



**Board of Psychology**

**Application for Psychologist Limited Licensure**

**CONFIDENTIAL AND EXEMPT FROM PUBLIC RECORDS DISCLOSURE\***

\* This page is exempt from public records disclosure. The Department of Health is required and authorized to collect Social Security Numbers relating to applications for professional licensure pursuant to Title 42 USCA § 666 (a)(13). For all professions regulated under Chapter 456, Florida Statutes, the collection of Social Security Numbers is required by Section 456.013 (1)(a), Florida Statutes.

<b>Name:</b>			<b>Social Security Number:</b>
_____	_____	_____	_____
<b>Last</b>	<b>First</b>	<b>Middle</b>	

You must answer all of the following questions. If you answer "yes", you must explain in detail on a separate sheet. In your explanation, include date(s), location(s), specific circumstances, practitioners and/or treatment involved, etc. Your "yes" answers must be substantiated by either official documents sent directly to us from the respective state licensing board, official copies of court records from the clerk of the court, or letters from treating physicians/practitioners. You must ensure that we receive the documents that substantiate your "yes" answers. Your "yes" answer would not be an automatic cause for denial.

*NOTE: Obtaining or attempting to obtain a license by bribery, fraud, or knowing misrepresentation is a violation of the Psychology Practice Act and may result in the denial of licensure, suspension or revocation of license, and/or other penalty under Section 490.009, Florida Statutes, or Rule Chapter 64B19-17, Florida Administrative Code.*

**PART I. PERSONAL HISTORY**

A. In the last five years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the past five years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
B. In the last five years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental disorder or impairment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
c. During the last five years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice psychology within the past five years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
D. During the last five years, have you been treated for or had a recurrence of a diagnosed physical disorder that has impaired your ability to practice psychology?	<input type="checkbox"/> YES <input type="checkbox"/> NO
E. In the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder, or, if you were previously in such a program, did you suffer a relapse within the last five years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
F. During the last five years, have you been treated for or had a recurrence of a diagnosed substance-related (alcohol/drug) disorder that has impaired your ability to practice psychology within the past five years?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Mission Statement:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

4052 Bald Cypress Way, Bin # C05  
 Tallahassee, Florida 32399-3257  
 Phone: (850) 245-4373 Fax: (850) 414-6860  
 Website: <http://www.floridahealth.gov/index.html/>

*To ensure that your profile is properly entered into the Department's licensure database, please keep this page on top.*

# FLORIDA DEPARTMENT OF HEALTH

Board of Psychology

Mailing Address for application and fees:

P.O. Box 6330

Tallahassee, FL 32314-6330

Mailing Address for supporting documents:

4052 Bald Cypress Way, Bin #C05

Tallahassee, FL 32399-3255

(850) 245-4373; Fax (850) 414-6860

**NOTE:** PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

## APPLICATION FOR PSYCHOLOGIST LIMITED LICENSURE

### PART II. PROFILE DATA FORM

<sup>1</sup> **APPLICATION METHOD:** Please check the box applicable to your proposed practice setting.

*Non-Remunerated* (Volunteer - not paid for services) **Total due: \$5.00 unlicensed activity fee.** Must submit Fee Waiver Form.

*Remunerated* (Paid employee) **Total due: \$30.00 (\$25 application and license fee + \$5 unlicensed activity fee).**

<sup>2</sup> List your full, legal NAME as it should appear on LIMITED license (no nicknames or shortened versions):

FIRST:

MIDDLE:

LAST:

<sup>3</sup> List all names, by which you are currently known, and have been known as in the past:

YES  NO

<sup>4</sup> Date of Birth (m/d/yr)

<sup>5</sup> MAILING Address (required) (Mailing address will display on the Internet if you have not provided a practice location):

<sup>6</sup> Work Telephone Number: (       )

<sup>7</sup> Alternate Telephone Number: (       )

<sup>8</sup> Name of School, College or University OF DOCTORAL DEGREE (optional):

<sup>9</sup> Type of Degree:

Ph.D.  Ed.D.

