

PSYCHOLOGIST LICENSURE PROCESS

This information is provided as a general guide to Florida's psychologist licensure process.

Applications with more complex issues may require additional steps, which the assigned application specialist will guide the applicant through. In addition, spikes in workload at certain times of the year may affect any specific timeframes noted.

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- **FEE PROCESSING:** Paper application and fees are processed by the Florida Department of Health's revenue processing unit and subsequently delivered to the Board Office.
 - **APPLICATION ASSIGNMENT:** A Regulatory Specialist II (RSII) is assigned to perform a comprehensive review of the application and supporting documents received. The specialist will determine whether the application contains the information required under Chapter 490, Florida Statutes, and any applicable Board rules, to deem the application complete for Board action.
 - **APPLICATION REVIEW:** Within 7 days or less of receipt, the RSII will contact the applicant in writing, **via e-mail**, to advise of any application deficiencies that need to be addressed to deem the application complete.
 - **ACTION ON COMPLETE APPLICATIONS:** Once all deficiencies are addressed to complete the application, one of two actions might be taken as described below.
 - Applications requiring Board review will be added to the next available regularly scheduled Board meeting agenda. The applicant will receive a meeting notice with details no later than 2 weeks prior to the meeting date. The meeting notice will indicate whether participation in the meeting is optional or required.
 - Applications the Board has delegated for staff clearance, will be approved within 5 days of receipt of the last item to complete the application. The RSII will send notification of approval and the items outstanding to complete the licensure process. The RSII will submit notice of the applicant's eligibility for each exam required to the vendors. The vendors will thereafter send further instructions for registration and exam payment **directly to the applicant** via e-mail.
 - **SCORE PROCESSING:** Florida laws and rules exam scores are received in batches on a daily basis and EPPP scores are received once per week, typically on Wednesdays.
 - The Board office aims to process scores within 1-2 business days of receipt.
 - Applicants will receive a follow-up letter to advise of the status and any next steps required.
 - Unsuccessful candidates will receive a memo and re-exam application to submit to the Board Office. Upon submission, the Board Office will process and submit notice of re-eligibility to the vendor, who will then send further instructions to the candidate on re-scheduling and payments.

Important Note: For all Examination methods, outstanding requirements for licensure must be successfully completed within 24 months `Board approval letter to avoid denial of the application. To gain more time and avoid denial, applicants delayed due to personal substantial hardships will have one opportunity to request an extension of up to 12 months for consideration by the Board -OR- may withdraw the application and submit a new application and application processing fee to continue the licensing process.

- **LICENSING:** Once all exams and any other outstanding requirements for licensure are complete, the Board Office will issue the license within 1-2 business days.
 - A congratulatory letter containing the license number will be sent to the applicant via e-mail. Licensees may legally begin work upon receipt of this e-mail.
 - The Department of Health will mail the physical license within 7 days of the e-mail sent by the Board Office.

LICENSE MAINTENANCE: Florida Psychologist licenses expire May 31st of every even-numbered year. **For the 1st renewal**, you will only be required to complete a Board-approved 2-hour Prevention of Medical Errors Course and submit your renewal application and fee prior to the expiration date. Keep your address updated by logging into your MQA Online Services Account so that you will receive the courtesy postcard sent out by the MQA Licensure Support Services renewal unit approximately 120 days prior to the expiration date. All future renewals will require completion of 40 hours of continuing education each licensure biennium (*two-year period prior to each expiration date*). **Please become familiar with your detailed CE requirements by visiting the Board's website at <https://floridapsychology.gov/renewals/>.**
