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.
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):

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

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