Psy.D.  Other \_\_\_\_\_

<sup>10</sup> Date Graduated:

\_\_\_ / \_\_\_ / \_\_\_

### PART III. LICENSURE DATA

<sup>11</sup> Please list below all licensure/certifications to practice psychology or any health-related profession in any jurisdiction in the U.S. territory, including Florida, or foreign country that you currently hold or have ever held, regardless of status.

<sup>12</sup> State	<sup>13</sup> License Title	<sup>14</sup> License Number	<sup>15</sup> Original Issue Date	<sup>16</sup> Expiration Date	<sup>17</sup> License Status

### <sup>18</sup> SECTION 456.38, FLORIDA STATUTES, PRACTITIONER REGISTRY FOR DISASTERS AND EMERGENCIES

Would you be willing to provide health services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disaster?

Yes \_\_\_\_\_ or No \_\_\_\_\_

PRINT APPLICANT NAME HERE: \_\_\_\_\_

**PART IV. PRACTICE HISTORY**

<sup>19</sup> Have you practiced psychology as a licensed psychologist for at least 10 years in the United States?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<sup>20</sup> Have you retired or intend to retire from the practice of psychology within six months of the date of submission of this application?  <i>Please give the date (m/d/yr) of actual or intended retirement:</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO
<sup>21</sup> Will you practice only as specified in Rule 64B19-11.010, Florida Administrative Code, if granted a limited license in Florida?		<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><i>For Questions 19-21:</i></p> <p>The act of knowingly giving false information in the course of applying for or obtaining a license from the department, or any board thereunder, with intent to mislead a public servant in the performance of his or her official duties, or the act of attempting to obtain or obtaining a license from the department, or any board thereunder, to practice a profession by knowingly misleading statements or knowing misrepresentations constitutes a felony of the third degree, punishable as provided in s. <a href="#">775.082</a>, s. <a href="#">775.083</a>, or s. <a href="#">775.084</a>.</p>		
_____ Signature of applicant (required)		_____ Date signed (required)
<sup>22</sup> <b>List Place of Practice in Florida.</b> A letter of intention to employ must be submitted by the director of the agency or institution. Section 456.035, Florida Statutes, and Rule 64B19-13.0025, Florida Administrative Code, require that the department must be notified of any change of current mailing address and place of practice within 45 days.		
<sup>23</sup> Place of Employment	<sup>24</sup> Location Address (Street, City, State, and Zip)	<sup>25</sup> Employment Setting (select one)
		<input type="checkbox"/> Public or non-profit agency <input type="checkbox"/> Indigent, underserved or critical need area

**PART V . DISCIPLINARY & CRIMINAL HISTORY**

You must answer all of the following questions.  If you answer "yes", you must explain in detail on a separate sheet. In your explanation, include date(s), location(s), specific circumstances, practitioners and/or treatment involved, etc. Your "yes" answers must be substantiated by either official documents sent directly to us from the respective state licensing board or official copies of court records from the clerk of the court. You must ensure that we receive the documents that substantiate your "yes" answers. Your "yes" answer would not be an automatic cause for denial. <i>NOTE: Obtaining or attempting to obtain a license by bribery, fraud, or knowing misrepresentation is a violation of the Psychology Practice Act and may result in the denial of licensure, suspension or revocation of license, and/or other penalty under Section 490.009, Florida Statutes, or Rule Chapter 64B19-17, Florida Administrative Code.</i>	
<b>DISCIPLINARY HISTORY</b> <sup>26</sup> Are you now under investigation or prosecution in another jurisdiction for an offense that would be a violation of Chapter 456, Part II, or Chapter 490, Florida Statutes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<sup>27</sup> Have you ever had your license revoked, suspended, or in any way acted against (e.g., reprimand, administrative fine, probation, etc.) in any state, jurisdiction, U.S. territory or foreign country?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<sup>28</sup> Have you ever been denied licensure to practice psychology or any health-related profession in any licensing jurisdiction or been granted such under restrictions (e.g., probation, other obligations imposed, etc.) of any kind?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>CRIMINAL HISTORY</b> <sup>29</sup> Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction, including a military court martial, other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for purposes of this question.	<input type="checkbox"/> YES <input type="checkbox"/> NO

PRINT APPLICANT NAME HERE: \_\_\_\_\_

**PART VI. HISTORY PURSUANT TO SECTION 456.0635(2) F.S.**

<sup>30</sup> **IMPORTANT NOTICE:** Applicants for licensure, certification or registration and candidates for examination may be excluded from licensure, certification or registration if their felony conviction falls into certain timeframes as established in Section 456.0635(2), Florida Statutes. If you answer YES to any of the following questions, please provide a written explanation for each question including the county and state of each termination or conviction, date of each termination or conviction, and copies of supporting documentation to the address below. Supporting documentation includes court dispositions or agency orders where applicable.

