



Instructions for Obtaining First School Psychology License through State Board of Psychology

The State Board of Psychology issues two types of school psychologist license:

- Licensed School Psychologist - 5-year license that allows you to work in schools.
- Independent School Psychologist - 2-year license that allows you to work in private practice and which can only be obtained after four years of experience working in a school.

New graduates will obtain the first of the above, the Licensed School Psychologist license. You should apply once official transcripts have been issued, with your final grades recorded and your degree posted.*

The fee for initial licensure and renewals is \$300.

The eLicense portal will be the sole platform for applying for and renewing Licensed School Psychologist licenses. You will access it via psychology.ohio.gov and navigate to “Licensing/Renewal” and select “Licensed School Psychologist”.

You will be required to submit:

- Official transcript with your degree posted or a letter confirming completion of graduation requirements with submission of the transcript at a later date*;
- Documentation of a nine-month, full-time internship submitted by your university;
- Documentation of a passing score (155) on the Praxis school psychology specialty exam**; and
- Background check compliance (see attachment).

Once you are employed by a district, you will need to enroll in the state’s Rapback background check program. Ask your employer about this requirement.

*If you will be completing coursework or internship into the summer and your transcript will not reflect graduation at the time of license application in the early summer, you must submit a letter, on institutional letterhead, from either the College Dean or the University Registrar that confirms all graduation requirements have been met and indicates when the official transcript will be available (e.g., August or the specified date). It is the responsibility of the student/applicant to request this letter and ensure it is sent directly to info@psy.ohio.gov. The applicant must also follow up by submitting the official transcript by the date stated in the letter.

After registering for the Praxis exam, candidates must log into their ETS account to select their free score recipients. The Ohio Board of Psychology (agency code: 9680) will automatically receive your scores if selected. More details can be found on the following pages. **For the Class of 2025, the State Board of Psychology will accept a PDF of your Praxis score report as received from ETS. Be sure to upload this document along with your other required materials when submitting your licensure application.

Score recipient selection

On the review your cart page candidates will now have the option to select the EPP and opt to have scores sent to their EPP. Candidates can search by **State** (populate a list of all EPPs within the selected state) OR search by **Institution Name/Code**.

The screenshot shows the 'Review Your Cart' page on the Praxis website. A modal titled 'Educator Preparation Program' is open in the center. The modal contains the following text: 'Select your Educator Program Preparation or Training Institution', 'If you plan to take the Speech-Language Pathology or Audiology test, select the institution with (SLP/AUD) following the institution's name.', and 'Search by: ☒ State ☐ Institution Name/Code'. Below this is a search input field with the placeholder text 'Type and click the search button' and a purple search button with a magnifying glass icon. At the bottom of the modal are two radio buttons for 'Send scores to your attending Institution?*' with options 'Yes' and 'No', and two buttons: 'Cancel' and 'Save Changes'. The background shows the 'Review Your Cart' page with a summary of items and a total of \$150.00.

When searching by State, the candidate can type in the state name or scroll through the list then click search (purple box with magnifying glass icon).

This is a close-up of the 'Educator Preparation Program' modal. The 'Search by' section shows the 'State' radio button selected. Below the search input field, a dropdown list of states is visible: Canada, USA, Alaska, Alabama, Armed Forces Pacific, and Arkansas. The search button is a purple box with a magnifying glass icon.

Once the state has been selected all of the EPPs/agencies within that state will appear. Candidates can scroll through the list to locate their EPP. After locating the EPP click on the radio button beside the EPP, then select an answer to the question “**Send scores to your Attending Institution?**” Once the question has been answered click “**Save changes**”

The screenshot shows a web interface titled "Educator Preparation Program". Below the title is a section "Select your Educator Program Preparation or Training Institution". A note states: "If you plan to take the Speech-Language Pathology or Audiology test, select the institution with (SLP/AUD) following the institution's name." There are two radio buttons for "Search by": "State" (selected) and "Institution Name/Code". Below this is a search bar containing "Alabama" with a magnifying glass icon. The results section shows "36 results in 'Alabama'" and lists six institutions, each with a radio button:

