

## **Petition Review Process, Checklist & Submission Information**

### **Process**

Petitions submitted to the Florida Board of Psychology by entities seeking recognition as a specialty certifying body within the state must be deemed complete at least 30 days prior to a scheduled Board meeting. Please visit the link on our website titled **Dates, Location and Agenda** to view the current meeting schedule.

Petitions will be reviewed by the “Psychology Specialties Board Committee”. If approved, the certifying entities name will be placed on a list for ratification during the next scheduled Board meeting. Petitions requiring further review will be placed on the agenda of the next scheduled General Business Meeting for a final decision by the full Board.

### **Checklist**

When preparing your petition package, please refer to the checklist below to ensure that all required information is provided.

### **Petitions Should Be Mailed to the Following Address:**

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

### **Additional Questions?**

Please contact the Board office at (850) 245-4373 or contact us via e-mail to [MQA\\_Psychology@doh.state.fl.us](mailto:MQA_Psychology@doh.state.fl.us).

## Specialty Certifying Bodies Petition Checklist

Please include the following BASIC PROFILE DATA regarding the specialty certifying entity filing the petition:

- Legal Name Of Certifying Entity:
- Name & Title Of Primary Contact:
- Phone:
- E-Mail Address:
- Web Address:
- Mailing Address:
- Physical Address (if different from mailing address):

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### PETITION DOCUMENTATION CHECKLIST OF REQUIREMENTS ESTABLISHED BY § 490.0149(3), F.S. AND RULE 64B19-18.008, F.A.C.:

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#### RULE 64B19-18.008(1), F.A.C.

- organizational structure of entity described  
*[independent body, national in scope, incorporating standards of the profession and collaborating with organizations related to the entity's psychology specialty designation(s)]*
- specialty certification(s) granted to doctoral-level licensees only  
*[who have advanced education, training, or professional experience qualifications beyond licensure requirements]*

#### RULE 64B19-18.008(2), F.A.C.

- purpose statement
- bylaws, policies and procedures including:
  - internal and budgetary practices
  - administrative staff
  - dedicated office space

#### RULE 64B19-18.008(3), F.A.C.

- practice standards established for specialty certification(s)
- adoption of APA code of ethics and conduct

#### RULE 64B19-18.008(4), F.A.C.

- specialty area competency measurement
- security and grading standards
- oral examination
- peer-review of practice samples