

**DIRECTIONS FOR SUBMITTING
PSYCHOLOGICAL ASSOCIATE LEVEL DOCUMENTATION**

The following must be submitted with regard to the master's or specialist degree that is the basis for your application for licensure. Failure to have forms completed in the required manner by the required persons will delay review of your application.

1. Completed Summary Form [PA DOC #2] (enclosed)
2. Completed Program Verification Form [PA DOC #3] (enclosed; to be completed by the Head of your master's/specialist program).
3. Completed Supervised Experience Verification Form [PA DOC #4] (enclosed; to be completed by the **training site director at the agency where you completed your supervised experience**).
4. **Applicable pages** from the graduate catalogue which describe the master's or specialist program from which you graduated **as it was organized during the period of time when you were enrolled, including course descriptions; and which lists instructors involved in your program, including educational background**. [Note: It is the applicant's responsibility to copy and submit the applicable catalogue pages; submission of an entire catalogue, or catalogue or web pages for a period of time other than that which applies to the applicant's period of enrollment, is **not** acceptable.]
5. Documentation of each graduate level non-psychology course (i.e., courses without a psychology prefix or courses not taken in a psychology department) and for each psychology course that has a generic title (e.g., Special Topics, Selected Readings, etc.) which you want the Board to consider toward meeting the minimum course hour requirements and/or curricular requirements. Documentation must include the following items *with the courses appearing in the order in which they appear on the graduate transcript(s)*. (See example on Page 2.)
 - a. course number, course title, number of credit hours (indicate semester, quarter, or trimester hours), year and academic term
 - b. school and department
 - c. professor - name; degree; doctoral specialty area; licensure status
 - d. major texts or readings - author; title
 - e. concise, yet descriptive, course summary (50-150 words)
 - f. relevance to applicant's organized sequence of study or evidence that course is psychological in nature
6. **If**, as defined in 21 NCAC 54 .1802(a)(9), your degree program did not include a minimum of 45 semester (68 quarter or 60 trimester) hours of course content but included a minimum of 39 semester (59 quarter or 52 trimester) hours of graduate study in standard psychology courses, allowing not more than 6 semester (9 quarter or 8 trimester) hours for practicum/internship and 6 semester (9 quarter or 8 trimester) hours for thesis/dissertation, you also must complete a Course Work Addendum Form [PA DOC #2A] which you can request from the Board office.

E X A M P L E

Sp/Ed 531 Mental Measurements 3 s.h. Fall 2002
School of Education, Department of Special Education

Professor: John Doe, Ph.D.
Licensed in New Mexico

Major Text or Readings:

Lyman, Howard B., *Test Scores and What They Mean*
Cronbach, Lee J., *Essentials of Psychological Testing*
Buros, O.K., *Mental Measurements Yearbook*

An introductory course in psychometrics which included basic statistics, test development and construction, reliability, validity, and standard scores. The course also included examination of various factors affecting psychological test results such as cultural bias, testing conditions, etc. A study of the use of various pencil and paper tests such as the *Children's Personality Questionnaire*, *Wide Range Achievement Test*, etc. was part of this course. Emphasis was also placed on an examination of the nature of intelligence and intelligence testing and the various theorists in the field. Course was a prerequisite for more advanced courses which provided in-depth training in psychological assessment.