<p><b>1.</b> Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction? <i>(If you responded “no”, skip to #2.)</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>a.</b> If “yes” to 1, for the felonies of the first or second degree, has it been more than 15 years from the date of the plea, sentence and completion of any subsequent probation?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>b.</b> If “yes” to 1, for the felonies of the third degree, has it been more than 10 years from the date of the plea, sentence and completion of any subsequent probation? (This question does not apply to felonies of the third degree under Section 893.13(6)(a), Florida Statutes).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>c.</b> If “yes” to 1, for the felonies of the third degree under Section 893.13(6)(a), Florida Statutes, has it been more than 5 years from the date of the plea, sentence and completion of any subsequent probation?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>d.</b> If “yes” to 1, have you successfully completed a drug court program that resulted in the plea for the felony offense being withdrawn or the charges dismissed? (If “yes”, please provide supporting documentation).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>2.</b> Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 (relating to controlled substances) or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)? <i>(If you responded “no”, skip to #3.)</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>a.</b> If “yes” to 2, has it been more than 15 years before the date of application since the sentence and any subsequent period of probation for such conviction or plea ended?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>3.</b> Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? <i>(If “No”, do not answer 3a. and skip to #4.)</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>a.</b> If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>4.</b> Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program? <i>(If “No”, do not answer 4a or 4b. and skip to #5.)</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>a.</b> Have you been in good standing with a state Medicaid program for the most recent five years?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>b.</b> Did the termination occur at least 20 years before the date of this application?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>5.</b> Are you currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

PRINT APPLICANT NAME HERE: \_\_\_\_\_



**LIMITED PSYCHOLOGY LICENSE FEE WAIVER FORM  
TO BE COMPLETED BY EMPLOYER OR VOLUNTEER PSYCHOLOGIST**

Pursuant to Section 456.015(2), Florida Statutes, and Rule 64B19-11.010, Florida Administrative Code, if a person applying for a limited license submits a notarized statement from the employing agency or institution stating that he/she will not receive monetary compensation for any services involving the practice of psychology, the licensure fees shall be waived.

**NOTARIZED STATEMENT**

I, \_\_\_\_\_, being first duly sworn,  
state that the following psychologist:

\_\_\_\_\_  
TYPE OR PRINT PSYCHOLOGIST'S NAME

will NOT receive monetary compensation for any service involving the practice of  
psychology from:

Agency/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF: \_\_\_\_\_

The above person is personally known to me or has produced \_\_\_\_\_  
as identification.

SWORN AND SUBSCRIBED BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
(month) (year)

(SEAL)

NOTARY PUBLIC: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

PRINT APPLICANT NAME HERE: \_\_\_\_\_

# APPLICATION FOR PSYCHOLOGIST LIMITED LICENSURE

## **\*INSTRUCTIONS\***

### ***SECTION I - General Requirements and Information***

#### **STATUTE AND RULE REFERENCES**

For licensure requirements, refer to Section 456.015, Florida Statutes (F.S.) and Rule 64B19-11.010, Florida Administrative Code (F.A.C.), which may be found at [www.floridaspsychology.gov](http://www.floridaspsychology.gov).

#### **ELIGIBILITY REQUIREMENTS**

The following criteria **MUST** be met in order to obtain psychologist limited licensure in Florida:

- *The applicant was licensed to practice psychology in any jurisdiction in the United States for at least 10 years; AND*
- *The applicant has retired or intends to retire from the practice of psychology and intends to practice only pursuant to the restrictions of the limited license.*

The limited licensee can only practice in the employ of public agencies or institutions or nonprofit agencies or institutions which meet the requirements of s. 501(c)(3) of the Internal Revenue Code, and which provide professional liability coverage for acts or omissions of the limited licensee.