- ☐ JUDSON COLLEGE AL (1349)
302 BIBB STREET, MARION, Alabama, 36756
- ☐ CONCORDIA COLLEGE (1075)
1712 BROAD ST, SELMA, Alabama, 36702
- ☐ BIRMINGHAM-SOUTHERN COLLEGE (1064)
900 ARKADELPHIA RD, BIRMINGHAM, Alabama, 35254
- ☐ UNIVERSITY OF MOBILE (1515)
5735 COLLEGE PKWY, MOBILE, Alabama, 366132842
- ☐ SOUTHEASTERN BIBLE COLLEGE (1723)
2545 VALLEYDALE ROAD, BIRMINGHAM, Alabama, 35244
- ☐ UNIV ALABAMA HUNTSVILLE (1854)
1105 TOWNHALL CIRCLE HUNTSVILLE, AL 35894

At the bottom, there is a question "Send scores to your attending Institution?*" with "Yes" and "No" radio buttons. Below this are two buttons: "Cancel" and "Save Changes".

If the candidate opts to send scores to an EPP that does not currently have the test on its validated test list, the following message will appear “Our records indicate that this recipient does not accept scores for this test. Please contact them for confirmation.”

Educator Preparation Program

Select your Educator Program Preparation or Training Institution

If you plan to take the Speech-Language Pathology or Audiology test, select the institution with (SLP/AUD) following the institution's name.

Search by: ☒ State ☐ Institution Name/Code

California



117 results in "California"

- ☒ UNIV PHOENIX, FOUNTAIN VALLEY (4822)
10540 TALBERT AVE, WEST TOWER, FOUNTAIN VALLEY, California, 92708
- ☐ UNIV CALIFORNIA LA EXTENSION (4831)
10995 LECONTE AVENUE, LOS ANGELES, California, 900242883
- ☐ BRANDMAN UNIVERSITY (4026)
16355 LAGUNA CANYON RD, 3RD FL, IRVINE, California, 92618
- ☐ UNIV CALIFORNIA DAVIS (4834)
SCH OF EDUC, ONE SHIELDS AVE, DAVIS, California, 956168579
- ☐ UNIV CALIFORNIA SANTA BARBARA (4835)
GEVIRTZ GRAD. SCHOOL OF ED, SANTA BARBARA, California, 93106
- ☐ UNIV CALIFORNIA LOS ANGELES (4837)
10001 WOODWARD BLVD, LOS ANGELES, California, 900321501



Our records indicate that this recipient does not accept scores for this test. Please contact them for confirmation.

Send scores to your attending Institution?* ☐ Yes ☒ No

[Cancel](#)

Save Changes

Once the EPP selection fields have been filled in, the candidate can proceed to checkout.

← → ↻

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Finish update

Praxis

Find Tests & Prep

Learn More

Tomorrow's Teacher

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Review Your Cart

IMPORTANT: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you **MUST** add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.

Summary



Core Combined (; subtests 5713, 5723, 5733) (5752)

Duration: 300 min

\$150.00

Remove

📍

Praxis tests at home

📅

Wednesday, September 25, 2024 - 04:00 PM KST

Educator Preparation Program

Edit Info

Automatic Score Recipient

CAL STATE U SACRAMENTO SLP/AUD (0018)

6000 J STREET, SACRAMENTO, California, 958196071

Send scores?*

Yes



Practice Test: Core Academic Skills for Educators: Reading (5713)

Free with test registration

Free

Core Combined (; subtests 5713, 5723, 5733) (5752)

\$150.00

Remove

Practice Test: Core Academic Skills for Educators: Reading (5713)

Free with test registration

Free

Voucher or promo code

Enter your voucher or promo code

+

SubTotal

\$150.00

Online Service Fee

\$4.50

Sales Tax

\$0.00

Accepted payment types



☐

I agree to the [Cancellation and Refund Policy](#)

ETS has no refund, no returns policy for test preparation products. Once orders are placed, they cannot be canceled. Make sure the product(s) you purchase

If the candidate has already selected the EPP then we are making it mandatory for them to either select yes/no to the "send scores" option.

Praxis Find Tests & Prep Learn More Tomorrow's Teacher

< Back Before Scheduling Schedule Test Test Preparation Review Your Cart Payment Confirmation

Review Your Cart

IMPORTANT: After you have scheduled and paid for your test, be sure to select your free score recipients up to 3 days before your test date. In order for your Educator Preparation Program to receive your full score details, you MUST add the institution as one of your free score recipients. Selecting an institution as your Educator Preparation Program does not result in your scores being sent.

