



**\*\*\*SCHOOL PSYCHOLOGY LICENSURE APPLICATION CHECKLIST\*\*\*  
-EXAMINATION METHOD-**

Use the following checklist to help ensure all necessary documentation for your licensure is submitted.

**APPLICATION FORM AND FEES**

The application must be fully completed by every applicant. The fee is \$355.

**OFFICIAL GRADUATE LEVEL TRANSCRIPTS**

Request your official graduate level transcript(s) be mailed to the Florida Department of Health, Office of School Psychology, 4052 Bald Cypress Way, BIN C-05, Tallahassee, FL 32399-3255.

**SCHOOL PSYCHOLOGY EDUCATION COURSEWORK SHEET, if applicable**

This form is required if you did not obtain the minimum of a master's degree in school psychology. Refer to 64B21-500.009, F.A.C., for assistance when completing. Please download the course worksheet form at <http://www.floridahealth.gov/licensing-and-regulation/school-psychology/applications-forms/index.html>.

**SCHOOL PSYCHOLOGY SUPERVISED EXPERIENCE VERIFICATION FORM**

This form must be used to document the required 2 years of post-graduate supervised experience under a licensed psychologist, licensed school psychologist or certified school psychologist. A doctoral-level internship in this field may be applied toward the supervision requirement. If you completed 3 years of supervised school psychology experience in compliance with the rule, you may use this form to document that all required experience was completed under supervision, in which case you will not need to complete the general experience verification form referenced below. The supervised experience verification form may be downloaded <http://www.floridahealth.gov/licensing-and-regulation/school-psychology/applications-forms/index.html>. The form must be signed by the supervisor and applicant.

**SCHOOL PSYCHOLOGY GENERAL EXPERIENCE VERIFICATION FORM, if applicable**

This form is used to document the 1 year of school psychology experience that did not require supervision. Only necessary if less than three, but more than two years of supervision have been obtained. The general experience verification form may be downloaded at <http://www.floridahealth.gov/licensing-and-regulation/school-psychology/applications-forms/index.html>. The form must be signed by the verifier and the applicant.

**OFFICIAL ETS SCHOOL PSYCHOLOGY EXAM SCORE**

Request that your Praxis II examination score be electronically transmitted to the Florida Office of School Psychology. When requesting your scores, note that the destination code is R7114. The contact number for the Praxis exam vendor, ETS, is (609) 771-7395. Florida's examination score requirements are available at the following web address: <http://www.floridahealth.gov/licensing-and-regulation/school-psychology/licensing/index.html>.

**LICENSE/CERTIFICATE VERIFICATION FORM**

Verifications are required for each school psychology or other health-related licenses or certificates currently or ever held. If available online, verifications will be retrieved through the applicable state licensing entity's website, upon receipt of your licensure application in the School Psychology office. If unavailable online, or, if the online verification lacks sufficient detail, you will be responsible for requesting that the verifications be sent to the Board office directly from the applicable state licensing authorities.