Limited licensees may provide services only to the indigent, underserved, or critical need populations within the state.

#### **APPLICATION PROCESSING**

It takes approximately 10-15 working days for checks to be processed by the Revenue Unit of the Department. Board office staff does not receive applications until the checks are processed.

By law, the Board office is allowed 30 days from receipt of the application and fee to review an application and notify the applicant in writing of any deficiencies. If notification of application status has not been received within 40 days of the Department's receipt of the application, you may contact the Board's administrative office. It is recommended that all applicants submit applications and documentation as far in advance of deadlines as possible.

It is recommended that applicants gather supporting documentation for submission with their applications and fees. This will expedite application processing. Applications will still be processed if documents are sent in separate from the application; doing so, however, may slow application processing down considerably. *Verifications of other state licenses must still be forwarded directly to the Board office from the respective agency.*

A complete application consists of a completed application form and ALL required supporting documentation received by established deadlines and deemed acceptable by the Board staff.

**The Board does not review incomplete applications. Applications must be complete thirty days prior to a scheduled Board meeting to ensure review by the Board. Applications that become complete after the deadline will be reviewed at the following meeting.**

An incomplete application shall expire 1 year after initial filing. Applicants whose files are closed must submit new applications and fees. Likewise, applicants who delay timely responses to notices of deficiencies may be required to update their applications prior to the Board's consideration.

### **COMPLETING THE APPLICATION**

Keep these instructions, the laws and rules, and a copy of the completed application, for future reference.

When answering questions, do not refer to an attached resume. All questions can be answered by completing the form in its entirety as required. Failure to do so will cause the application to be incomplete and the applicant will be requested to complete additional application pages, as applicable.

If you would like to explain or clarify any question or if any of the sections in the application do not contain sufficient space for the requested information, use an additional sheet of paper to make addenda to the question and attach such to the application. Make a note on the application question that an addendum for that question is attached. Always number the additional information with the corresponding number of the question in the application.

**Social Security Number.** Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 USCA § 666 (a)(13); and Sections 456.013, 409.2577, and 409.2598, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and will be used for licensee identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub. L 193, Section 317.

If confirmation that the Board office received any documentation is needed, *use of certified mail is highly recommended*. Supporting documentation may be submitted to this office before submission of application and fee.



## **SECTION II - APPLICATION CHECKLIST AND REQUIRED DOCUMENTATION**

Remunerated:

Fees: \$25 non-refundable application processing fee  
\$5 unlicensed activity fee

Non-Remunerated:

Fees: \$5 unlicensed activity fee

### **Make checks payable to DOH/Board of Psychology**

**1. APPLICATION FORM AND FEES:**

The application must be fully completed by every applicant.

**2. LETTER OF INTENTION TO EMPLOY**

The director of the agency or institution must submit an original, signed, and currently dated letter verifying the agency's intent to hire you as a limited licensee.

**3. FEE WAIVER FORM**

Notarized statement regarding non-remunerated status. This form must be completed in order to apply without having to pay the application fee. *The \$5 unlicensed activity fee must still be submitted as part of the application*

**4. LICENSE/CERTIFICATE VERIFICATION FORM**

Verifications are required for each psychology and health-related license or certificate currently or ever held. If available online, verifications will be retrieved through the applicable state licensing entity's website, upon receipt of your licensure application in the Board office. If unavailable online, or if the online verification lacks sufficient detail, you will be responsible for requesting that the verifications be sent to the Board office directly from the applicable state licensing authorities.

### **ADDRESS CHANGES**

Please notify the Board office immediately of any address change for either practice location or mailing address. If you do not currently have a practice location, please inform us as soon as you obtain employment. Licenses are printed with the practice location address but are mailed to your home/mailing address. The Internet will display your practice location address only. If none given, your home/mailing address will be displayed.

### **SUBMIT INITIAL APPLICATION, SUPPORTING DOCUMENTS AND FEES TO:**

Department of Health/Board of Psychology  
P. O. Box 6330  
Tallahassee, FL 32314-6330

### **ALL SUBSEQUENT DOCUMENTATION MAY BE SUBMITTED TO:**

Department of Health  
Board of Psychology  
4052 Bald Cypress Way, BIN C05  
Tallahassee, FL 32399-3255