need to upload catalog pages? What if I don't have them?

A: Catalog pages are not required, however we encourage you to upload them as part of your credentials bank. Catalog pages might be requested to help clarify course content in the event of question/concerns by the licensing board. Even if clarification is not required this time, it may be required in a future application to another board at a time when the catalog pages are no longer available or have been modified.

Q: I have already sent my transcript to ASPPB. Do I still need to enter specific courses under the "Courses" tab?

A: Yes, you still need to enter at least one course under each section. The licensing boards are unable to review each course on your transcript individually, but need to verify that you have completed coursework in those areas.

Transcript

Q: How will I know once ASPPB has received an official transcript from my graduate program?

A: While you will not receive official notification of receipt of transcripts, you are welcome to contact your PLUS Application Specialist to verify receipt.

Supervision

Q: Should I be entering my anticipated supervision hours in the application to include hours that I have not yet completed for the year or should I only be entering hours that I have completed up until this point?

A: You should only enter supervision hours that have been completed. Attestation by supervisors to future dates will not be accepted by the licensing board.

Q: I won't complete my post-doctoral placement until after I take the EPPP and will continue with post-doctoral supervision until I am licensed, so I cannot enter my complete hours in that section. Do I enter what I have completed thus far?

A: You should only enter experiences once they have been completed. Attestation by supervisors to future dates will not be accepted by the licensing board.

Q: What do I do if the internship/post-doc/etc. program no longer exists or if the director is now deceased or no longer with the program?

A: Please contact your PLUS Application Specialist for assistance.

Q: What does "Total number of hours of general psychological services completed during this internship" consist of?

A: Activities may include applied research, program evaluation, program/personal consultation, teaching in areas pertinent to clinical practice, activities not included in face-to-face patient/client contact, report writing, scoring and analysis, documentation of treatment services, direct psychological services, etc.

Q: Is there anything I can do if the supervisor does not complete the attestation form?

A: This will be handled on a case by case basis, and will also depend on the requirements of the licensing board. You should do your best to encourage the supervisor to complete the form. If he or she does not or will not complete the form, then please contact your PLUS Licensure Specialist to discuss your options.

Attachments

Q: Why can't I see everything under attachments? Does this mean that some of the requested documents have not been received?

A: You should be able to see all documents or credentials that you have added. Forms, documents and credentials added to the attachment section by ASPPB are for the use of the licensing board only and cannot be viewed by the applicant. All forms received by ASPPB are confidential.

Declaration

Q: I filled out the online Declaration of Intended Practice, why do I have to send you the hard copy as well?

A: We are currently unable to offer electronic signature for the online Declaration of Intended Practice, therefore a hard copy is required.

Q: How do I complete the Declaration of Intended Practice Form?

A: In part “A” please choose the areas you intend on practicing. You can choose more than one. After indicating your area(s) of practice you would place the corresponding numbers from section “A” for the correct client type and activity/service you intend on to provide into section “B”.

Q: On the declaration form, for section D, how detailed do I need to get?

A: You may list as many competencies as you wish. Any area of competence may be selected and used as a part of your oral examination. Duplicate if necessary.

Completed Application

Q: Everything is green, why is my application not complete?

A: In addition to the online forms completed by you there may be supplemental forms required by the specific licensing board to which you are applying that are not reflected in the status bar at the bottom of the page. Once these have been received by ASPPB your packet will be considered complete and submitted to the licensing board. If you believe that your application should be complete, you may contact your PLUS Application Specialist directly to inquire about your status.

Q: How will I know when my application is complete?

A: Once ASPPB has received all of the required information a packet will be sent to the licensing board. An email will be sent to you to inform you that your completed packet has been forwarded for review by the licensing board.

Q: How do I submit my completed application?

A: You do not need to submit the application. ASPPB staff continuously monitors progress on each candidate and will send the completed packet to the licensing board that you have applied for once all forms have been received and the online portion has been completed. You will receive a notification via email from your PLUS Application Specialist once this has been completed.

Q: Is there anything I can do to expedite the process?

A: Please make sure to review the instructions thoroughly prior to getting started on your application. Partially completed or inaccurate submissions will cause delays. Contact anyone submitting information on your behalf to inform them that they will be receiving requests for information from ASPPB required for your licensure application.