

# Psychological Assistant Application Timeline:

Applicants coming from a NON-APA-accredited doctoral program

## Step 1

- Applicant submits initial information form to the Board office
- Board office sends Information form to ASPPB; Request supervision practice plan.
- Applicant receives an email invitation to complete the PLUS Portal Application from ASPPB.
- **Estimated time for completion:** 1-2 business days once information form and fee are received in Board office.

## Step 2

- Applicant must begin to complete PLUS application.
- Applicant should apply for NPI number if providing Medicaid reimbursed services
- Applicant should also return Supervision Practice Plan form, along with Employment agreement.
- **Estimated time for completion:** 1-30 days.

## Step 3

- Once the application is completed by the applicant, ASPPB performs Primary Source Verification.
- **Estimated time for completion:** Dependent on applicant's accurate completion of their PLUS application 1-6+ months

## Step 4

- Upon final completion of PLUS application, the Board office will forward application to ATEAM for review of equivalency.
- Applicant will receive a notice through the U.S. mail regarding final steps needed for registration (i.e. pay fee)
- **Estimated time for completion:** Within 7 days of the board office receiving the completed PLUS application by ASPPB.

## Step 5

- Upon receipt of registration fee, applicant will receive a registration number and certificate.
- Applicant will be approved to attempt EPPP2, based on ATEAM approval.
- If not approved, Applicant will receive a notice through U.S. Mail regarding recommendations from the ATEAM on remediation of defaults found in education and training.
- **Estimated time for completion:** Dependent on applicant. [should not exceed 1 month from notification from office]

## Step 6

- Applicant will submit quarterly supervision logs to Board office.
- Renewal of Registration will take place annually, two months prior to expiration date.
- Invitation to attempt state exam will begin once Logs showing 1400 hours completed have been submitted to Board office.
- **Estimated time for completion:** 10 months to 3 years

## Step 7

- Applicant takes the State Exam. Board will notify applicant of pass or fail within 7 days of taking the exam.
- If applicant passes all required exams and completes final portions of ASPPB PLUS system, applicant must pay prorated biennial prior to assigning NV License#.
- If applicant fails, applicant will receive a letter from the board office and invited to retake the exam 30 days after notification of Fail status.