Summary

**Agriculture (5701)**
Duration: 150 min
Remove

Praxis tests at home
Wednesday, January 1, 2025 - 06:30 AM KST

Educator Preparation Program Add Info
WESTERN OREGON UNIVERSITY (4585)
Send scores?* Select

Automatic Score Recipient

Order Total

Agriculture (5701)	\$130.00
	Remove
Practice Test: Agriculture (5701)	Free
Free with test registration	
Voucher or promo code	
Enter your voucher or promo code +	
SubTotal	\$130.00
Online Service Fee	\$3.90
Sales Tax	\$0.00

Accepted payment types



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Score Recipient Empty
Please select whether you would like or not to set your Educator Preparation Program as a Score Recipient.

Summary

**Agriculture (5701)**
Duration: 150 min
Remove

Praxis tests at home
Wednesday, January 1, 2025 - 06:30 AM KST

Educator Preparation Program Add Info
WESTERN OREGON UNIVERSITY (4585)
Send scores?* Select

Automatic Score Recipient

**Practice Test: Agriculture (5701)**
Free with test registration
Free

Order Total

Practice Test: Agriculture (5701)	Free
Free with test registration	
Voucher or promo code	
Enter your voucher or promo code +	
SubTotal	\$130.00
Online Service Fee	\$3.90
Sales Tax	\$0.00

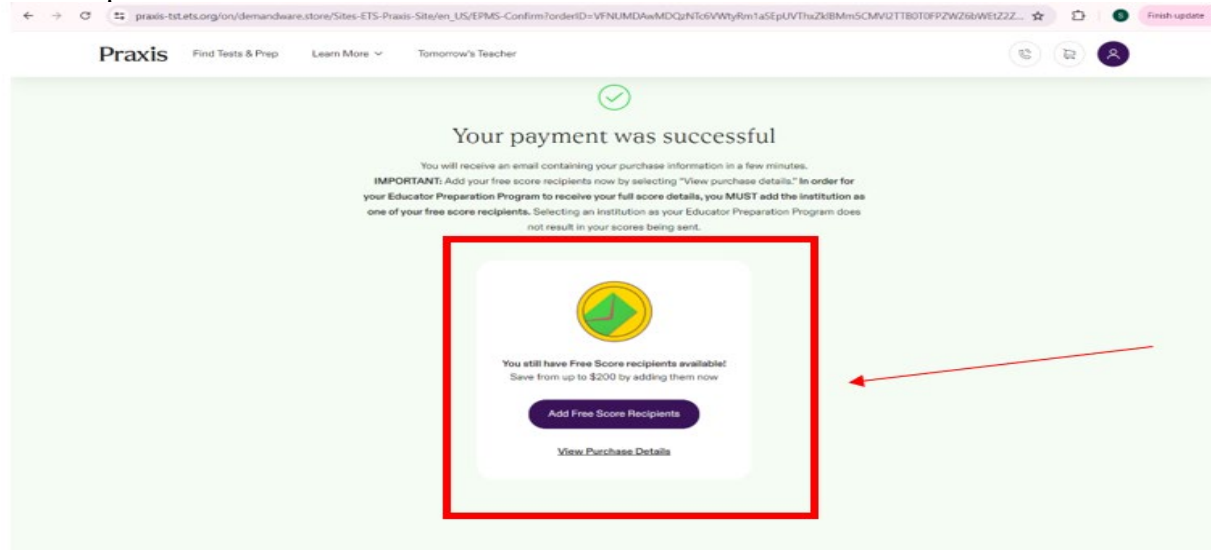
Accepted payment types

☒ I agree to the [Cancellation and Refund Policy](#)

ETS has no refund, no returns policy for test preparation products. Once orders are placed, they cannot be canceled. Make sure the product(s) you purchase corresponds with the test and test code you are planning to take.

Total \$133.90

After registration has been complete, candidates will need to go into their account to select their free recipients.



When they return to their account to add their free recipients, what they selected at the time of registration would appear as one of the four free if they selected “yes.” If not, they can make the change on “add free score recipients page” by selecting the “edit” button.

Once change, select “**save changes.**”

Praxis

Find Tests & Prep

Learn More

Tomorrow's Teacher

Add Free Score Recipients

Your Scheduled Praxis Test

Select a test

Core Combined (5752; subtests 5713, 5723, 5733) (Wednesday, September... ▼

Educator Preparation Program

Add your institution as one of your free score recipients. To ensure your educator preparation program receives your full score details, it's essential to add the institution as a free score recipient.

Search by: ☐ State ☒ Institution Name/Code

MATANUSKA-SUSITNA COMM COLL (4509) × 🔍

Send scores to your attending Institution?* ☐ Yes ☒ No
(Doing so will use one of your free score sends.)

Cancel Save Changes

Your Score Recipients
selection will appear here

Save Changes



Ohio Board of Psychology

Criminal Records Check Requirement In-State and Out-of-State Applicants

State law requires applicants for licenses issued by virtually all Ohio professional and occupational licensing boards, including the State Board of Psychology, to complete a criminal records check conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). ORC 4732.091 indicates that persons are not eligible for licensure by the State Board of Psychology in the absence of a criminal records check and a determination that the results do not make the applicant ineligible for a license to practice psychology or school psychology.

Completing the Background Check in Ohio

Electronic fingerprint impressions can be provided in person at most of the eighty-eight (88) Ohio county sheriff's offices or another agency holding the **National Web Check ("NWC")** designation. Psychologist, school psychologist, and certified Ohio behavior analyst applicants must use an Ohio WebCheck® vendor that can conduct both the BCI and FBI background checks. To find locations of all NWC agencies in Ohio, applicants are directed to the **WebCheck® Community Listing** on the Ohio Attorney General's website below, where each Ohio county can be selected from a drop-down menu and locations, contact information, and business hours of NWC agencies are displayed. Be certain to select an agency with "BCII & FBI" appearing after the company name to enable the FBI background check so that the applicant and the Board comply with this requirement.

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck/Webcheck-Community-Listing>

To be valid for licensure, the criminal records check can be no more than **one year** old prior to the issuance of the license or certificate, and applicants are responsible for planning accordingly.

At your selected NWC vendor, please remember these important details:

- 1) Confirm they will mail your results to: Psychology Board, 77 S. High St, 18th floor, Columbus OH 43215-6108; By law, results must be mailed to the Board by BCI.
- 2) Request BCII and FBI background checks;
- 3) The "Reason" Code is 4732.091 (the state law requiring background checks)
- 4) The applicant is responsible for paying all fees at the NWC site selected and shall not pay any fees to the Board for his purpose.

Out-of-State Applicants: Completing the Background Check Outside of Ohio

Ink fingerprint impressions may be provided at a local law enforcement agency in the applicant's home state. The process takes longer than coming to Ohio for electronic finger printing, although the convenience makes it a good option. Applicants who wish to complete the fingerprinting out-of-state may request the instructions and fingerprint cards from the Board office. By emailing:

Denitra.hairston@psy.ohio.gov. Out-of-state applicants traveling to Ohio may complete the background check as directed above—the same process for in-state applicants.

Q&A: Criminal Records Checks for Ohio Psychology Board Licensure

Question 1: I live outside of Ohio. May I get the background check completed without coming to Ohio?

Answer: Yes. Please request the instructions and materials from the Board office.

Question 2: I recently had an FBI records check completed for another purpose. Can I just use those results to meet the requirement of the State Board of Psychology?

Answer: No. According to the law, the Board is responsible for reviewing the results of a new criminal records check completed for the Board before issuing a license.

Question 3: How much time will this add to the licensure process?

Answer: Records check results generally arrive in the Board office within 30 business days after you are fingerprinted. If the Board has an acceptable criminal records check in hand prior to the examination, the license will be issued without delay within approximately one week after the examination is passed. For out-of-state applicants completing the records check while in Ohio for the examination/workshop, the process will be delayed as long as it takes to receive the results. If it is feasible to get to Ohio in advance of the oral examination, the records check may be completed no more than one year in advance of the license being issued. Completing the records check in advance of the oral exam could speed up the license process by several weeks.

Question 4: What happens if I have a criminal history reported to the Board?

Answer: Depending on the nature of the results of the records check, the Board will determine if the offense(s) render the application ineligible for licensure and/or whether the offenses on record were denied on the notarized application form. The Board may refuse to issue a license to any applicant based on conviction of a felony or of any offense involving moral turpitude, for not being of “good moral character,” or for using fraud, misrepresentation, or deception in the application process.

Question 5: Are the results of my background check confidential?

Answer: Yes. The results are confidential, although you or a legal representative may review the results.

Question 6: Will I need to do a criminal record check to renew my license every two years?

Answer: No. The records check requirement does not apply to the biennial registration process.